



June 2026

STUDENT HANDBOOK



***Practical Nursing
Program***

ACEN

**3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000**

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Direct all inquiries regarding equal opportunity compliance and/or grievances to:

Frederick Davis, Chief HR Officer/Title IX Coordinator

Physical address: 501 N Riverpoint Blvd, Ste. 126, Spokane, WA 99202

Mailing address: PO Box 6000 – MS 1004, Ste. 126, Spokane, WA 99217-6000

ccs.titleix@ccs.spokane.edu

509-434-5037

Patrick Tanner, VP of Student Services/Title IX Coordinator

Spokane Community College

1810 North Greene Street,

Building 1, Room R228

Spokane, WA 99217-5399

vpss@scc.spokane.edu

509-533-7015

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***SPOKANE COMMUNITY COLLEGE NURSING DIVISION PRACTICAL NURSING STUDENT
HANDBOOK 2025-2026***

1 INTRODUCTION

Note: Changes can occur at any time, including the implementation date, in any policy or guideline. If this happens, affected students will be notified through the Spokane Community College (SCC) learning management system via posting in-class announcements.

1.1 PURPOSE OF HANDBOOK

The SCC Practical Nursing Program Student Handbook explains the policies and guidelines of the Nursing Program. Students are responsible for familiarizing themselves with the handbook, as faculty will refer to it throughout the program. Students must sign and submit the Student Handbook Signature Page (see Appendix), located on the last page of this document, to indicate that they have read, understood, and will follow all handbook policies. The signed and completed “Student Handbook Signature Page” must be uploaded to American Data Bank on the first day of each academic quarter. Students must go to the American Data Bank and e-sign the Signature Page on the first day of each quarter.

1.2 OVERVIEW OF THE NURSING PROGRAM

PURPOSE

SCC’s Practical Nursing Program provides students who have completed their prerequisites for nursing with the opportunity to advance their education as practical nurses. SCC encourages diversity by actively recruiting both traditional and non-traditional students from diverse backgrounds.

The curriculum builds on the knowledge base obtained from the prerequisite course. The nursing curriculum focuses on understanding broad concepts so that students can recognize and apply them in various clinical situations. Students are introduced to learning materials prior to class, allowing classroom and lab time to focus on interactive learning.

MISSION STATEMENT OF THE NURSING PROGRAM

SCC’s Practical Nursing Program meets community needs by preparing graduates for entry-level practice in various healthcare settings. The Practical Nursing Program offers high-quality, student-centered education that emphasizes critical thinking, clinical reasoning, patient-centered care, and lifelong learning. Nursing students can succeed in a supportive environment that fosters academic, personal, and professional

growth. The nursing program reflects SCC's Mission of supporting a diverse community of adult learners.

VISION

The SCC Practical Nurse Program aims to:

- Utilize and expand on students' previous knowledge and life experiences with education and further knowledge acquisition.
- Bridge conceptual practice models with physical healthcare work environments
- Foster scientific inquiry and research to achieve evidence-based care.
- Promote lifelong learning.

Additionally, SCC's Practical Nursing Program emphasizes SCC's Student Learning Outcomes:

The Student Learning Outcomes Initiative at Spokane Community College is committed to enriching the educational environment so that all members of the college value the power and growth of learning. We are dedicated to seeing our students demonstrate the following critical Student Learning Abilities related to our institution and the larger community. SCC faculty have identified four areas of ability that we believe all students need to succeed beyond their formal education: responsibility, communication, critical thinking, and global awareness.

- **Responsibility:** Students will develop the ability to recognize, understand, and accept ownership for their learning by self-assessing, demonstrating, and evaluating behaviors that support the learning situation.
- **Communication (oral and written):** Students will demonstrate the ability to create meaning between themselves and their audience and to listen, read, speak, and write effectively, using graphics, electronic media, computers, and quantitative data.
- **Critical Thinking:** Critical thinking is the purposeful and self-regulatory process of conceptualizing, interpreting, applying, analyzing, synthesizing, and evaluating information gathered from or generated by observation, experience, reflection, reasoning, or communication as a guide to belief and action.
- **Global Awareness:** Students will demonstrate an awareness and appreciation of the world, its scientific complexity, its social diversity, and its artistic variety.

MISSION STATEMENT OF SPOKANE COMMUNITY COLLEGE

The mission of Spokane Community College is to offer educational opportunities in college readiness, workforce training, and university transfer that meet the needs of the diverse communities we serve. SCC is committed to student success through active learning, dynamic relationships, and supportive environments.

The college has identified four core themes to further define the mission, which are used to evaluate mission fulfillment.

- ***Workforce Development***

SCC's professional technical certificate and degree programs are industry-standard and prepare students for entry-level positions in their fields.

- ***Academic Transfer***

Students enrolled in Academic Transfer courses are well prepared and successful as they transfer their coursework and/or associate degrees to pursue the next step in their educational plan.

- ***College Readiness***

College Readiness programs meet students' needs and prepare them for college-level courses, empowering them to succeed academically, personally, and professionally.

- ***Student Success***

Students are given the opportunity to succeed in a supportive environment that fosters academic, personal, and professional growth.

SPOKANE COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM GRADUATE OUTCOMES:

- Performance on NCLEX-PN will be at or above 80%.
- Program completion rate will be at or above 70% within 150% of the time.
- 80% of graduates who respond will report that they were satisfied with their education on the Graduate Satisfaction Survey at 6-12 months post-graduation.
- 85% of employers who respond will report being satisfied with our graduates' performance on the Employer Satisfaction Survey at 6-12 months post-graduation.
- 80% of graduates from the SCC practical nursing program will be employed in the nursing field within 12 months of graduation.

SPOKANE COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM LEARNING OUTCOMES:

- **Professionalism:** The graduate will ensure accountability and integrity while upholding legal and ethical standards of the LPN role that govern professional nursing practice.
- **Collaboration:** The graduate will manage care with the patient, significant support systems, and other healthcare team members to achieve optimal patient outcomes.
- **Clinical Decision Making:** The graduate will utilize evidence-based practice and clinical judgment when providing care to diverse patient populations across the lifespan.
- **Caring:** The graduate will support the patient as an individual while providing compassionate and therapeutic care based on respect for the patient's preferences, values, and needs.
- **Management of Care:** The graduate will implement patient care within the scope of practice for LPNs through holistic assessment and data collection, communication with the healthcare team, and performance of nursing interventions and skills.

STANDARDS OF NURSING

I. Washington Administrative Code (WAC)

The Washington Administrative Code (WAC) is a set of “regulations of executive branch agencies that are issued by authority of statutes” (Washington Administrative Code). Like legislation and the Constitution, regulations are a source of primary law in Washington State. The WAC codifies the regulations and arranges them by subject or agency. The online version of the WAC is updated twice a month and can be accessed at RCW: Revised Code of Washington (www.apps.leg.wa.gov/wac/).

The law governing nursing care establishes the legal standard of care for healthcare professionals in Washington State. Health care professionals, including registered nurses, licensed practical nurses, certified nursing assistants, and nursing technicians, are subject to these laws and may be disciplined for noncompliance under the Uniform Disciplinary Act. Nurses must be aware of and comply with the law. The online version is available at <http://www.doh.wa.gov/portals/1/Documents/2900/uda.pdf>. Comments, concerns, and/or complaints may be initiated electronically at hpqa.csc@doh.wa.gov or by mail at Board of Nursing, Washington State Nursing, P.O. Box 47864, Olympia, WA 98504-7864; in person at 111 Israel Rd SE, Tumwater, WA 98501; or by phone 360.236.4700 or fax at 360.236.4818.

II. American Nurses Association (ANA) Code of Ethics

The American Nurses Association developed the profession's code of ethics called the Code of Ethics for Nurses. ANA Nursing Ethics is part of The Center for Ethics and Human Rights, which maintains the ANA

Nursing Code of Ethics (American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, DC: American Nurses Publishing, 2015).

As a registered practical nurse, you will be held to this standard of practice, which will guide your ethical conduct and assist you in discharging your professional responsibilities to the public, other members of the health team, and the profession. It is expected that as a graduate of the Nursing Program, you will model your practice based on the Code of Ethics as outlined below:

Provision 1

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

- 1.1 Respect for Human Dignity
- 1.2 Relationships with Patients and Recipients of Nursing Care
- 1.3 The Nature of Health
- 1.4 The Right to Self-Determination

Provision 2

A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, a family, a group, a community, or a population.

- 2.1 Primary Commitment to Recipients of Nursing Care
- 2.2 Conflicts of Interest and Conflicts of Commitment in Nursing
- 2.3 Professional Boundaries
- 2.4 Issues of Safety in the Nurse-Patient Relationship

Provision 3

The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipients of nursing care.

- 3.1 Privacy and Confidentiality
- 3.2 Advocating for Persons Who Receive Nursing Care
- 3.3 Responsibility in Promoting a Culture of Safety
- 3.4 Protection of Patient Health and Safety by Acting on Practice Issues

Provision 4

Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

- 4.1 Responsibility and Accountability for Nursing Practice
- 4.2 Addressing Barriers to Exercising Nursing Practice Authority
- 4.3 Ethical Awareness, Discernment, and Judgment
- 4.4 Assignment and Delegation

Provision 5

The nurse has moral duties to self as a person of inherent dignity and worth, including an

expectation of a safe work environment that fosters flourishing, authenticity at work, and self-respect grounded in integrity and professional competence.

- 5.1 Personal Health and Safety
- 5.2 Wholeness of Character
- 5.3 Integrity
- 5.4 Professional Competence
- 5.5 Human Flourishing

Provision 6

Nurses, through individual and collective efforts, establish, maintain, and improve the ethical environment of the work setting, which affects nursing care and nurses' well-being.

- 6.1 The Environment and Virtue
- 6.2 The Environment and Ethical Obligation
- 6.3 Responsibility for the Healthcare Environment

Provision 7

Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

- 7.1 Contributions through Knowledge Development, Research, and Scholarly Inquiry
- 7.2 Protection of Human Participants in Empirical Research
- 7.3 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards.

Provision 8

Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

- 8.1 Collaboration Imperative
- 8.2 Collaboration to Uphold Human Rights, Mitigate Health Disparities, and Achieve Health Equity
- 8.3 Partnership and Collaboration in Complex, Extreme, or Extraordinary Practice Settings

Provision 9

Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

- 9.1 Assertion of Nursing Values
- 9.2 Commitment to Society
- 9.3 Advancing the Nursing Vision of a Good and Healthy Society
- 9.4 Challenges of Structural Oppressions: Racism and Intersectionality
- 9.5 National Policies, Programs, and Legislation

Provision 10

Through organizations and associations, nursing participates in the global nursing and health community to promote human and environmental health, well-being, and

flourishing.

- 10.1 Global Nursing Community
- 10.2 Global Nursing Practice
- 10.3 Nursing Vision for Global Health
- 10.4 Global Nursing Solidarity
- 10.5 Global Nursing Health Diplomacy

2 METHODS OF INSTRUCTION

2.1 INSTRUCTIONAL SETTINGS

SCC incorporates a variety of teaching strategies to create a positive learning environment within the following instructional settings:

- **Classroom:** Students are expected to participate actively in the classroom experience. Theory courses provide students with a base of knowledge to build upon as they progress each quarter. If mandated by the college or the State of Washington, the college may require that some classes be offered virtually. Students may be required to submit assignments electronically.
- **Hybrid:** Students will attend required on-campus classes as well as complete assigned online activities and assignments per the syllabus and course calendar
- **Nursing Lab:** Learning nursing skills in a laboratory setting is essential to the curriculum. Prior to caring for patients in the clinical setting, students practice in the lab to facilitate learning and safety. Here, students are introduced to skills, concepts, and procedures they will apply in their clinical settings. Students utilize the nursing skills lab to practice basic and advanced nursing skills during faculty-supervised classes and demonstrations, as well as during independent practice time. Simulation is included as a learning tool throughout the program.
- **Clinical:** The program's clinical component allows students to practice both lab skills and theory content. Students provide patient care through clinical practice in various settings in Spokane and the surrounding areas. SCC nursing faculty supervise clinical rotations.

3 CCS POLICIES ON NONDISCRIMINATION

Community Colleges of Spokane (CCS) recognizes its responsibilities under state and federal law, rules, and regulations, including the responsibility for investigation, resolution, implementation of corrective measures, and monitoring of its academic, athletic, and extracurricular programs (educational programs) to stop, remediate, and prevent discrimination, harassment, sexual misconduct, and retaliation consistent with these provisions. The purpose of this policy is to establish CCS's commitment to provide equal access to its educational programs and to provide an environment for its students that is free from conduct or behaviors that constitute discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking, and/or retaliation by or against its students. This policy is subject to constitutional protections related to freedom of speech, association, and the press.

Fostering and developing the understanding of the diverse social and cultural traditions of all CCS students is a fundamental role of the district. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes, or promotes ignorance, are contrary to the mission of the district, shall not be tolerated, and, under this policy, shall be prohibited. Confirmed violations of this policy may lead to disciplinary action, including suspension and/or expulsion.

Community Colleges of Spokane does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, pregnancy or related conditions, or age in its programs, activities, or employment. Direct all inquiries regarding equal opportunity compliance and/or grievances to the chief strategy and administration officer, CCS, 501 N. Riverpoint Blvd., P.O. Box 6000, MS1004, Spokane, WA. 99217-6000 or call [\(509\) 434 -5040](tel:5094345040). Direct all inquiries or grievances regarding access and Title IX to the chief compliance officer at 2917 W. Whistalks Way, MS 3027, Spokane, WA 99224, ccs.titleIX@ccs.spokane.edu, or call (509) 279 -6012.

3.1 PERSONS WITH DISABILITIES STATEMENT

Under the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered upon request. The student must register with the **Disability Access Services office** (*SCC, Bldg. 15, Room 113, 509-533-7169*) and provide disability documentation. Once the Director of Disability Access Services determines that the student has a disability, the requested accommodations will be considered. Accommodations for the classroom, laboratory, or clinical setting will be considered on a case-by-case basis. The Disability Access Services office will provide nursing faculty with an official Letter of Accommodation. Accommodations will not be considered without an official Letter of Accommodation from the disability services office. Accommodations that compromise patient

care or fundamentally alter the nature of the program or activity are not considered reasonable. A student who believes they have been denied accommodation(s) may follow the CCS grievance procedures, which are available on [DAS](#).

3.2 VETERANS

SCC appreciates students who have served our country and recognizes that those with military experience may face unique challenges in achieving their educational goals. The Veteran's One Stop can be found in the Lair Student Center (Building 6, Room 0112) or can be contacted at [\(509\) 533-7027](#) or [\(509\) 533-7274](#). Additionally, lists of faculty registered as "Veteran Friendly Contacts" are posted in all campus buildings. More information, including a complete list of Veteran-Friendly Contacts, is available on the [Military/Veterans page](#).

3.3 RIGHTS AND RESPONSIBILITIES

CLASSROOM CONDUCT (WAC 132Q-10-101)

Admission to the Nursing Program within CCS assumes that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, comply with district, college, and departmental policies, procedures, and rules, maintain high standards of integrity and honesty, and respect the rights, privileges, and property of other members of CCS.

CLASSROOM CONDUCT (WAC 132Q-10-500)

- Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain students' practical cooperation in fulfilling the course's objectives.
- Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard without the express approval of the faculty member is expressly prohibited.
- Faculty members or college administrators have the right to suspend any student from any single class or program for up to three instructional days if the student's misconduct disrupts the class, program, or the learning environment to the point that it is difficult or impossible to maintain the decorum of the class, program, or the learning environment and teaching environment. The faculty member or college administrator shall report the suspension to the Student Conduct Officer and, in collaboration with the nursing administrator, may set conditions for the student upon the student's return to the class or program.
- The student may appeal the classroom suspension to the Chief Student Services Officer, who may

authorize an earlier return by the student only after consultation with the faculty member or appropriate administrator. The chief student services officer's decision is final.

What constitutes disruptive behavior?

Examples include anything that prevents an instructor from effectively conveying information to the class, such as:

- Sleeping
- Rudeness to peers, faculty, staff, or guest speakers
- Talking in class
- Unwanted physical contact
- Any form of sexual harassment toward others
- Offensive personal hygiene
- Excessive questioning or commenting
- General disruption
- Personal use of cell phones/texting

DISCIPLINARY ACTION FOR CLASSROOM, LAB, AND CLINICAL SETTING (WAC 132Q-10-400)

Discuss the incident involving the student, instructor, department chair, and Associate Dean of Nursing and, if warranted, forward it for college discipline. A Student Conduct Incident Report will be completed and placed in their file (see appendix). Sanctions that may be imposed include:

- Disciplinary warning
- Reprimand
- Disciplinary probation
- Dismissal

Student Conduct Incident Reports are now submitted online. Reporters must request that a copy be emailed to them when submitting the form, so that it can be provided to the Associate Dean and included in the file. Records retention policies dictate that student conduct records be destroyed if the student is exonerated. If sanctions are imposed, the documents should be retained for 6 years after the imposition of any disciplinary sanction, then destroyed.

DRUGS AND DRUG PARAPHERNALIA BANNED (WAC 132Q-10-228)

Being observed under the influence of, using, possessing, manufacturing, or distributing marijuana, narcotics, or other controlled substances, and drug paraphernalia except as expressly permitted by federal, state, and local law is prohibited.

For additional information, see the Washington State Community College District #17, Rules of Conduct and Procedures of Enforcement and Summary Suspension Rules, or the college catalog.

4 PROGRAM POLICIES

4.1 DRESS CODE POLICIES

COLLEGE CLASSROOM:

Students will wear appropriate dress for all college classes. Proper attire and appearance enhance personal credibility and that of Spokane Community College with patients, their families, and the facility personnel.

CLINICAL AND LAB:

- Students are expected to dress professionally at all times, and uniforms are to be worn for clinical and lab classes. The SCC nursing uniform must be worn when visiting clinical facilities for clinical assignments. The uniform policy will be handed out during orientation; only the specific style numbers and colors with the SCC logo are permitted. Scrubs should not be faded. To ensure SCC logo consistency, scrubs tops and jackets (see below) must be embroidered ONLY by the following companies.
<http://www.bsiapparel.com/>
- Students may wear professional business attire, closed-toe shoes, or their student uniform when attending open lab.

SCC Practical Nursing students are responsible for conducting themselves and dressing in a manner that reflects professionalism. Cell phones or pagers are permitted only if the clinical policy permits.

Students who do not follow these dress code requirements will be sent home from clinical or lab:

- Clean, neat, and properly sized garments with SCC logo scrubs;
- (optional) SCC Hunter Green scrub jackets; jackets with hoods are **NOT** acceptable;
- (optional) Scrub caps are allowed but must be predominantly Hunter Green. All other head covers are NOT accepted unless worn for cultural, religious, or health purposes;
- SCC Photo I.D. and facility badge must be worn at all times;
- Wedding rings are allowed, but no large stones should be placed in rings that can catch on linens or scratch patients;
- Visible facial or body piercings are limited to studs in the ears, one nose stud, and one eyebrow ring. Tongue piercing is acceptable if it is unseen and does not hinder speech;
- Hair must be neat, clean, and off the collar or tied back (plain elastic hair accessory);
- Hair color must be a natural color, and facial hair must be neat and trimmed;

- Makeup must be applied professionally;
- Socks must be a solid color of either white, navy blue, brown, or black;
- A solid color white, black or hunter green shirt with short/long sleeves may be worn under the SCC scrub top;
- Shoes must be plain white, black, or brown impervious material, with closed toe and back, and minimal logos;
- Nails must be trimmed and short (nothing over ¼"). Nail polish should be in good repair. Artificial nails are **NOT** accepted;
- Body tattoos are permitted if they do not contain any obscene, profane, discriminatory, sexual, or questionable words or imagery. Tattoos not meeting these standards must be covered at all times;
- Cologne, perfume, or offensive odors (such as smoke smell or body odor) are **NOT** permitted.
- Chewing gum is **NOT** allowed.

PSYCHIATRIC MENTAL HEALTH FACILITIES

Students may wear their SCC scrubs (uniforms) and business-casual attire on the psychiatric units. Casual attire, such as jeans, shorts, sweatshirts, T-shirts, and leggings worn as pants, and sandals, is not permitted. (May be subject to change as directed by the clinical facility).

4.2 MATH POLICIES

- Math exams will be given at the beginning of each quarter.
- Math related to intravenous fluid and medication administration is included in the math exam given at the beginning of the *third* quarter.
- Students must pass the math test each quarter at 100%
- Students who fail to achieve 100% on the second exam will retake a third complete exam; failure to obtain 100% on the third exam will fail of the course.
- Students must wait 24 hours between attempting the next proctored exam.
- You may not pass medications in the clinical setting if you have not successfully passed the math test with 100%; it is the student's responsibility to inform the clinical instructor of their status on the math test.

GUIDELINES FOR MATH PROBLEMS

Clinical calculations are included in nursing exams. A non-programmable calculator is allowed. Rounding

rules for clinical calculations are as follows:

1. If the answer is less than one (1), take it out to the thousandth place (3 places) and round to the hundredth place (2 places).
2. If the answer is greater than one (1), take it out to the hundredth place (2 places) and round to the tenth place (1 place).
3. If the problem is a time problem with an answer such as 3.462 hours, you have to figure out the minutes after taking the answer out to three places. Do not round until the end. (Ex: $0.462 \times 60 = 27.72 = 28$ minutes)
4. For tablets, if you have a problem that results in an answer of 0.5 tablets, do not round up. If a question results in partial tablet(s), the tablet may be cut only when scored.
5. Capsules are different. You cannot give part of a capsule; therefore, capsules must be whole numbers.
6. For converting lbs. to kg for weight-based medications, the answer should be carried out to the hundredth position and not rounded until the end of the problem. Rounding early in the problem results in at least double rounding and will ultimately give you the wrong answer. Note: The only acceptable conversion from lbs. to kgs is to divide the lbs. by 2.2 or from kg to lbs. is to multiply the kgs by 2.2.
7. For IV fluids being administered by gravity (gtts/min), the number of gtts must be expressed as a whole number. Therefore, you would round to the nearest whole drop. (Ex: $34.5 = 35$ gtts/min, $38.4 = 38$ gtts/min)
8. For IV fluids being administered by an IV pump (ml/hr), the number of mls is expressed to the nearest tenth. Therefore, you would round to the nearest tenth. (Ex: $21.67 = 21.7$ ml/hour or $21.42 = 21.4$ ml/hr)
9. Pediatric medications require precise calculations. Therefore, regular rounding rules apply for the rates of IV fluids to be administered by an IV pump to patients under age 12 or weighing less than 65 lbs. (Ex: 24.58 ml/hr = 24.6 ml/hr, 52.32 ml/hr = 52.3 ml/hr)
10. Do not include a trailing zero. (Ex: 12.0 ml would simply be expressed as 12 ml)
11. Be sure to include a leading zero for all numbers less than one. (Ex: $.25$ ml should be expressed as 0.25 ml)

4.3 STUDENT CONDUCT EXPECTATIONS

Students will always maintain a professional attitude and conduct themselves as mature adults. Instructors and hospital or college staff are not responsible for unprofessional or unsafe student behavior. Instructors can expect reasonable and acceptable student behavior at all times, in the classroom and at clinical sites. All code of conduct information is available on the CCS website: [CCS Student Code of Conduct](#).

4.3.1 [WAC 132Q-10-210](#):

ACADEMIC DISHONESTY AND OTHER ETHICAL VIOLATIONS.

Acts of academic dishonesty include the following:

- *Cheating*
 - Use of unauthorized assistance in taking quizzes, tests, or examinations
 - acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
 - Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity.
 - counterfeiting data, research results, information, or procedures with an inadequate foundation in fact
 - counterfeiting a record of internship or practicum experiences;
 - submitting a false excuse for absence or tardiness;
 - unauthorized multiple submissions of the same work; sabotage others' work.
 - Engaging in any behavior expressly prohibited by a faculty member in the course syllabus or class discussion.
 - Plagiarism includes using, by paraphrase or direct quotation, another person's published or unpublished work without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency that sells term papers or other academic materials.
 - Facilitation of dishonesty, including not challenging academic dishonesty
- *Knowingly furnishing false information* to any college official, faculty member, or office, including submission of fraudulent transcripts from other institutions
- *Forgery, alteration, or misuse* of any college document, record, or instrument of identification

Other ethical violations include the breach of any generally recognized and published code of ethics or

standards of professional practice that governs the conduct of a particular profession (i.e., the legal standard of care for healthcare professionals, the American Nurses Association Code of Ethics for which the student is taking a course or is pursuing as an educational goal. Please see Section 1.3, Philosophy, for more information.

4.3.2 WAC 132Q-10-221:

FACULTY MEMBERS HAVE THE AUTHORITY TO RESPOND TO ACADEMIC DISHONESTY AND OTHER ETHICAL VIOLATIONS.

A faculty member need not award credit for coursework resulting from cheating, plagiarism, or other dishonesty. For any act of deception that occurs during an instructional course, the faculty member may impose reprimands, educational opportunities, and/or adjust the student's grade accordingly for the particular examination, paper, or other work product where that dishonesty occurred. Any such faculty response shall not limit or preclude disciplinary sanction(s) from the student conduct office for the same act of dishonesty.

A student who has received a grade adjustment by the faculty member for academic dishonesty under this code may grieve that adjustment under the student complaint procedure; however, any sanction imposed by the student conduct officer, student conduct board, or panel must be reviewed under the student disciplinary procedure. See WAC [132Q-10-335](#).

4.3.3 WAC 132Q-10-500:

CLASSROOM MISCONDUCT

Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain students' practical cooperation in fulfilling the course's objectives.

Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard without the express approval of the faculty member is expressly prohibited.

Faculty members or college administrators have the right to suspend any student from any single class or program for up to three instructional days if the student's misconduct creates a disruption that makes it difficult or impossible to maintain the decorum of the class, program, or the learning and teaching environment. The faculty member or college administrator shall report the suspension to the student conduct officer, who may set conditions for the student upon the student's return to the class or program.

The student may appeal the classroom suspension to the chief student services officer, who may authorize an earlier return only after consulting the faculty member or an appropriate administrator. *The chief student services officer's decision is final.*

As adult learners, students enrolled in the Nursing Program are expected to behave in the following ways:

- Follow all policies outlined in the Nursing Student Handbook and SCC College Catalog
- Attend clinical, lecture, and lab as scheduled.
- Practice both newly and formerly acquired skills, as well as apply critical thinking to scenarios in the nursing lab.
- Treat patients, family members, faculty, peers, clinical facility, and school personnel with utmost respect and dignity.
- Maintain confidentiality for patients, their family members, and other clinical situations according to HIPAA guidelines and security policies as specified by clinical agencies.
- Participate in the clinical simulation exercises specific to the course in which the student is enrolled.
- Practice in the clinical setting using legal and ethical principles consistent with the scope of nursing practice.
- Follow the policies of the SCC Nursing Program and applicable clinical agencies.

The following are violations considered just cause for *immediate suspension*:

- Stealing, willfully destroying, or damaging any property of patients, other employees, or the organization
- Disobedience and insubordination
- Disorderly conduct at clinical or any behavior that results in the rescinding of the facility's contract with the SCC Nursing Program
- Duties performed under the influence of alcohol, drugs, and/or other substances.
- Gross negligence in the performance of duty
- Release of privileged information or violation of HIPAA
- Any dishonesty, cheating, or falsifying documents
- Unprofessional or irresponsible behavior.

ADDITIONAL INFORMATION

- Students are responsible for keeping SCC, the current Web Platform, and their instructors advised of changes of name, address, or telephone number. This information is vital if an instructor, the College, or a clinical facility must contact a student. Student information forms are available on the SCC website.
- Students have the right to disagree with a clinical or lecture grade. The concern can be addressed by utilizing the [Student Grade Change Request Form](#).
- Other student concerns can be addressed by following the CCS Student Code [of Conduct](#).
- Students must tactfully decline any gifts or tips for services from any patient. Gifts to faculty by students are discouraged.

4.4 ACADEMIC INTEGRITY

Academic integrity is taken very seriously in the SCC Nursing Division. Students may **not** copy or distribute any intellectual property of the course instructor. This includes but is not limited to PowerPoint presentations, handouts, and assignments. To maintain the integrity of intellectual property, audio and video recording and still photography are not allowed in class.

Students are expected to review and comply with the “Standards of Conduct for Students” and all associated WAC sections. See “Standards of Conduct for Students.” Plagiarism, cheating, and any other violations of the Standards of Conduct for Students will be reported to the SCC Student Conduct Officer.

Sanctions for academic integrity violations may include receiving a failing grade for the assignment or examination, or possibly a failing grade for the course. In some cases, the violation may result in the student’s dismissal from the Nursing Program and/or the college.

USE OF ARTIFICIAL INTELLIGENCE IN COURSEWORK

The instructor(s) understand that generative artificial intelligence (AI) tools (such as Chat GPT, Google Bard, or similar programs) may be helpful in some cases, such as explaining complex concepts or gathering specific information. However, the extensive use of such tools to write drafts or revise your work is not acceptable and constitutes academic misconduct. To avoid academic misconduct allegations and sanctions, please adhere to the following:

1. Do not copy and paste AI outputs directly onto discussion board posts or submit the output as an assignment.
2. Do not copy and paste an assignment prompt or instructions into an AI tool.
3. Do not use AI tools when taking quizzes and exams since their use is prohibited during these

activities.

If you choose to use AI tools in any capacity in class, use them with **caution** and review any AI outputs critically before including them in any academic work. To protect yourself in the event of an academic misconduct allegation, you are required to do the following when using AI to complete your academic assignments:

1. Use track changes to demonstrate how much of the written product was written by generative AI, and how much was written by you.
2. Maintain a history of your prompts and outputs within an AI tool (for example, the chat history in ChatGPT) and provide it to the instructor if requested.

Provide a written statement as part of your assignment that includes the following:

1. A description of how you used generative AI in the assignment or project.
2. A description of how your verified outputs were correct or accurate.
3. A reflection on how using AI tools either benefited or potentially harmed the learning goals of the assignment.
4. An attestation that you did not put any protected data into an AI tool during your completion of the assignment, including but not limited to any copyright materials, the intellectual property of others (including papers written by others, or the text of your instructor's assignment instructions), research or study data, interview transcripts, or personally identifiable information of others.

The AI policy is specific to this course and its goals. Different classes and instructors will have different AI policies. Please reach out to your instructor if you're ever unclear about our course policy or why.

4.5 DISMISSAL POLICY

Course failure results when the student fails to achieve all of the behaviors on the clinical evaluation tool, when the student has unsatisfactory performance in the laboratory learning objectives, or when the student does not have a passing grade in the theory portion of the course (A minimum of 78% of total weighted points within the course AND a minimum cumulative grade of 78% on the midterm and final exams). Additionally, students who fail to meet the clinical requirements for CDC immunizations and background check standards for clinical access before the clinical rotation begins and the due date required by the Clinical Placement Manager/facility will be dismissed from the clinical portion of the course and, therefore, will not successfully complete the course with a 78% or 2.0 GPA.

It is the student's responsibility to keep track of their clinical/lab performance and theory grades on the

SCC Learning Management System. If a student scores below 2.0 (78%) in a nursing course at midterm, the faculty member will notify the student of the failing grade. The faculty member will attempt to arrange a meeting to address the student's needs for academic success and to provide the student with a Student Academic Progress Report. The student is responsible for adhering to the plan of action outlined in the Student Academic Progress Report (see Appendix).

However, only *one nursing course* may be repeated in the Nursing Program.

Any student who achieves a final grade below 2.0 in a nursing course will be dismissed from the nursing program at that time. See [Re-admission Policy](#).

In cases where a student is dismissed for behavior deemed "Just Cause for Immediate Suspension and Dismissal," as identified in each clinical evaluation tool, the faculty will determine, on a case-by-case basis, whether the dismissal is permanent. There is no option to return to the nursing program. (See [Student Progression Committee Policy](#)).

Dismissal from the Nursing Program is not an expulsion from CCS. Dismissal from the program includes dismissal from all nursing courses for the quarter. Students enrolled in dual-numbered courses (Nurs/Phil 202, Nurs/Psych 106, Nurs/Psych 113) may complete those courses.

4.6 WITHDRAWAL

Suppose a student withdraws from the Nursing Program after the tenth day of the quarter and they are not passing any required nursing course (clinical, laboratory, theory). In that case, it will be considered a failure under the SCC Nursing Re-admission Policy. All students wishing to withdraw from a nursing course must contact their course instructor to request withdrawal or determine eligibility to return to the program, and must complete the [Course Failure/Withdrawal Form](#) with their instructor. Please refer to the current College Calendar to review the timeline for dropping a course.

4.7 ADMISSION AND RE-ADMISSION POLICY

4.7.1 ADMISSION CRITERIA

Spokane Community College

Practical Nursing Admission Requirements: To Take Nursing Core Courses

Minimum cumulative GPA in all required support courses of 3.0 with a minimum GPA of 2.5 in each course. Only required support courses will be included in GPA calculations. If any course is repeated, the

highest grade will be used.

REQUIRED SUPPORT COURSES INCLUDE:

- BIOL160: General Biology with Lab²
- BIOL241: Human Anatomy and Physiology¹,
- BIOL242: Human Anatomy and Physiology^{1,2}
- ENGL101: English Composition
- PSYCH100: General Psychology¹
- MATH146: Introduction to Statistics²

¹*Following course grades will be utilized in the competitive scoring process.*

²*Course must have been completed within the last ten (10) years.*

Notes:

Students who fail PN101, PN102, or PSYC&200 will be required to reapply for acceptance. Students who do not progress in the Spokane Community College Practical Nursing Program twice are ineligible to reapply for admission. Students who have previously been enrolled in any other Nursing Program must be eligible to return to the previous program.

Students must pass a criminal background screening, provide documentation of selected immunizations, and present an American Heart Association Healthcare Provider CPR (cardiopulmonary resuscitation) card before registering for Nursing courses. These requirements will be further outlined in a letter sent to students accepted into the program.

In instances where changes in professional degrees and certificates make the above guidelines inappropriate, it is at the Department's discretion to determine which degree requirements to follow.

Completion of the SCC Practical Nursing Program is a rigorous commitment of students' time and resources. Timelines and schedules vary each quarter. The Practical Nursing Program does not accommodate requests for changes. Students shall be prepared to make personal and professional adjustments to fulfill clinical and learning schedules each quarter. Protection of vulnerable patients in the clinical learning setting is a priority; therefore, students need to be fully immunized, including but not limited to yearly influenza vaccines, before beginning nursing classes. Annual tuberculosis testing is also required. Non-immunized students may be denied placement in healthcare settings, making it impossible

to complete the course learning objectives. Students will be asked to provide proof of immunity before the orientation day.

The SCC Practical Nursing Program does not accept nursing courses from other nursing programs for transfer credit.

4.7.2 RE-ADMISSION CRITERIA

Any eligible student achieving less than 2.0 in a nursing course or withdrawing from the Nursing Program may seek one re-admission. Re-admission is based on space availability in the repeating course and in consecutive classes, with an emphasis on clinical space. A maximum of one nursing course may be repeated in the nursing program regardless of year or quarter.

If a student fails or withdraws in the first quarter of the program, they must reapply through the competitive admissions process. For any course taken after the program's first quarter, the student must be placed on the waitlist, with a return no later than two years. It is the student's responsibility to contact the registrar to be placed on the advanced placement list.

Suppose the student is offered a slot in the correct quarter and declines one offer or fails to meet clinical requirements within one week of re-admission. In that case, the student forfeits their right to program entry and must complete the competitive admissions process to re-enter the nursing program, starting in the first quarter.

A student will be allowed two attempts to complete the SCC Nursing program. An attempt is either a failure, of course, or withdrawal from the SCC Practical Nursing Program.

After two attempts, a student may present their case to the Student Progression Committee, and the faculty will determine, on a case-by-case basis, whether dismissal is permanent and there is no option to return to the nursing program. (See [Student Progression Committee Policy](#))

If more students are seeking re-entry than there are theory and/or clinical/lab spaces available, the following will be used to determine the student waitlist priority ranking:

- **Top Priority:** Students who withdrew due to pregnancy or military obligations while in satisfactory academic standing, defined as passing all nursing level courses with a minimum theory test average of 78.0% and completion of all required written assignments.
- **Second Priority:** Students who withdrew due to documented medical reasons or other personal

reasons while in satisfactory academic standing, defined as passing all nursing level courses with a minimum theory test average of 78.0% and completion of all required written assignments.

- **Third Priority:** Students with the highest cumulative quiz/test average in the nursing course who failed. In the event of a tie, the highest cumulative score for the nursing course that caused a failure will be considered.
- **Fourth Priority:** Students who did not progress due to failure in clinical performance will be ranked last for re-entry consideration.
- **Lowest Priority:** Students who were granted a third attempt following a student progression committee.

Students who fail only a non-core nursing course (**Psychosocial Issues I/II or Ethics and Policy I/II**) will be placed on a **separate re-admission waitlist**. The ranking on this waitlist will follow the criteria below:

- Students with the highest cumulative quiz/test average in the nursing course who cause a failure.

ATTESTATION REQUIREMENT:

Students placed on the non-core re-admission waitlist must sign an **attestation** acknowledging the following:

- Successful completion of the non-core course does **not guarantee** admission into the subsequent quarter of the program.
- Advancement to the subsequent quarter is **based on clinical/lab space availability**.
- Waitlist ranking for entry into the subsequent quarter will be based on cumulative quiz/test average for the course being repeated.

4.8 STUDENT PROGRESSION COMMITTEE

The Student Progression Committee (SPC) determines whether a student will be dismissed from the nursing program after two attempts or for other academic performance or student behavior that would warrant dismissal. The SPC may allow latitude in managing a student's progression in the nursing school program when SPC members agree that the circumstances of the case support it. A basic tenet of the medical profession is self-regulation. Thus, students and faculty are obligated to report any concerns about a performance to the course coordinator that may lead to dismissal.

Upon referral, the SPC will meet to conduct a progression review during the quarter, before grades are due, and determine if the student will be dismissed from the nursing program following two failed attempts or potential failure due to egregious behavior. The SPC considers each case individually, in accordance with

SCC Nursing Program standards. The SPC will meet to conduct a progression review during the quarter, before grades are due, and determine if the student will be dismissed from the nursing program for the following:

- If a student is at risk of failing a second attempt, the student will be dismissed from the nursing program should the student fail the second attempt.
- If there is a probable cause for immediate dismissal.
- For persistent non-compliance with health and safety requirements.
- If there is behavior deemed questionable, that could lead to failure.

The committee will include at least three full-time nursing faculty volunteers (including nursing faculty from the registered nursing program) and a committee chair. The committee will not meet if fewer than three members are in attendance. The committee chair will call a progression review meeting when required under this protocol, where at least three committee members are in attendance. The faculty member with a student at risk of dismissal may inform the SPC about the student's performance and leave the meeting. Likewise, the Student will have the opportunity to present information, including a written statement, for the SPC's review. The SPC may request information from other individuals with pertinent data regarding a student's academic or clinical performance. In addition, the SPC participants may attend the meeting in person or via Zoom.

Students will be notified in writing (via email) of the SPC meeting's date, time, and location. They will be given at least three calendar days to prepare and provide information to the SPC Chair. If there is cause for concern about patient health and safety, a student may be instructed not to attend their clinical placement while awaiting the SPC meeting and the SPC's decision.

After reviewing all the information, the SPC will discuss the student's performance and decide the student's continued status in the program. A simple majority of the SPC's voting members is required. The SPC may set a timeline for action completion and criteria for subsequent performance. The student will be informed of the plan in writing as soon as possible, but no later than ten calendar days after the hearing. Extensions may be granted for good cause during college breaks and holidays. The student will work with the course coordinator to implement it. The SPC's decision is final; however, if applicable, the Student may use the Grade Appeal Process (4.40.01-A) and/or the Student Concerns Process (3.40.01-D).

4.9 PINNING

A pinning ceremony may be held at the completion of the fourth quarter. Under the direction of the Student

Activities, the students organize this ceremony. This ceremony is a non-academic celebration that honors the spirit of nursing. For non-academic staff, business attire is appropriate.

4.10 GRADUATION

It is the student's responsibility to be sure that all courses required for their certificate/degree are satisfactorily completed. Counselors are available to address questions regarding the student's program status. Each student is required to submit a Petition for Graduation to the Admissions Office at least one quarter before graduating.

In celebration of academic success, the college holds a single graduation ceremony at the end of the Spring Quarter for students completing the nursing program. All students are encouraged to participate in the ceremony. Students participating in the college graduation ceremony wear caps, gowns, and any academic honor regalia, such as honor cords.

4.11 CONFIDENTIALITY

A student's academic performance and progress in the nursing program are subject to the confidentiality requirements imposed by the Family Educational Rights and Privacy Act ([FERPA](#)), United States Code: Education: Family Educational and Privacy Rights (20 U.S.C. §1232g); Code of Federal Regulation – Family Educational Rights and Privacy (34 CFR Part 99).

4.12 COURSE FAILURE POLICY

Spokane Community College Practical Nursing Program Academic Standards and Course Failure Policy

INTRODUCTION:

Spokane Community College Practical Nursing Program students shall achieve established academic standards to successfully complete the Practical Nursing Program, including a series of dosage calculation exams; a series of non-associated classes, which include Psychosocial Issues I & II; Ethics and Policy in Healthcare, and a series of associated courses, which include a combination of theory, skills labs, and clinical practicums. The following course failure procedures apply if a student fails to meet the established academic standards.

4.12.1 ACADEMIC STANDARDS DOSAGE CALCULATION EXAM:

Students shall pass the dosage calculation exam with a score of 100% to progress in the Nursing Program. A student who fails to pass the dosage calculation exam after three (3) attempts will be dismissed from the

quarter in which they are enrolled. If the student wishes to continue in the program after three (3) unsuccessful math exam attempts, considered a “first fail,” the student must follow the College’s readmission process. After a first failure, students will receive only one opportunity to seek readmission to the Nursing Program.

4.12.2 ACADEMIC STANDARDS COURSEWORK, CLINICAL PRACTICUMS, AND SKILLS LABS:

A. INTER-RELATIONSHIP OF COURSES:

Theory, skill labs, and clinical practicum courses are academically interrelated. Clinical practicum and skills labs associated with a theory course provide students the opportunity to practice and demonstrate the implementation of the content presented in the theory course. The Practical Nursing Program faculty members are responsible for evaluating student performance to determine if the student has developed an adequate foundation of knowledge to permit the student to progress without interruption in the Program. The student will receive the grade they earned in each course each time a course is attempted. When a student fails to achieve a 2.0 or higher in a nursing theory class or does not receive a “pass” in a skills lab or practicum course, the student will need to repeat all three courses: theory, skills lab, and clinical practicum, regardless of the grades the student achieved in the related classes. For example, if a student achieves a 3.6 in theory, passes clinical practicum, and fails skills lab, they must retake theory, practicum, and skills lab despite their success in two of the three courses.

B. ACADEMIC STANDARD CRITERIA

Students enrolled in the Nursing Program must complete all nursing theory courses with a grade of 78% or 2.0 or higher and all skills lab and clinical practicum courses with a “Pass” to progress without interruption in the Program (see criteria below). Criteria for successful completion of a course are identified in the syllabus for each course and are as follows:

To pass a course, each student must successfully achieve the following:

- A minimum of 78% of total weighted points within this course AND
- A minimum cumulative grade of 78% on the midterm and final exams.
- A minimum of 100% proficiency after the third attempt on the dosage calculation exam.
- A minimum of 78% on lab quizzes (the lowest quiz score is dropped).
- Students must demonstrate competency in the performance of identified skills each quarter as part of the clinical requirement.

- Students must demonstrate competency in performing the identified core competencies in the clinical and lab skill evaluation tools and the course objectives.
- Receive a PASS in pass/fail courses by meeting 100% of the lab/clinical objectives.

C. MIDTERM FAILURE PROCEDURES

It is the student's responsibility to keep track of their clinical/lab performance and theory grades on the SCC Learning Management System. If a student scores below 2.0 (78%) in a nursing course at midterm, the faculty member will notify the student of the failing grade. The faculty member will attempt to contact the student via email, arrange a meeting to address the student's needs for academic success, and provide the Student Academic Progress Report form. The student is expected to cooperate with the meeting's coordination and attend and participate in it. If the student fails to respond after three attempts to contact them by email, the instructor will have fulfilled their responsibility to coordinate the meeting. During the meeting, the instructor and student will review and discuss the action plan outlined in the Student Academic Progress Report form. If the student has any questions or needs clarification, it is the student's responsibility to seek clarification from the instructor. The instructor and the student will sign the form once an action plan has been discussed. The student is responsible for adhering to the plan of action outlined in the Student Academic Progress Report. All students will receive written evaluations and conferences on their clinical performance at midterm and at the end of the clinical course from their clinical instructor. The final assessment will be shared with the student by the clinical instructor, signed by both the student and instructor, and then placed in the student's file.

D. FINAL FAILURE PROCEDURES

The faculty will attempt to contact the student via email, inform them of the failed grade, and arrange a meeting. The student is expected to cooperate with the meeting's coordination and attend and participate in it. If the student fails to respond after three attempts to contact them by email, the instructor will have fulfilled their responsibility to coordinate the meeting. The faculty and students will meet and review, discuss, and sign the form during the meeting. If the student has any questions or needs clarification about the form, it is the student's responsibility to seek and obtain clarification from the instructor. The faculty or Instructor will send a copy to the Associate Dean of Nursing. The instructor will advise the student to meet with the Associate Dean to discuss future program progression. The student is responsible for contacting the dean's office to coordinate a meeting. The faculty will develop a plan to address the student's identified learning needs and support the student's future success. As explained above, because courses in a quarter are closely related, the plan will require students to repeat all associated courses from the quarter in which

they were unsuccessful, regardless of the grades earned.

E. OPPORTUNITIES TO REPEAT COURSES AND FOR PROGRAM READMISSION

1. Repeat Courses:

If a student fails a practical nursing course, they may repeat it and must repeat any **associated** courses. Students may repeat a nursing course once during the Practical Nursing Program. A second failure results in dismissal from the program.

Faculty will determine, on a case-by-case basis, whether the dismissal is permanent with no option to return to the nursing program (*see Student Progression Committee Policy*)

2. Readmission

If a student fails the first quarter of the Practical Nursing Program or fails the dosage calculation exam after three attempts, the student will need to reapply to the Practical Nursing Program. Practical Nursing students shall only receive one opportunity for readmission into the Practical Nursing Program.

4.12.3 SUMMARY OF COURSE ACADEMIC STANDARDS AND COURSE FAILURE POLICY

- If a student does not meet a grade of 78% or 2.0, as specified in the course syllabus, the student fails the course.
- If a student does not meet a minimum cumulative grade of 78% in the exam and quiz category AND a minimum of 78% of the total possible weighted points within the course, the student fails the class.
- If a student does not pass the lab or clinical component, the student fails the course.
- If a student does not pass the dosage calculation exam with 100% proficiency on the third attempt, they will fail the class and must reapply to complete the program.
- The lowest quiz score is dropped if a student does not meet a minimum of 78% on lab quizzes.
- Students may fail only one course throughout the program.
- A student may only repeat one course throughout the program* (Note: if the Student fails an associated nursing course, then the student will retake lab, clinical, and theory, which is considered one repeat.)
- If students fail in the first quarter, they must reapply to complete the program.
- Students may reapply to the Nursing Program only once, following a first-quarter or math exam failure.

- A student will be allowed two attempts to complete the SCC Nursing program; each attempt counts as either a course failure or a withdrawal from the program.
- If a student needs to withdraw from the program and all courses due to a documented medical issue, they will be placed on the waitlist and only count as one attempt.

(Please refer to the section for contingencies upon returning to the program.)

***ASSOCIATED NURSING COURSES** include lab, clinical, and theory, and if a student fails an associated Nursing course. The student shall retake the lab, clinical, and theory components, which are considered one repeat.

- **QUARTER 1:**
 - **PN 101**
 - **PN 102**
- **QUARTER 2:**
 - **PN 110**
 - **PN 111**
- **QUARTER 3:**
 - **PN 120**
 - **PN 121**
- **QUARTER 4:**
 - **PN 130**
 - **PN 131**

NON-ASSOCIATED COURSES include the following and will not need to be repeated if the student receives a passing grade of 2.0/78%:

- **Quarter 1: PSYC 200**
- **Quarter 2: NURS 106 Psychosocial Issues I**
- **Quarter 3: NURS 113 Psychosocial Issues II**
- **Quarter 4: NURS 202 Ethics and Policy in Healthcare**

4.13 CLINICAL MEDICATION ADMINISTRATION POLICY

NURSING STUDENTS: ACCESS AND ADMINISTRATION OF MEDICATIONS POLICY STATEMENT:

- **Nursing students** administer medications under the supervision of the clinical faculty or the

Supervising Nurse. Only Nursing Capstone Students have access to the automated dispensing cabinets. Nursing students obtain medications directly from their Supervising Nurse.

- **Nursing Capstone Students** use the automated dispensing cabinets to obtain non-controlled-substance medications for patients. Nursing Capstone students are defined as Nursing Students who are assigned to a capstone experience on a designated unit as a final clinical experience prior to graduation.

IMPLEMENTATION:

1. **Functions** NOT permitted to be performed by nursing students: There are some medication administration and monitoring skills that nursing students are not allowed to perform under any circumstances. These include the following situations:
 - a) Confirm, release, or acknowledge medication orders in the electronic medication administration record
 - b) Administer medications that are not confirmed or acknowledged in the electronic medication administration record
 - c) Administer oral or parenteral chemotherapy
 - d) Administer oral or parenteral controlled substances
 - e) Administer conscious sedation or assume monitoring responsibility for patients undergoing procedural sedation
 - f) Administer or adjust oxytocin for laboring or postpartum patients
 - g) Administer or adjust medications that require advanced training (e.g., medications restricted to the critical care areas)
 - h) Administer medications via an epidural or spinal catheter
 - i) Peer check any medication dosing.
2. Accessing electronic programs used to support medication administration (e.g., automated dispensing cabinets, electronic medication administration records):
 - a) Access to the electronic medication administration record is granted to Nursing Students and Nursing Capstone Students.
 - b) Access to the automated dispensing cabinets is granted to Nursing Capstone Students.
 - c) SCC Clinical Placement Coordinator will provide the Educational Services Coordinator at each clinical facility with the following information to obtain access to the applicable programs:

- Last name, first name, middle initial;
 - The last four digits of the social security number;
 - Name of facility and unit where the student is placed;
 - Start and end dates for clinical experience;
 - Type of clinical experience (Nursing Senior Practicum Student or Nursing Student).
3. The students complete the required training before accessing and using the electronic medication administration record or the automated dispensing cabinet.
 4. Obtaining Medication Administration Supplies:
 - a. Nursing students may obtain necessary medication administration supplies by accessing medication rooms and/or supply rooms.
 5. Administration of Medications:
 - a. Nursing Students administer medications to patients after ensuring the medication is correct for the patient.
 - b. Nursing Students administer medications under the direct supervision of the clinical faculty until deemed competent to administer medications. Nursing Student competency is determined by the clinical faculty.
 - c. Once deemed competent in medication administration, the Nursing Student may administer medications without direct supervision (see exceptions below related to Controlled Substances and High-Risk Medications).
 - d. Nursing Students utilize the electronic medication administration record to identify patients and medication and document medication administered correctly.
 6. Administration of high-risk medications by all Nursing Students – Nursing Capstone Students:
 - a. High-risk medications include the following: All insulin formulations. This includes subcutaneous insulin.
 - b. The supervising nurse obtains the high-risk medication for the nursing student, and the nursing student administers the medication only under the direct observation and supervision of the supervising nurse.
 7. Medication Errors:
 - a. Following the discovery of a medication error, or near miss, or if a Student Nurse is involved in a medication error, the Student Nurse immediately notifies:

- Patient's Assigned Nurse
 - SCC Clinical Faculty
8. The Student Nurse completes an online event report together with the Supervising Nurse or Patient's Assigned Nurse and clinical faculty.
 9. The Student Nurse must also complete any additional reporting requirements defined by their School of Nursing; see Incident Report in the appendix.

RATIONALE:

To provide consistency in nursing students' access to and administration of medications and ensure compliance with applicable hospital policies and Washington State Law. (See sample student medication administration policies in the appendix.)

4.14 SOCIAL MEDIA POLICY***SPOKANE COMMUNITY COLLEGE NURSING PROGRAM SOCIAL MEDIA POLICY***

In accordance with industry and professional standards, the Spokane Community College Nursing Program recognizes the need to adopt a policy regarding student and faculty use of social media and social networking. This policy covers social media sites (Facebook, MySpace, Twitter, Google+, Instagram, LinkedIn, YouTube), blogs, and any other related sites, active now or in the future, as well as the use of personal electronic devices (smartphones, iPads, tablets, etc.). The following policy and Agreement regarding compliance with this Policy were created in accordance with the National Council of State Boards of Nursing (NCSBN) guidelines for nurses' use of social media (National Council of State Boards of Nursing [NCSBN], 2012).

4.14.1 POLICY PURPOSE:

- To assist students and faculty in having a mutual understanding of the proper use of social media as a professional nurse by providing standards and expectations of behavior.
- To protect the privacy of all patients cared for by Spokane Community College Nursing students.
- To protect the integrity and respect of fellow students, nursing faculty, and Spokane Community College.
- This policy is not intended to interfere with the individual rights of a student or faculty

member as protected by law.

POLICY

In consideration for participation in the Nursing Program, which includes access to health care for patients whose rights to privacy are governed by affiliate policies and state and federal law, Spokane Community College Nursing Program students will be required to sign an “Agreement Regarding Use of Social Media” upon admission to the program. The student's signature on the signature page of this document acknowledges and confirms adherence to this social media policy.

TERMS OF THE AGREEMENT INCLUDE:

- Student’s acknowledgment of training and introduction to patient privacy/HIPAA.
- Student’s agreement to comply with local agency, state, and federal requirements concerning patient confidentiality and privacy per HIPAA rules when communicating to peers, friends, family, or the public via social media outlets.
- Student’s agreement that violating such rules constitutes a breach of a generally recognized standard of practice governing the nursing profession that the student is pursuing as an educational goal. Such violations are processed under the Standards of Conduct for Students Chapter 132Q-10 WAC. They may result in the student’s prohibition from clinical sites, inability to successfully complete degree requirements, and dismissal from the Nursing Program.
- Students agree that using personal mobile devices to take photographs of patients or any part of their medical record, with or without patient identifiers, violates patient privacy and agree not to engage in such behavior.
- As a potential future nurse, the student agrees to comply with the following expectations for nurses using social media as recommended by the NCSBN, 2012:
 - Students must recognize that they have an ethical and legal obligation always to maintain patient privacy and confidentiality.
 - Students must not transmit, by way of any electronic media, any patient-related information or image reasonably anticipated to violate patient rights to confidentiality or privacy or to degrade otherwise or embarrass the patient.
 - Students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligation to do so.

- Students must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings via privacy settings is insufficient to ensure privacy.
 - Students must not refer to patients in a disparaging manner, even if they are not identified.
 - Students must not take photos or videos of patients on personal devices, including mobile devices.
 - Students must maintain professional boundaries in the use of electronic media.
 - Students must consult with clinical agency policies or an appropriate leader within the organization for guidance regarding clinical agency-related postings governing patient confidentiality and the use of social media.
 - Students must promptly report any identified breach of confidentiality or privacy. Students may anonymously report suspected violations involving a classmate or a faculty member to meet the expectation to report breaches of confidentiality or privacy.
 - Students must be aware of and comply with SCC and affiliate policies regarding using SCC and affiliate-owned computers, cameras, and other electronic devices, and using personal devices in clinical agency sites.
 - Students must not disparage affiliate staff, instructors, or student colleagues.
- Agreement that, as students, disparaging remarks regarding fellow students, the nursing program faculty, Spokane Community College, any clinical agency, or any clinical agency staff will be considered a violation.
 - Student's acknowledgment and agreement that violation of this Policy is a breach of a generally recognized standard of practice governing the nursing profession, constituting a violation of Community Colleges of Spokane's Standards of Conduct for Students, [WAC 132Q-10-210](#) (item #2). Violations of this type are processed under the Standards of Conduct for Students Chapter [WAC 132Q-10](#), and the possible consequences of such a violation, whether intentional or unintentional, include but are not limited to dismissal from the SCC Nursing program.

4.14.2 SPOKANE COMMUNITY COLLEGE NURSING PROGRAM AGREEMENT REGARDING USE OF SOCIAL MEDIA

As a student in the Spokane Community College ("SCC") Nursing Program, I understand that I will have access to patients in healthcare settings whose privacy rights are governed by clinical agency policies, state law, and federal law. I understand and agree that maintaining patient confidentiality is a generally

recognized standard of practice governing the nursing profession, and I agree to comply with this “Agreement Regarding the Use of Social Media” (“Agreement”) if I choose to use social media. I acknowledge and agree that SCC has provided me with training on patient privacy and HIPAA. I understand the state and federal patient confidentiality and privacy requirements, including HIPAA.

This Agreement is made in consideration of the following:

- **SCC Responsibilities:** SCC agrees to provide access to third-party clinical sites for students, including sites that may provide students with access to healthcare patients, to facilitate the students’ healthcare educational opportunities.
- **Student Responsibilities:** Student agrees:
 - To comply with local clinical agency, state, and federal requirements concerning patient confidentiality and privacy, including HIPAA rules, when communicating with peers, friends, family, or the public via social media.
 - Using personal mobile devices to take photographs of patients or any part of their medical record, with or without patient identifiers, violates patient privacy, and they agree not to engage in such behavior.
 - Always maintain patient privacy and confidentiality based on ethical and legal obligations.
 - To not transmit, by way of any electronic media, any patient-related information or image reasonably anticipated to violate patient rights to confidentiality or privacy or to degrade otherwise or embarrass the patient.
 - To not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligation.
 - To not identify patients by name or post or publish information that may lead to the identification of a patient; and that limiting access to postings through privacy settings is not sufficient to ensure privacy.
 - To not refer to patients in a disparaging manner, even if they are not identified.
 - Do not take photos or videos of patients on personal devices, including mobile devices.
 - To maintain professional boundaries in the use of electronic media.
 - To consult clinical agency policies or an appropriate leader, charge nurse, assistant nurse manager, or nurse manager within the organization for guidance regarding clinical agency-related postings governing patient confidentiality and the use of social media.
 - To promptly report any identified breach of confidentiality or privacy to the Nursing

Department Chair(s). Students may anonymously report suspected violations involving a classmate or a faculty member to meet the expectation to report breaches of confidentiality or privacy.

- To comply with SCC and clinical agency policies regarding SCC or affiliate-owned computers, cameras, and other electronic devices, and the use of personal devices in clinical agency sites.
 - To not make disparaging remarks about clinical agency staff, SCC instructors, or student colleagues.
 - To not make disparaging remarks regarding fellow students, the Nursing Program faculty, Spokane Community College, any clinical agency, or any clinical agency staff.
- **Termination from Nursing Program:** Student understands and agrees that a violation of Section II. A through N is a violation of Community Colleges of Spokane's Standards of Conduct for Students, WAC 132Q-10-210 (2). It is a breach of a generally recognized standard of practice governing the nursing profession, which the student is pursuing as an educational goal. These violations are processed under the Standards of Conduct for Students, Chapter 132Q-10 WAC, and the possible consequences of such violations, whether intentional or unintentional, include, but are not limited to dismissal from the SCC Nursing Program.
 - **Agreement Term:** This Agreement shall remain effective from the date of execution until the student completes the Nursing Program or terminates the program, whichever is earlier.

The student's signature indicates receipt and understanding of the student handbook and the Social Media Policy.

4.15 CLASS REPRESENTATIVE ROLE AND RESPONSIBILITIES

CLASS REPRESENTATIVES

Responsibilities of the Class Representative: The Class representative will:

- Attend the scheduled 1st nursing faculty meeting each month, acting as a liaison between the class and the faculty.
- In the event of illness or other absence by the class representative, the alternate shall assume the duties of the class representative.
- Represent the class regarding issues to the appropriate nursing faculty.
- Attend Health Science Division meetings as requested by the Department Chair, including the nursing department advisory committee meetings.

- Schedule and hold class meetings as necessary.
- Take charge of updating class bulletin boards.
- Coordinate activities for pinning if desired, e.g., appoint committees and organize fund-raising events.
- Educate peers on the importance of participating in Nursing Program surveys to aid in quality improvement activities.

ELECTION PROCEDURE:

- Nominations are to be held during lecture class early in the first quarter of the nursing program, and at any time there is a resignation of a class representative.
- Nominations will be limited to 4 individuals.
- Nominees will be allowed a maximum of three minutes during the lecture class to give a campaign speech.
- The election will be conducted by a current class representative and will be a secret ballot.
- The nominee with the most votes shall assume the position of class representative.
- The nominee with the most votes will be designated an alternate class representative.
- In the event of a tie, the two candidates receiving the highest number of votes may submit to a second vote or may co-chair the office.
- The term of office shall be four academic quarters.
- In the event of a resignation by the class representative, the alternate will assume the representative position, and a new alternate will be elected. If no alternate is available, a new election will take place.

PROCEDURES FOR CLASS-FACULTY COMMUNICATION:

- The class representative shall be provided with a schedule of nursing class times for the current quarter to enable the scheduling of class meetings.
- The class representative will negotiate appropriate times with the instructor when announcements must be made to the class.
- The class representative will communicate with the appropriate faculty person.

4.16 CLINICAL ORIENTATION REQUIRED ATTENDANCE POLICY

Orientations in the nursing program are mandatory for nursing students. This includes all orientation activities, whether required by the Nursing Program or by any clinical facilities it uses. Suppose a student does not attend

the required clinical/orientation day or the required facility orientation. In that case, they will not be permitted to attend clinical for the remainder of the quarter, resulting in an immediate withdrawal from the course. The only exception would be illness (e.g., fever, COVID-19), which depends on the facility's and instructor's ability to accommodate. The student must contact their instructor, Coordinate with the clinical placement manager/course coordinator and obtain a medical clearance provider note. The provider note must state that the student can perform complete patient care during clinical rotations. It will then be determined whether accommodations can be made to complete the necessary training/orientation.

4.17 HANDBOOK DISAGREEMENT POLICY

PROCESS REGARDING DISAGREEMENTS WITH THE STUDENT HANDBOOK:

- Communicate concerns to a Class representative.
- Class representatives will bring disagreement to a faculty meeting.
- Faculty will discuss disagreements and decide if there will be a change.
- Faculty will communicate the decision to the class representative to disseminate to the student body. Students cannot petition the Student Handbook or any section of it.

If students do not want to abide by the Student Handbook policies and refuse to sign the Student Handbook signature page, the student will not be able to continue in the Nursing Program.

5 GUIDELINES FOR THEORY AND CLINICAL EVALUATION

5.1 THEORY EVALUATION

Students are evaluated in theory using various methods, including written assignments, quizzes, exams, and professional behavior. The student must achieve a minimum GPA of 2.0 (78%) in theory and pass the lab/clinical course by meeting 100% of the lab/clinical objectives identified in the course. Percentage points will NOT be rounded up to reach the required 78% (see criteria below).

CRITERIA TO PASS THEORY:

- A minimum of 78% of total weighted points within the course AND
- A minimum cumulative grade of 78% on the midterm and final exams.
- Receive a PASS in pass/fail courses by meeting 100% of the lab/clinical objectives.

ATI NCLEX PREDICTOR

To better evaluate a student's ability to pass the NCLEX-PN exam successfully, students in the fourth quarter of the program are required to take the ATI NCLEX-PN Predictor. Students are responsible for paying the current cost of the predictor exam. A score that reflects 85% or higher correlates to a high probability of passing the NCLEX exam on the first attempt. Failure to achieve this score requires the student to complete remediation assignments in the Transition to Practice course during the fourth quarter.

Students may also purchase the preparation course of their choice. Examples of these classes include, but are not limited to, ATI NCLEX preparation, Kaplan NCLEX preparation, Pearson NCLEX Review, and Hurst Review. The student is responsible for the cost of this course and its completion.

5.2 CLINICAL EVALUATION

Clinical instructors evaluate student progress on an ongoing basis to document issues and monitor progress. A clinical evaluation tool specific to each course guides this evaluation process. The competencies defined by the clinical evaluation tools constitute the minimum level of practice a student must demonstrate to receive a passing grade. At the midterm and the end of each course, a formal written evaluation is completed and signed by both the instructor and the student. Students are requested to sign the clinical evaluation tool, which acknowledges receipt of the clinical assessment but does not imply agreement with the evaluation; students may also add comments. A student who receives a “needs improvement” mark in any of the competency requirements at mid-term will be counseled by the clinical instructor, and a Clinical Conduct and Performance Contract will be completed, identifying an improvement plan to assist the student in

meeting competency requirements by the end of the quarter (see appendix).

A student who does not meet all the competencies by the end of the quarter will fail the clinical/lab portion of the course. Students must pass each course's theory, lab, and clinical portions to receive an overall passing grade. After the quarter, the completed clinical evaluation tool and skills checklists are filed and kept for one year after the student graduates. The student may review their file by contacting the Associate Dean of Nursing.

Clinical instructors are responsible for removing any student from the clinical area if the student cannot demonstrate the ability to maintain a patient's safety, comfort, and well-being. The clinical instructor is ultimately responsible for the student's actions.

A student may be suspended from the clinical area for any unsafe or unethical practices, including the failure to:

- Adhere to standard precautions
- Properly identify patients
- Assess and report significant changes in the patient's condition
- Validate with the instructor when nursing actions vary from what has been presented in the classroom or textbook theory
- Recognize and report unsafe environmental conditions
- Correctly administer all medications
- Maintain appropriate medical and/or surgical asepsis
- Recognize own limitations and abilities
- Maintain patient safety
- Maintain the student's personal clinical file requirements.

In addition, a student may be suspended for any of the following reasons: The following are some of the violations considered “just cause” for immediate suspension or dismissal: **FAILURE TO:**

- Adhere to standard precautions.
- Properly identify patients.
- Assess and report significant changes in the patient’s condition.
- Validate with the instructor when nursing actions will vary from what has been presented in the classroom or textbook theory.

- Recognize and report unsafe environmental conditions.
- Correctly administer all medications.
- Maintain appropriate medical and/or surgical asepsis.
- Recognize own limitations and abilities.
- Maintain patient safety.
- Failure to maintain the student's personal clinical file requirements.
- Any dishonesty, cheating, or falsifying of documents.
- Any unprofessional or irresponsible behavior.
- Disobedience or insubordination.
- Stealing, willfully destroying, or damaging the property of patients or others.
- Disorderly conduct that might result in the rescinding of the clinical facility's contract with the SCC Nursing Program.
- Release of privileged information.
- Duty performance under the influence of drugs, alcohol, or other substances.
- Inadequate preparation for participation in the clinical experience.
- Gross negligence in the performance of duty.

Additional criteria are available for review in the clinical evaluation tool for each clinical rotation.

Documentation of the above behaviors will be reflected in the clinical evaluation. When any performance occurs that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status, a conference will be held with the student, faculty, and the Associate Dean of Nursing as soon as possible. Students may be dismissed from the program for unprofessional behavior and academic failure.

5.3 CLINICAL ATTENDANCE POLICY

- Clinical attendance is required, and clinical assignments are made either in advance or in real time, based on the clinical agency's needs. **CLINICAL ASSIGNMENTS ARE NON-NEGOTIABLE AND DESIGNED TO BE EQUITABLE FOR ALL STUDENTS. SWITCHING ASSIGNMENTS IS NOT ALLOWED.** Clinical assignments for future quarters will be posted prior to the end of the current quarter in which the student is enrolled. Clinical re-assignment may occur due to the following reasons: the student works on the unit they are assigned to, the student failed a course with the faculty they are being assigned to, the clinical agency has restricted access, or the assigned clinical day conflicts with military duties, or due to faith and conscience reasons.

- If a student is reassigned and declines the reassignment, they will be removed from the program and must return in accordance with the Re-admission Policy.
- Excused clinical absences are permitted only for medical, emergency, or military reasons. Missing even one day of clinical placement puts a student at risk of failing to meet clinical objectives and the course. Per the Washington Board of Nursing, clinical attendance is vital to complete clinical objectives and clinical hours.
- Students who are required to miss clinical due to illness or quarantine will be expected to demonstrate their understanding of concepts by attending a 2-hour session in the simulation lab with simulation faculty. Sessions must be arranged in advance. This does not replace clinical hours. These activities would allow instructors to evaluate student performance, which may permit course completion.
- Students who are required to miss clinical or lab hours due to illness or quarantine may be offered the opportunity to demonstrate concept application to satisfy clinical/lab objectives through open lab activities. This does not replace clinical/lab hours. These activities would allow instructors to evaluate student performance, which may permit course completion. To be eligible for this activity, a student must be in good clinical/lab standing; that is, be free of any clinical/lab contract or have a realistic possibility of fulfilling contract conditions upon return to the clinical site after an absence.
- There is no provision for making up clinical absences. Conferences will be held at midterm, at the end of the quarter, and as needed, with each student to discuss their progress toward clinical objectives. Students are not permitted to attend any clinical or lab sections other than those for which they are assigned and registered.
- **Facility orientation is mandatory for all students.** If a student does not attend facility orientation, they will not be permitted to attend clinical for the rest of the quarter, resulting in withdrawal from the quarter.

5.3.1 QUARANTINE-RELATED ABSENCE

Community Colleges of Spokane and the School of Nursing follow Spokane Regional Health District (SRHD) and the Center for Disease Control (CDC) protocols concerning public health concerns.

If a mandated public health absence is required, preventing a student from meeting program educational objectives, the lack may result in student withdrawal from the Nursing Program. The student can re-enter the program without re-application in quarter 1. The student can re-enter the next space available in quarters 2-6. These withdrawals will not count as attempts to complete the nursing program.

Students must follow the SCC policies regarding public health found on the SCC website. Nursing students will be informed of further mandatory requirements about public health on either Canvas or in emails by the Nursing Program.

5.3.2 FAITH AND CONSCIENCE ABSENCES

The Nursing Program will grant reasonable accommodation so that grades are not adversely impacted for students who are absent for reasons of faith or conscience or an organized activity under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing on the [Class Absence Request form](#) (see the **Appendix**) within the first two weeks of the beginning of the course. There are no additional fees associated with this request.

The student is solely responsible for ensuring documentation authorizing the absence is provided to each instructor whose classes or assignments are affected by the absence. If the student fails to notify the instructor of an authorized absence under this policy, the instructor is not obligated to make up accommodations.

5.4 SIMULATION

Simulation is used as a learning tool throughout the Spokane Community College Practical Nursing Program. Simulation scenarios are chosen based on the student learning outcomes for a student group as they progress through the Nursing Program. The faculty believes that simulation provides a realistic clinical experience, enabling students to develop the knowledge, skills, and attitudes necessary to manage similar situations in clinical settings. Attendance for the simulation is mandatory. The Simulation Center is in building 16 on the SCC campus.

Simulations are scheduled in coordination with the course coordinator, and the dates and times for the simulation are included on the student's schedule for the upcoming quarter. Schedules are posted on the student learning platform prior to the start of the upcoming quarter.

STUDENT EXPECTATIONS FOR SIMULATION ARE:

- Come prepared by completing any pre-assigned work.
- Be on time.
- Be willing to suspend your disbelief and treat the simulation as a real-life encounter.
- Be fully engaged in the simulation and the pre-briefing and debriefing sessions.

- Be respectful of the participants.
- Adhere to the clinical dress code.
- Maintain confidentiality regarding the scenario and all aspects of the session.
- Notify the simulation faculty if they will be absent so that an alternative date can be assigned for the simulation.

5.5 COMPUTER REQUIREMENTS

Students in the Practical Nursing Program are required to obtain a computer with the following components:

- Microphone: any microphone, either internal or external
- Webcam: 320x240VGA resolution (minimum) internal or external
- Portable electronic device, excluding phones, with the ability to install the Proctorio Google Chrome extension.
- High-speed internet

The device must have a USB port. If the device does not have a USB port, the student will need to purchase a USB dongle adapter. The device must meet **ATI technical requirements**. These requirements may vary with ATI updates and system requirements. Students will be notified if requirements change. Please bring your fully charged device to all labs and simulations.

5.6 QUARTERLY SKILLS RETURN DEMONSTRATION

As part of the clinical requirement, students must demonstrate competency in performing identified skills each quarter. Students must attend the assigned nursing skill lab. There is no provision for making up the missed hours in the skills lab. Students may attend another skills lab (with the instructor's permission and subject to space availability) to make up the assigned lab; however, such attendance will not be considered a makeup for the missed lab. Students may also be required to attend assigned lab practice sessions. Students should refer to the course syllabi for additional skills lab requirements each quarter. Quarterly Skills Return Demonstration forms will be available via the web-based communication platform (CANVAS). These forms must be completed and submitted to the clinical instructor on the assigned date.

Specific lab skills may require practicing a particular skill on another student (e.g., IM injections, finger sticks). Students may practice these skills with one another in a supervised setting. To practice these skills, an Invasive Procedures Form must be completed.

5.7 LABORATORY/CLINICAL SKILLS REQUIREMENTS

LABORATORY INSTRUCTORS: Students must demonstrate laboratory competency before attempting any skills in the clinical setting. During laboratory time, the students will practice the skill until they feel ready to demonstrate it to the instructor. The student must demonstrate appropriate/safe completion of the skill before the lab instructor checks it off. If the student requires prompting or is unable to demonstrate the skill, they will continue practicing. When ready, the student will have a second chance to demonstrate the skill. If the skill cannot be demonstrated on the second attempt, the student will fail the course.

STUDENTS: All skills must be competently demonstrated in the laboratory setting before being attempted in the clinical setting. Students are responsible for showing their clinical instructor the check-off sheet to verify that skills have been checked off in the lab. All skills must be signed off by the end of the quarter to successfully pass the clinical portion of the course. Students will not always have the opportunity to demonstrate all skills in the clinical setting; however, at a minimum, they must all be signed off on in the lab. If possible, attempt to have them all signed off in clinical as well.

CLINICAL INSTRUCTORS: Students are not permitted to attempt skills in the clinical setting until instructors have verified that the skill has been checked off in the laboratory setting. By signing above, instructors confirm that the student showed competency with the skill and did not require assistance or cueing. If they did not perform the skill adequately, do not sign off. It is the student's responsibility to keep track of this form. All skills must be signed off by the clinical instructor, not a facility nurse. Please return this form to the course coordinator so that it can be filed in the student's clinical file, along with their evaluation, at the end of the quarter.

5.8 LABORATORY EVALUATION

Students will take a quiz before each laboratory session to ensure they have completed the preparatory readings/videos. Students must pass all quizzes at the required benchmark to access the lab. Quizzes may be repeated, but need to reflect a passing grade by the due date established in the course syllabi.

Students must demonstrate competency in performing identified skills each quarter as part of the clinical requirement. Skill lab is considered part of the clinical experience. Students must wear SCC-approved uniforms and will be asked to leave the lab if not in uniform (no coffee, food, or drinks are allowed in the lab). Students must attend their assigned nursing skill lab. There is no provision for making an up-skilling lab. Students may attend another skill lab with the instructor's permission and, if space is available, to obtain the content; however, it will not be considered a make-up for missing their assigned lab. Students may also be required to attend assigned lab practice sessions. Students should refer to the course syllabi for details on

the skill lab requirements for each quarter. See Canvas for quarterly skills check-off forms. Skills Check-Off forms must be completed and submitted to the clinical instructor by the deadline.

Students are expected to be prepared for the lab by completing the assigned reading/ prior to the lab class. Individual lab instructors will discuss how students will be evaluated. Student success in the lab is also measured by your participation in the lab and demonstrated competencies in the skills.

Competency will be assessed through a subsequent demonstration of the assigned skill. During the lab, students will receive ongoing feedback on skill competency and the opportunity to remediate specific skills as needed.

Failure to demonstrate clinical skills on two attempts in the laboratory setting will result in course failure. Due to patient safety, this will result in immediate removal from the clinical setting.

At the end of every lab course, there will be a summative skill return demonstration. Failure to demonstrate these skills on the allotted day and within the allotted time will result in course failure.

Laboratory instructors evaluate student progress on an ongoing basis, document issues, and monitor progress using the weekly comment forms. Students not meeting the lab objectives may be placed on a clinical contract. Failure to meet the contract conditions may result in course failure. A course-specific laboratory skills evaluation tool guides this evaluation process.

5.9 LABORATORY ATTENDANCE POLICY

Attendance is required for all clinical/lab classes. Excused absences are only allowed for medical, emergency, faith or conscience, or military situations. Missing even one day of lab or clinical rotations puts a student at risk of failing to meet clinical objectives and the course. All skills must be completed satisfactorily and checked off by an instructor for the student to pass the lab. If a student misses lab, they are responsible for attending the open lab, practicing the skill(s) covered in class, and having the skill(s) checked off by their lab instructor. Skills may also be checked off by the open lab instructor, with the primary instructor's approval. The skill(s) must be checked off before the next lab class, and more than one (1) lab absence may result in class failure.

5.10 INCIDENT REPORT

When you experience an accidental or work-related injury or illness, please notify your instructor so they can complete an **Incident/Accident Report**. This form is routed to the Associated Dean of Nursing, who reviews and places the form in the student's file. It will remain in the student's file until graduation. Suppose

the injury or illness occurs off campus. In that case, the instructor must complete the Facility's Incident Report, and the student will receive the appropriate follow-up instruction.

5.10.1 A CLINICAL INCIDENT POLICY

The Washington State Board of Nursing requires that Nursing education Programs “report events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances.” [WAC 246-840-](#)

[513](#). The WAC code governing reporting and record-keeping requirements for Nursing Education Programs is on the back of the **Log of Events form** (see Appendix). The faculty will notify the course coordinator and the Associate Dean of Nursing as soon as possible and will complete the Log of Events form, which is then sent to the Associate Dean of Nursing. The Associate Dean of Nursing will notify the Washington State Board of Nursing of the incident. In addition, the instructor must complete the facility's incident report, and the student will receive appropriate follow-up instruction.

“Near Miss” errors will also be documented in the Log of Events, and the faculty member will notify the course coordinator and Associate Dean of Nursing. A “near miss” does not need to be reported to the Washington State Board of Nursing.

5.11 BLOOD-BORNE PATHOGEN EXPOSURE GUIDE

When a blood-borne pathogen exposure occurs, the following procedure is recommended:

- Notify the clinical instructor immediately.
- Follow standard precautions for exposure (the latest CDC guidelines):
 - Wash needle sticks and cuts with soap and water
 - Flush splashes to the nose, mouth, or skin with water
 - Irrigate eyes with clean water, saline, or sterile solution.

Students must report the incident to the charge nurse. An incident report may need to be completed. Most facilities will follow the protocol for managing occupational exposure to bloodborne pathogens. Students must ask the clinical instructor about this; source testing should be discussed. If the student needs emergency care, the student is responsible for payment. Many facilities require their employees to go to the Emergency Department.

Students must notify their instructor, who will complete the SCC Incident/Accident Report. Students should also complete the Clinical Incident Policy Incident Report (see Appendix).

5.12 PREGNANCY AND RELATED CONDITIONS

The Practical Nursing Program will not make pre-admission inquiries regarding a student's pregnancy or parenting status.

The Practical Nursing Program will not require a student to limit their studies solely due to pregnancy or pregnancy-related conditions. Students will not be required to provide a note from a medical practitioner certifying that they are able to participate in the program unless such a note is required for all students under medical care for a physical or emotional condition. A clinical site may have different requirements that may affect a student's ability to participate in the clinical setting.

Practical Nursing Program students affected by pregnancy shall have access to the same benefits and services available to students with temporary medical conditions. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study. Students may request pregnancy-related accommodation by contacting Disability Access Services (DAS).

DAS at SCC
Bldg. 15, Room 113
509-533-7169
DAS@scc.spokane.edu

Practical Nursing Program students are not required to provide a note from a medical practitioner regarding pregnancy-related absences unless a note is required from other students who must miss class or assignments for medical reasons. Should a note be required, it need not reveal any personal medical information, and the Nursing Program shall respect the students' privacy. A clinical site may have different requirements that may affect a student's ability to participate in the clinical setting.

Practical Nursing Program students affected by pregnancy may be able to take a leave of absence from the program for as long a period as deemed medically necessary by the student's medical provider. Nursing Program students may not be penalized for taking this medically essential leave and may return to school in the same status they held before taking leave.

Lactating individuals are excused from class to pump milk (including travel time to and from the lactation room). Students will be allowed to make up any missed work.

5.13 INJURIES AND SURGERIES

Students who sustain an injury or undergo a surgical procedure during the program must provide a "release note" from their Primary Care Provider authorizing their return to full participation in laboratory/clinical

learning. Participation in clinical is based on facility policies governing whether students may provide patient care with devices in place, such as a splint, cast, or brace.

Additionally, if a student withdraws from the program due to a medical illness/condition, they must provide a “release note” from a Primary Care Provider before returning. The Provider note must state that the student can perform complete patient care during clinical rotations.

5.14 ELECTRONIC DEVICES

Due to the distraction caused by items such as cellular phones, pagers, PDAs, and other audible electronic devices in the classroom, students are required to turn these devices off during class time. The course instructor must approve any recording of a lecture or class in advance and may decline the request. Students requiring accommodations under the Americans with Disabilities Act (ADA) must submit a written request to the ADA counselor in advance.

5.15 SCOPE OF PRACTICE DECISION TREE

Describe the act to be performed. Review the scope of practice for your licensure level:

RN

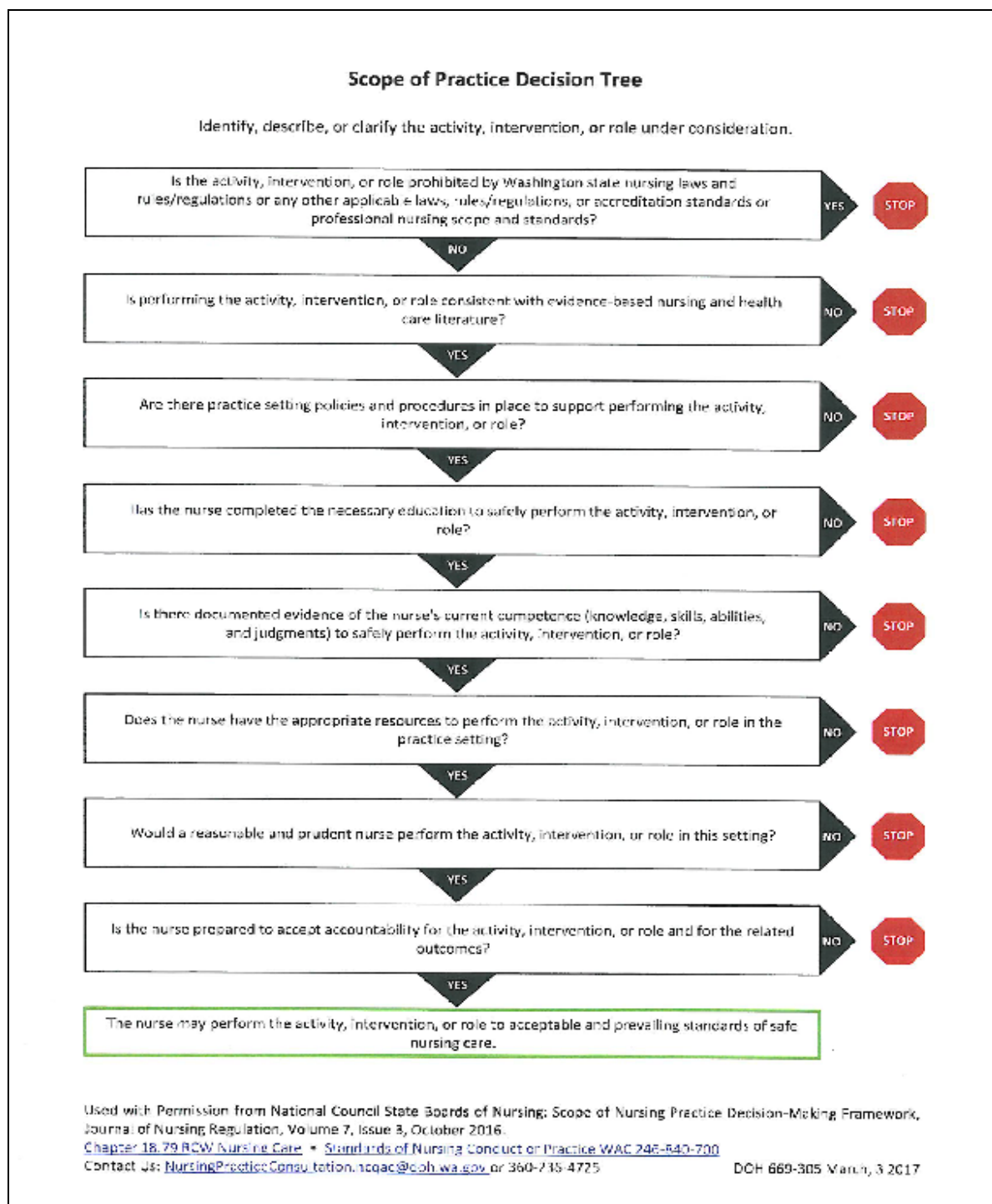
Assessing, diagnosing nursing needs, setting goals, planning care strategies, implementing care, delegating to qualified others, supervising, evaluating, teaching, managing care, maintaining client safety, and collaborating with other healthcare members.

LPN

Contributing to assessment, participating in the development of the plan of care, implementing aspects of care as directed, maintaining client safety, participating in evaluating care, and delegating care to qualified others.

ARNP

Assessing clients, synthesizing and analyzing data, understanding and applying nursing principals at an advanced level; providing expert teaching and guidance; working effectively with clients, families, and other members of the healthcare team; managing clients’ physical and psycho-social health-illness status; utilizing research skills; analyzing multiple sources of data, identifying alternative possibilities as to the nature of a health care problem, and selecting appropriate treatment; making independent decisions in solving complex client care problems; performing acts of diagnosing, prescribing, administering and dispensing therapeutic measures; recognizing the limits of knowledge and experience; planning for situations beyond expertise; and consulting with or referring to other healthcare providers as appropriate.



5.16 LICENSURE INFORMATION

NURSING TECHNICIAN:

Washington State Department of Health Website ([DSHS](https://www.dshs.wa.gov)):

Applications: The following forms are required for completing the application process. Please download and print the forms.

- Application Form (PDF)
- Education Verification Form (PDF)
- Employment Verification Form (PDF)
- Make all checks payable to "Department of Health". All fees are non-refundable.

LICENSED PRACTICAL NURSE:

Washington State Department of Health Website ([DSHS](#)):

Applications: The following forms are required for completing the application process. Please download and print the forms.

- Examination Application (PDF) - trained in the United States
- How to apply for a license by examination - trained in the United States
- Examination Application (PDF) - trained outside the United States
- How to apply for a license by examination - trained outside the United States
- Endorsement Application (PDF)
- How to apply for a license by endorsement
- Expired/Inactive Re-activation (PDF)
- How to apply for reactivation

5.17 GUIDELINES FOR ADDRESSING STUDENT CONCERNS

It is the belief and practice at SCC that the best way for students to solve problems is to first meet with the instructor or staff member involved and attempt to resolve the problem. This often resolves the issue quickly and effectively.

The following steps should be followed by the student when seeking a review of an informal concern involving a Community Colleges of Spokane faculty member. The student is asked to remember:

1. This is an informal process, requiring no paperwork or forms. The intent is to establish a dialogue between the student and the faculty member that resolves the concern.
2. Concern(s) must be initiated within ten instructional days of the start of the quarter following the quarter during which the alleged action(s) occurred. An informal concern may be commenced in the summer quarter if the faculty member and student mutually agree.
3. The review of concern(s) must proceed from the lowest to the highest levels of review.

4. The student will make a reasonable effort to complete the informal concern process within 20 instructional days. The student has a right, with advance notice, to a **supporter**¹ during any meeting.
5. At any point during the informal process, the department chair and/or dean may call an informal meeting between the student and faculty to attempt a resolution.
6. Group concerns will not be considered.

STEP 1: The student communicates with the faculty member with whom they have a concern and articulates it. After hearing the student's informal concern, the faculty member has five instructional days to respond. There is no need for further action if the concern is resolved in Step 1.

STEP 2: If the informal concern is unresolved at Step 1, the student next speaks with the faculty member's department chair. The department chair will first ascertain whether the student attempted to contact the faculty member for a step-one resolution. If so, then the chair will try to facilitate an acceptable resolution between faculty members and students. The chair will have five instructional days to respond after hearing the student's informal concern. There is no need for further action if the problem is resolved in Step 2.

STEP 3: If the informal concern is not resolved at Step 2, and/or is determined by the faculty member's dean to be appropriately *advanced to this step*². The student next speaks with the dean. Upon the dean determining that appropriate steps were followed, the dean will attempt to resolve the concern informally. The dean will respond to the student within 10 instructional days of receiving the concern and will inform the faculty member and department chair of the response. If the matter cannot be resolved at this informal level and the issue warrants formal action, the student may proceed to the Formal Process for Addressing Student Complaints.

EXCEPTIONAL CIRCUMSTANCES: If at any point during the concern process, it's determined that the concern may involve a violation of federal/state law or Board policy, the concern may be forwarded to the appropriate office.

FORMAL STUDENT COMPLAINT PROCESS: If a student's concern has not been resolved to the student's satisfaction following the informal resolution process, the student may file a formal complaint utilizing the form in the appendix of this document. The form must be submitted to the dean's office within ten (10) instructional days of the dean's Step Three response—failure to do so results in the denial of the complaint as untimely. A copy of the Formal Complaint Form is available in the appendix.

¹ **Supporter** is a non-employee who provides support to the complaining student but otherwise does not speak or provide legal counsel on the student's behalf

² The student may initiate the informal concern directly at Step 3, provided that the dean ascertains and finds credible the cause for the student not proceeding through Steps 1 and 2 as ascertained and found credible by the dean.

6 REQUIRED DOCUMENTATION

6.1 CLINICAL PASSPORT

To attend clinical, students must have written documentation of completed clinical requirements uploaded into the American Data Bank/Complio. Students who are not current with clinical requirements may be subject to dismissal. It is the student's responsibility to monitor their status and remain compliant with clinical requirements. To support students in maintaining compliance, SCC Nursing implements a Mid-Quarter Onboarding process so that no items expire during a clinical placement.

SEASONAL FLU VACCINE: Obtain on or before **October 15** each fall quarter

CPNW CLINICAL PASSPORT DOCUMENT:

The CPNW Clinical Passport Document is a two-sided form with detailed definitions and timelines for immunizations, titers, and other requirements for clinical placement. Students are to review both sides of the CPNW passport to ensure they obtain the required documents from their healthcare provider or clinic. A hard copy of the passport is provided for students' records. (See Appendix for example)

Students upload all required passport documents to the American Data Bank (ADB) or Complio. Suppose documents are not legible or do not meet requirements for accuracy. In that case, the clinical placement coordinator will mark the upload as "not accepted," and the student will be required to resubmit the correct forms.

Proof of immunizations and titers must show the five items below on the verification document:

- Student's name
- Proof of immunizations and titers must show the five items below on the verification document
- Identification of clinic or pharmacy
- Electronic or handwritten signature of provider/pharmacist
- Vaccination administered, date
- Titer tested, date - results clearly identified

NON-IMMUNIZED STUDENTS may be denied placement in healthcare settings, thereby making it impossible to complete course learning objectives. Therefore, if the nursing program cannot place a student in a clinical setting due to noncompliance with clinical facility policies, the student may be unable to complete the program.

STUDENT RESPONSIBILITIES FOR ADB/COMPLIO AND CPNW

- **ADB/COMPLIO:** Students are responsible for regularly monitoring their ADB/Complio account after initial setup. **Fulfill expiring sections before expiration dates.** This may be completed during the Mid-Quarter Onboarding process each quarter. (Sign reviewed signature handbook page AFTER the expiration date each quarter)
- **CPNW:** After the initial set-up, students monitor their CPNW account. E-learning modules are valid for one year. **Watch for expiring learning modules.** Upload a PDF copy of all passed modules to the American Data Bank (Complio). CPNW requires **Clinical Passport Items** to be 100% compliant **prior to each clinical rotation.** Thus, no items will expire during a clinical placement.
- Mid-Quarter Onboarding for ADB/Complio - 8 weeks before each quarter starts:
- Renew annual TB testing
- Re-take annual cpnw.org e-learning modules
- Re-apply for True-Hire Background Check-WATCH
- Re-sign the SCC Criminal Disclosure Form – Complio software

6.2 CRIMINAL BACKGROUND CHECK

Federal and Washington State laws ([R.C.W. 43.43.830](#) through [43.43.840](#)) require criminal background checks for all students entering clinical agencies. This law also stipulates that any student nurse with a criminal history of “crimes against persons” is prohibited from working in a nursing home. “Crimes against persons” include convictions for offenses such as theft, murder, kidnapping, assault, rape, robbery, arson, burglary, manslaughter, extortion, incest, indecent liberties, vehicular homicide, prostitution, or criminal mistreatment.

Federal law and SCC policy require that each student complete a Criminal History Disclosure form. This document is included in the Complio (formerly American Data Bank) electronic records program. Students must upload both the document pages and a printed name, signature, and date, as indicated on the form.

The clinical and capstone rotations are conducted in acute care and nursing home settings; these clinical experiences are integral to the nursing curriculum. Students with a criminal history of “crimes against persons” may not be able to attend clinics, which could affect their progress in the Nursing Program. Some agencies may require copies of student background checks to be on file at the clinical site; copies will be sent to these agencies upon the student's written consent.

The [CHILD AND ADULT ABUSE INFORMATION LAW](#) of January 1, 1988, requires the organizations that care for children or developmentally disabled persons must have prospective caregivers disclose whether the applicant has been convicted of certain “crimes against persons.” This disclosure must be made in writing and signed by the student.

All students must complete the necessary Background Authorization forms upon admission to the Nursing Program and prior to the start of the 4th quarter. Any student returning to the program must also complete the form. The student is responsible for any costs associated with background checks.

6.3 DRUG SCREENING

Spokane Community College does not require drug testing of students for admission to the college or any college program. However, some clinical agencies used by the college’s Nursing Program require drug testing of students for clinical practicum placement. **If a student is assigned to a clinical site that involves drug testing, the student will be required by that clinical site to submit to drug testing.** The student is responsible for the cost of the test. If the student is not accepted by a clinical site for drug-related reasons, the student will be dismissed from the Nursing Program.

A non-qualifying drug screen is a drug screen that yields a positive result without a doctor’s note. Prescriptions for THC compounds are not allowed. A positive drug screen that is non-qualifying will result in a withdrawal from the program. If this is the student’s first attempt, then the student will be able to put their name on the waiting list to return to the program. If this is the student’s second attempt, it will result in final dismissal from the program. *(Please review Re-Admission Policy).*

The college is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. Any student who—while in any college facility or participating in a college-related program—uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled

Substance, as defined in RCW 69.50.101, in violation of law or in a manner that significantly disrupts a college activity, shall be subject to discipline. A separate student brochure containing information on drugs and alcohol is available through Human Resources.

All nursing students must understand that, despite Washington State’s recreational and medical marijuana laws, *marijuana remains a controlled substance under federal law*. Drug screening conducted by clinical sites will test for evidence of the use of several controlled substances, including marijuana and cannabis products. Persons who fail clinical site drug screening tests will be subject to the Office of Student Standards

disciplinary process. Still, they will also disqualify themselves from training at the clinical site that conducted the test. Moreover, positive drug testing results may result in the inability to receive a state-issued license to practice nursing, even if the student is not dismissed from the Nursing program and/or the college for use of a controlled substance. If students are unable to complete their clinical practice experiences, they may be unable to graduate and, therefore, would not be eligible for licensure.

7 CURRICULUM

7.1 COURSE SCHEDULE

The scheduled curriculum for the Practical Nursing Program is as follows:

<i>QTR</i>	<i>COURSE NAME</i>	<i>TOTAL CREDITS</i>	<i>LECTURE CREDITS/HOURS</i>	<i>LAB CREDITS/HOURS</i>	<i>CLINICAL CREDITS/HOURS</i>
1	PN 101 Fundamentals of Nursing Theory	3	3 (3 hours)		
1	PN 102 Application of Fundamentals of Nursing	5		3 (6 hours)	2 (6 hours)
1	PSYC 200 Lifespan Psychology	5	5 (5 hours)		
2	PN 110 Care of Family and Mental Health Patient Across the Lifespan	6	6 (6 hours)		
2	PN 111 Application of Care of Family and Mental Health Across the Lifespan	4		2 (4 hours)	2 (6 hours)
2	NURS 106 Psychosocial Issues in Healthcare	2	2 (2 hours)		
3	PN 120 Nursing Care of the Medical Surgical Patient	4	4 (4 hours)		
3	PN 121 Application of Nursing Care of the Medical Surgical Patient	5		2 (4 hours)	3 (9 hours)
3	NURS 113 Psychosocial Issues in Healthcare II	3	3 (3 hours)		
4	PN130 Practical Nursing Capstone Experience	5			5 (15 hours)
4	PN 131 Transition to Practice Theory		4 (4 hours)		
4	NURS 202 Ethics and Policy in Healthcare	3	3 (3 hours)		

7.2 TEXTBOOK POLICY

The SCC Practical Nursing Program utilizes FA Davis and ATI products. SCC Nursing courses require that students have access to these resources throughout the Nursing Program. Information about the approximate cost of these materials and bookstore information will be distributed to students at the new student orientation. Costs are subject to change based on the book publisher.

7.3 ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

The SCC Practical Nursing Program also uses the Assessment Technologies Institute (ATI) platform for the complete four-quarter package, which includes online modalities, content mastery series books, an EHR

tutor, and a comprehensive in-person NCLEX-PN review. SCC Practical Nursing requires that students have access to these resources throughout the Practical Nursing Program. Information about the approximate cost of these materials will be distributed at the new student orientation. Costs are required quarterly per the publisher.

The required ***QUARTERLY TESTING*** (Proctored in person) is administered at the end of each quarter for the first three quarters, as well as various proctored exams in the fourth quarter (Q4). Failure to attend this testing day will result in an automatic, non-negotiable 5% deduction from the theory grade for that quarter.

QUARTER 1:

- PN Fundamental

QUARTER 2:

- PN Pediatric Nursing
- PN Maternal Newborn
- PN Mental Health

QUARTER 3:

- PN Adult Medical Surgical

QUARTER 4:

- PN Comprehensive Predictor
- PN Management
- PN Pharmacology
- Various retakes (depending on group scores from previous quarters)

On the predictor exam, students should strive to score at least 71.3%, which corresponds to a 90% likelihood of passing the PN-NCLEX. Remediation is recommended for all students below 71.3%. Remediation may include retaking the comprehensive predictor, taking practice exams, and attending a 3-day NCLEX-PN preparation course through ATI.

ATI MEASUREMENT

- These measurements are made after the PN Comprehensive Predictor. The practical nursing program measures the expected level of achievement (ELA) values for the end-of-program student learning outcomes (EPSLOs).
- End of Program Student Learning Outcomes ELAs:
 - Each graduating cohort will achieve an average group score of 75% on outcomes at or above the national mean on the ATI PN comprehensive predictor for major NCLEX Areas:
 - SLO Management of Care: ATI-Management of Care
 - SLO Clinical Decision Making: ATI-Health Promotion and Maintenance
 - SLO Caring: ATI-Basic Care and Comfort
- ATI QSEN Competency:
 - Each graduating cohort will achieve a group score of at least 75% on the following ATI QSEN content area:
 - SLO Collaboration: ATI-Teamwork and Collaboration
- ATI NLN Competency:
 - Each graduating cohort will achieve a group score of at least 75% on the following ATI NLN competency area:
 - SLO Professionalism: ATI/NLN-Professional Identity
- Graduating group performance profile (overall group score average):
 - 80% of students will achieve at least a 90% probability of passing the NCLEX-RN.

7.4 GRADING POLICY

To pass a course, students must achieve ***ALL*** the following:

- A minimum of 78% of total weighted points within the course AND,
- A minimum cumulative grade of 78% on the midterm and final exams.
- A minimum of 100% proficiency after the third attempt on the dosage calculation exam.
- A minimum passing s c o r e on the lab quizzes is required
- Students must demonstrate competency in the performance of identified skills each quarter as part of the clinical requirement.
- Students must demonstrate competency in the performance of identified core competencies in the clinical and lab skill evaluation tools and course objectives.
- Receive a ***PASS*** in pass/fail courses by meeting 100% of the lab/clinical objectives.

Percentage points will NOT be rounded.

Students must achieve an average of **78% in the Quizzes/Exam category** to earn *points* for additional assignments. If a student fails to achieve a 78% average in the Quizzes/Exam category, the student's final course grade will be recorded as the student's exam percentage (<2.0).

If the student fails the theory course, the student will earn a grade for the course in one of the following ways. Suppose students fail to make 78% in the Quizzes/Exams category. In that case, they will be assigned the grade percentage calculated by totaling the student's individual points attained on the exams, divided by the total exam points possible. If students fail because they do not have enough total points to pass the course (even if they passed their exams), they receive the grade they earned based on the weighted grading system.

If the clinical/lab is failed, the student will earn a FAIL. The student must meet all evaluation criteria noted in the syllabus to PASS a PASS/FAIL course. Students who receive a FAIL in clinical/lab must retake all components of the course (theory and clinical/lab).

WHEN RETAKING A FAILED NURSING COURSE, all components (theory and clinical/lab) must be repeated.

It is the student's responsibility to keep track of their clinical/lab performance and theory grades on the SCC web-based learning system (CANVAS). If a student scores less than 2.0 or 78% in a nursing course at midterm or receives at least one NI (needs improvement) in a clinical/lab course, the faculty member will

Notify the student of the failing grade. The faculty member will attempt to arrange a meeting to address the student's needs for academic success and provide them with a Student Academic Progress Report or Clinical Conduct and Performance Contract (see Appendix). The student is responsible for adhering to the plan of action outlined in the Student Academic Progress Report of Clinical Conduct and Performance Contract.

7.5 TESTING POLICY

All students are expected to take exams on the scheduled date and time. You will not be allowed to take a test early or late without prior approval of the instructor. The student must notify the instructor if they are unable to take the test. All make-up tests must be completed within one week. Any early or late tests, excluding those due to medical, legal, military, faith, or conscience reasons, will be subject to a 10% deduction and may be given in a different format (e.g., essay, short answer) at the instructor's discretion. Natural disasters, acts of war, or terrorism that cause multiple road closures or infrastructure damage may necessitate rescheduling tests.

7.6 GRADING SCALE

Grades are converted to the 4.0 scale from percentages based on the following chart:

<i>GRADING SCALE</i>	<i>G.P.A.</i>	<i>SCORE</i>
Superior Achievement “A”	4.0	97-100
	3.9	96
	3.8	95
	3.7	94
	3.6	93
	3.5	92
Above Average Achievement “B”	3.4	91
	3.3	90
	3.2	89
	3.1	88
	3.0	87
	2.9	86
	2.8	85
Average Achievement “C”	2.7	84
	2.6	83
	2.5	82
	2.4	81
	2.3	80
	2.2	79
	2.0	78

Grades below 78% are not sufficient to progress in the practical nursing program

7.7 PAPER ORGANIZATION

APA format is required for all formal papers and reference citations in the Nursing Program. For information on APA formatting, see <http://owl.english.purdue.edu/owl/resource/560/01/>. APA uses “clearly readable” fonts, including Times New Roman, Courier New, and Arial, all set at 12-point. Font choices must be consistent throughout the paper.

When submitting documents online, files must be compatible with Microsoft Word.

8 MISCELLANEOUS INFORMATION

COUNSELING

Educational, vocational, and personal counseling services are available to all students through various SCC satellite counseling sites. If personal or school-related problems arise that affect a student and their continuation and/or performance in the program, the following assistance is available:

- Clinical or theory instructors
- Health Science Counselors
- Nursing Department Chair
- Associate Dean of Nursing

CAREER SERVICES/JOB PLACEMENT

The Student Success and Career Services office is in the Student Center (Lair, Building 6). It is available to all students and alums to assist in finding employment opportunities, developing resumes/cover letters, strengthening interview techniques, and performing other job-search skills. In addition to the student services listed in the Appendix, SCC offers an employment database known as “Bigfoot Jobs,” which allows students to activate their profiles, post resumes, and search for employer-posted jobs. Job opportunities listed in “Bigfoot Jobs” for Health Science students/graduates are posted in various areas of the Health Science Building and on the nursing program website.

STUDENT NURSING EMPLOYMENT OPPORTUNITIES

Timeline Eligibility for Nursing Certifications and Licenses:

- **Nursing Assistant Certified (NAC):** The student is eligible to become certified after completing the first quarter.
- **Nurse Technician:** The student is eligible to become registered after completing the first quarter and receiving a job offer. The student nurse must schedule an in-person appointment with the Associate Dean of Nursing to have the Nursing Technician Registered Education Verification Form signed.

These certifications and licenses are optional, and students must complete an application to obtain certification or licensure. These applications are available on the Washington State Board of Nursing (WABON) website.

LEARNING RESOURCES

No food or beverages are allowed in the computer labs or the learning resource locations, including nursing labs and nursing simulation labs.

Students will find that basic computer skills, such as accessing online course materials or college resources, are necessary for all enrolled in the nursing program. Students will need regular access to a computer. If students are enrolled in an online course, they may need to use various tools, such as discussion boards, email, and web-based videos. All students need access to the college's web-based management system (CANVAS) for all courses. (See section [Computer Requirements](#) for further guidance).

A computer lab is available to all students. It is equipped with internet access and limited printing capabilities. The computer lab is in the Health Science Building, Room 008. Other computer labs are available throughout campus for student use.

Areas for individual and group study are available in the Learning Resource Center (Building 6).

The Nursing Lab in Room 146 of the Health Science building and Room 145 of the Jenkins Wellness building are skills-practice and simulation areas. Check schedules quarterly. Hours are posted outside the lab door and on the college's current learning management system.

Tutoring is available every quarter through the counseling department. Tutors are vetted senior nursing students with a 3.5 GPA or higher who have applied to be paid tutors. Tutors are trained and monitored.

by the counseling department. They are there to assist fellow nursing students in being successful. Students can be referred by faculty or self-refer to use the tutoring services.

HOLIDAYS/SCHOOL CLOSURES

All classes and clinical rotations will follow the college calendar, except the summer Quarter, which runs for eight weeks. In the event of a school closure related to inclement weather or other CCS-sanctioned closures, there will be no nursing classes, clinicals, or labs, including capstone clinical assignments. Students are advised to sign up for the CCS alerts and to check the CCS website and operations hotline.

FINANCIAL AID

The Financial Aid program includes work scholarships, educational opportunity grants, and part-time

employment. Application forms for financial aid and part-time employment are available in the Financial Aid Office located on the SCC Campus. See the Financial Aid Office to answer any additional questions.

VISITORS AND CHILDREN

Visitors, including children, may not enter the classroom without prior approval from the instructor. A request must be sent and approved prior to the start of the quarter. Children must not be left unattended or unsupervised by parents or guardians at any time.

VOCATIONAL CLUBS/CAMPUS ACTIVITIES

Students are encouraged to participate in campus activities, including student government, student organizations, the Nursing Club, the National Student Nurses Association (NSNA), and other social activities. Check the SCC website for additional student clubs.

NURSING CLUB

Active membership in the Nursing Club is open to members of the SCC student body who are currently enrolled in the SCC Nursing Program(s). The club's purpose is to promote interest in nursing, foster a sense of service among members, promote health awareness, and enable members to play a proactive role in their community. Members participate in fundraising activities and receive funds from the SCC Associated Student Government to support club activities, such as travel to conventions and regional workshops. Members sponsor educational guest speakers, community projects, and events; attend meetings of the SCC Associated Student Government; and participate in school-sponsored activities. Officers of the club are elected and include the President, Vice President, Secretary, and Treasurer. The club advisor is a nursing faculty member.

STUDENT SERVICES

The Lair, SCC's student center, is the center of student activities and services. The college store and the cafeteria are in the Lair.

The Student Health Clinic is in the Jenkins Wellness Center (Building 7). It is open to all currently registered SCC and SFCC students. There are regularly scheduled hours during Fall, Winter, and Spring Quarters, with limited hours during the Summer Quarter. Students may schedule appointments to be seen or may walk in for services.

TELEPHONES

A non-pay phone is available in the Health Science Building for short, local calls. In the clinical area, the instructor will identify the location of phones that may be used.

Students must inform family members and/or employers not to call the college or the clinical facility **except in an emergency**.

LRC – LEARNING RESOURCE CENTER

SCC has an extensive library with a variety of multimedia resources for Health Sciences students, located in building 16. Instructions on accessing the approved nursing resources are posted on the college's learning management system each quarter.

SMOKING, EATING, AND DRINKING

Smoking, including electronic cigarettes, is not allowed in the Health Science Building or within 25 feet of any state building. Non-alcoholic beverages and food are permitted only with the permission of the instructor.

[WAC 132Q-10-231](#) Use of tobacco, electronic cigarettes, and related products.

The use of tobacco, electronic cigarettes, and related products is prohibited in all Community Colleges of Spokane facilities and in motor pool vehicles, with no exceptions.

- Smoking and tobacco use are also prohibited:
 - Within twenty-five feet of entrances, exits, open windows, and ventilation intakes that serve an enclosed area where smoking and tobacco use are prohibited; and (b) Where designated on college premises.
- "Smoking" means:
 - Inhaling, exhaling, burning, carrying, or possessing any lighted tobacco products, including cigarettes, cigars, bidi, clove cigarettes, pipe tobacco, and any other lit tobacco products; or
 - Use electronic nicotine delivery devices and related products, including, but not limited to, electronic cigarettes, vapor cigarettes, hookahs, water pipes, or similar products.

- "Tobacco use" means the personal use of:
 - Any tobacco product, which shall include smoking, as defined in subsection (2) of this section, as well as the use of an electronic cigarette or any other device intended to simulate smoking;
 - Smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.
- "Facilities" means a district-owned or controlled property, building, or component of that property/building.
- "Motor pool vehicles" means vehicles assigned to specific college departments or programs; vehicles used for instructional purposes, vehicles dispatched to staff and students on a reserved, single-use basis, and vehicles assigned to specific faculty and staff.

[Statutory Authority: RCW 28B.50.140. WSR 1515161, § 132Q10231, filed 7/21/15, effective 8/21/15.]

LICENSING EXAM (NCLEX-PN[®])

Students who complete the Practical Nursing Program are eligible to take the NCLEX-PN examination.

To be eligible to take the exam, the student must:

- complete the LPN application on the DOH website;
- The Associate Dean of Nursing will electronically submit a certificate of completion.
- Pay exam fees.

Further application information is available at <https://www.ncsbn.org/nclex-application-and-registration.htm>.

RECORD KEEPING

Student Records ([WAC 132Q-02](#))

Student files containing information from the nursing program include:

- Clinical evaluation tools,
- Self-evaluation,
- Clinical weekly notes,
- Lab weekly notes,

- Skills check off lists, and
- Capstone evaluation.

Affirmation letters are kept in the student's electronic file.

All clinical onboarding information and criminal disclosure forms are uploaded by the students and/or clinical coordinator and kept in American Data Bank/Complio.

9 APPENDICES

1. Student/ Faculty Clinical Passport
2. Video-Consent Form
3. SCC Student Clinical Contract
4. Clinical Agreement Form
5. Sample Clinical Poster
6. Log of Events
7. Student Conduct Incident Report
8. Clinical Conduct and Performance Contract
9. Course Failure/Withdrawal Form
10. Re-Admission Attestation Form
11. Guidelines for Informal Student Concern Process
12. Student Supporter Acknowledgment Form
13. ANA Nursing Code of Ethics
14. Mental Health Resources
15. Student Handbook Signature Page

1 STUDENT/ FACULTY CLINICAL PASSPORT***NURSING PROGRAM CLINICAL REQUIREMENTS LIST*****PN & RN Programs**

***** The below requirements are mandated by our partnering clinical facilities; this list may be changed if clinical facility requirements change.**

➤ ***Immunizations:***

- Tuberculin Status – either current TB blood test or 2-Step TST, then annual self-screening
- Hepatitis B Status – either proof of immunity (HBsAb Titer or anti-HBs Titer), In-Process of receiving HepB vaccinations & resulting Titer, or Provider documentation of non-responder
- MMR (Measles, Mumps, Rubella) – either vaccinations (2) or proof of immunity by Titers
- Varicella (Chickenpox) – either vaccinations (2) or proof of immunity by Titer
- Tetanus, Diphtheria, & Pertussis (Tdap) – current within the last 10 years
- Influenza – current annual seasonal flu shot, if attending clinicals during Flu Season

- ***AHA BLS Provider Card*** – current 2-year card
- ***National Background Check*** – completed initially
- ***WSP WATCH Report*** – completed initially & annually
- ***Criminal History Disclosure Form*** – completed initially & annually
- ***Medical/Health Insurance*** – current personal coverage while in Nursing Program
- ***Liability Insurance*** (provided through student fees, annually)
- ***Respirator Fit Testing & Documentation*** – completed initially & annually (provided in program)
- ***10 eLearning Modules in CPNW*** – completed initially & annually
- ***SCC Clinical Agreement Form*** – completed initially
- ***Nursing Program FERPA Disclosure Form*** – completed initially

Additional Quarterly onboarding, after assignment to each upcoming Quarter's clinical placements – students will complete initial or annual renewal of Clinical Site Requirements for the new clinical placements.

2 VIDEO CONSENT FORM

SCC NURSING VIDEO & AUDIO RECORDING CONSENT FORM

I, _____, consent and agree that Spokane Community College (SCC) faculty have the right to take video and audio recordings of me during simulation lab and to use these for the purpose of educational review by the students involved in the video.

I understand that the video will be deleted after the participants have had the opportunity to view and discuss the contents with a simulation instructor.

I understand that the details of the scenario and the performance of other learners will be held in confidence and will not be communicated in any form.

I accept and acknowledge that personal recording of simulation experiences is strictly forbidden.

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

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.

Please indicate below with an "X" in the box whether you agree or disagree to video & audio recording.

☐ **AGREE**

☐ **DISAGREE:** by marking "disagree," I understand that I will not be recorded as part of the simulation lab experience

By signing this document, I acknowledge that I understand the above information regarding video & audio recording during the simulation lab experience.

Print Name _____ **Quarter** _____

Signature of Student _____ **Date** _____

Updated 02.05.2024

3 SCC STUDENT CLINICAL CONTRACT

Spokane Community College

Practical Nursing Program

Student Clinical Contract

Students will meet the guidelines outlined in this contract to ensure safe nursing practice and accountability for professionalism in the clinical setting. Failure to do so will adversely affect the student's clinical grade and may result in disciplinary action and/or a failure in the course.

Documentation:

Students will document the medical record as per facility policy. Correctly documenting the forms, including proper location and descriptions, is essential, as well as obtaining any faculty review or co-signatures as required by the facility. Students may be required to submit their written documentation to their instructor for approval prior to entry into the medical record. Upon instructor approval, the student will enter the medical record's documentation.

Clinical Prep Sheet:

The clinical prep sheet is due at the start of clinical and is to be completed as designated by the instructor (note: this may vary based on course and clinical setting). The instructor will review the prep sheet and return it to the students. The completed prep sheet assists students in being prepared to provide safe care to assigned patients.

Preparation for Clinical:

The instructor will give a variety of assignments to facilitate student learning in the clinical setting. These may include but are not limited to research on a patient diagnosis, medication, or diagnostic test; preparation of a presentation for post-conference; and completion of prep sheets including patient assessment data, patient care plan, and a concept map. Failure to complete any clinical assignment may result in the student being sent home from clinical and may fail the course.

Punctuality and Attendance:

Punctuality is expected in the setting, as well as a demonstration of professional behavior. Students are expected to be on time and to report to pre-conference or their assigned unit at the time designated by their instructor. If an unexpected event occurs, students should contact the instructor when they determine that they will not arrive on time. At the instructor's discretion, tardiness may result in the student being sent home from clinical and receiving an unexcused clinical absence.

The student is responsible for notifying the clinical instructor of an absence prior to the clinical start time. Approval of an excused absence is at the discretion of the instructor.

Identification:

Students and faculty must wear their Spokane Community College (SCC) identification badge at all times while in the clinical facility. Identification badges are required to ensure patient and staff security. Students reporting to clinical without proper identification will be sent home for the day and will receive an unexcused clinical absence.

Appearance:

Students must wear the approved SCC uniform. Hair must be tied back, and students must be neat and clean. Students are to refer to the handbook for additional information on appearance. Students represent SCC while in the clinical setting and are expected to present a professional appearance.

Spokane Community College

Practical Nursing Program

Required Materials and Equipment:

Valuables should be on the student's person rather than left in a break or report room. Items left in a car should be hidden. Theft does occur, and students should secure their belongings to reduce the risk of loss.

Students must bring the following:

- Identification Badge
- Notebook and pen
- Stethoscope
- Watch with a second-hand or digital second feature
- Penlight
- Bandage scissors (per facility policy)
- Reference books, as needed, if not provided in the clinical setting

Cell Phone Use:

Students must adhere to the clinical facility's cell phone policy. Failure to do so may result in removal from the clinical setting.

I have read and understood these expectations. I also understand that this signed document will be placed in my SCC student file.

Student Name (print)

Signature

Date

Instructor Name (print)

Signature

Date

4 CLINICAL AGREEMENT FORM



Spokane Community College
Practical Nursing Program

CLINICAL AGREEMENT

I, the student, understand that it is my responsibility to complete all of the required documentation listed in this agreement to participate in a clinical experience. I understand that it is my responsibility to keep a copy of all documentation. I understand that the documentation I submit becomes the property of the Spokane Community College Health & Environmental Sciences Division and will not be returned to me or copied for me. It includes:

Clinical Passport Requirements:

- TB Test-Tuberculin Test
- HepB vaccine (or disclaimer)-Hepatitis B; *must sign disclaimer until series is completed.*
- MMR - Measles, Mumps, Rubella
- Varicella vaccine
- Tdap-Tetanus, Diphtheria, and Pertussis
- Copy of CPR card (American Heart Association Health Care Provider)
- CPNW E-Learning Modules
- Flu or Declination form
- COVID-19 vaccine
- Background authorization forms
- Current medical insurance
- Drug test (if required by the clinical site)
- Orientation modules of specific agencies

Please read the explanation of the clinical requirements prior to completing them.

I understand that when I attend clinical, I am obligated to follow the college and clinical site policies and that I am to wear appropriate uniform/clothing with an official SCC Clinical ID. I acknowledge that during my clinical placement, I am considered a student rather than an employee of the clinical site. Therefore, I am not eligible for monetary compensation or other forms of remuneration for any services provided. I understand that if I am injured or have an incident involving contamination, I am responsible for the cost of any healthcare services. I agree to participate in the appropriate follow-up testing as needed. I understand that I am responsible for any medical expenses that may occur while I am a student at Spokane Community College.

In consideration for Community Colleges of Spokane/Spokane Community College allowing me to participate in the clinical experience, I hereby release Community Colleges of Spokane, Spokane Community College, its Board of Trustees, employees, agents, representatives, and contractors from and against any claims and damages arising out of, or in connection with, my participation in the clinical experience.

I have reviewed this clinical agreement and agree to all of its terms.

(Print Name)

(SID)

(Student Signature)

(Date)

5 SAMPLE CLINICAL POSTER

		Spokane Community College Nursing Division Clinical Guidelines for Students Course: PN Qtr./Yr: One/2026 Facility: South Hill Rehabilitation			
Instructor Name:		Cell Phone#			
Instructor Email:					
CLINICAL DAY: Tuesday day shift, Wednesday day shift (Shifts approximately 10 hours)					
NEVER DO THE FOLLOWING:					
• Administer blood or blood products, including cosigning verification of information about the blood or blood product • Co-sign the set-up of a patient-controlled analgesia machine (PCA) or administer a bolus dose or change the program of a patient-controlled analgesia (PCA) • Administer conscious sedation • Titrate IV medications independently • Administer any controlled substances or chemotherapy agents • Co-sign for the waste of a narcotic • Administer medications via an epidural or spinal catheter, including direct administration of the dose and adjustment of the infusion rate • No verbal orders from Physicians					
CANNOT DO IN:					
PN					
• Taking Prescriber Orders • IV Flushes, IV Medications, Enteral Medications or Enteral Feeds					
Students are prepared to do the following: With permission from clinical faculty					
INDEPENDENTLY			WITH FACULTY		
After Skills Lab Check-off Complete: ➤ Vital Signs ➤ ADLs ➤ Head to Toes/Shift Assessment ➤ Focused Assessments ➤ Bladder Scanner ➤ Accu Check (After Facility check off) With Primary RN ALWAYS : High risk meds (Heparin, Lovenox, ALL Insulins)			*Math test must be passed before administering medications After Skills Lab & SCC Clinical Faculty Check-off Complete: ➤ Basic Wound Care ➤ Non-parenteral Medication* ➤ Subcutaneous Medication* ➤ Intramuscular Medication* ➤ Intradermal Medication* ➤ Insertion/removal of indwelling catheter ➤ Insertion/removal straight catheter ➤ Use of Supplemental Oxygen Devices		
PN102 Course Outcomes					
By the end of this course, a student should be able to: Professionalism: Incorporates quality, safety, and confidentiality in the lab and patient care settings. Collaboration: Demonstrate effective communication in lab and patient care settings with the instructor, patient, and health care team members. Clinical Decision Making: Utilize steps in the nursing process to guide clinical decision making in the lab and patient care settings. Caring: Demonstrate therapeutic communication in the lab and patient care settings. Management of Care: Participate in providing care for patients and identify principles of prioritization and delegation.					

Revised 12/2025

6 LOG OF EVENTS

1

Log of Events

Date of incident: _____

Name of student or faculty involved: _____

Name of clinical faculty responsible for the student's clinical experience: _____

Type of Event e.g., patient harm, an unreasonable risk of patient harm, or diversion of legend: _____

Assessment and findings:

Suspected causes related to the incident or root cause analysis:

Nursing Education program corrective action:

Remediation Plan:

WAC 246-840-513**Reporting and recordkeeping requirements for nursing education programs.**

(1) Within two business days, nursing education programs shall report to the commission, on forms provided by the commission, events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances.

(2) The nursing education program shall keep a log of all events reported by a patient, family member, student, faculty or a health care provider resulting in patient harm, an unreasonable risk of patient harm, or allegations of diversion, and medication errors. The log must include:

- (a) The date and nature of the event;
 - (b) The name of the student or faculty member involved;
 - (c) The name of the clinical faculty member responsible for the student's clinical experience;
 - (d) Assessment of findings and suspected causes related to the incident or root cause analysis;
 - (e) Nursing education program corrective action; and
 - (f) Remediation plan, if applicable.
- (3) The nursing education program shall use the principles of just culture, fairness, and accountability in the implementation and use of all incident reporting logs with the intent of:
- (a) Determining the cause and contributing factors of the incident;
 - (b) Preventing future occurrences;
 - (c) Facilitating student learning; and
 - (d) Using the results of incident assessments for on-going program improvement.

7 STUDENT CONDUCT INCIDENT REPORT**Community Colleges of Spokane
Spokane Community College****Incident Report Form**

A Student Conduct official may contact you with questions about the incident(s) described below. Every effort will be made to keep the individual submitting this report updated on the actions and decisions made, but care is also necessary to ensure appropriate confidentiality.

We are committed to creating a safe, welcoming, and supportive campus environment. We prioritize safety, wellness, and maintaining the rights and responsibilities of members of the SCC community.

If this is a **medical or safety emergency**, please call 9-1-1. If this is a **mental health** crisis, please call **Mental Health** services at **509-533-7195**, **Counseling** at **509-533-8400**, or **Campus Safety** at **509-533-3333** (during normal business hours).

If this is after normal business hours, please call the **Regional Crisis Line** at **1-877-266-1818** or **National Suicide Prevention Lifeline** at **1-800-273-8255**.

Contact Information, Nature of Report, Incident Date

Full Name-Reporting Individual:

 [Learn more](#)

[Privacy - Terms](#)

Your phone number:

Your email address:

Action Requested? (Required):

Date of Incident (Required):



Time of Incident:

Location of Incident (Required):

Location of Incident:

Students Involved

Please list all individuals involved (excluding yourself) and as much of the requested information as you can provide. For non-students, please list Drivers License number in the block labeled SID (Student ID #) if available.

Name of Individual	
Select Role	
ID Number	
Phone number	
Email address	
Add another party	
Description of the Incident(s) Please describe the incident. Use objective language to describe specific behaviors observed, words used, and anything that might help Conduct officials better understand the individual or circumstances. Include any related prior interactions with the individual(s) involved and any actions taken to address this particular incident. Attachments can be provided below.	
Electronic Signature of Reporting Party: I certify, under the penalty of perjury, that this information is true and accurate. Further, I acknowledge that a complete version of this report, except for personal contact information, may be shared with the accused. (Required)	

Electronic Signature Date (Required)

Supporting Documentation/Attachments

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload

Choose Files

Select copy recipients

☐ studentconduct

☐ Email me a copy of this report

Submit

8 CLINICAL CONDUCT AND PERFORMANCE CONTRACT

SCC: Clinical Conduct and Performance Contract

Instructor: _____ Student: _____

Course: _____ Quarter: _____

Assessment: Based on the five clinical evaluation Student Learning Outcomes, explain clinical area(s) needing improvement:

Diagnosis: Reason for contract:

Implementation: Selection of interventions to achieve the outcome(s). Measurable activities that student will need to complete regarding improvement of clinical competency e.g., student will go to open lab two times and successfully follow doctors med orders and give medication in a safe, quality manner.

Implementation: Selection of interventions to achieve the outcome(s). Measurable activities that student will need to complete regarding improvement of clinical competency e.g., student will go to open lab two times and successfully follow doctors med orders and give medication in a safe, quality manner.

Instructor or Clinical Manager Signature: _____ Date: _____

Student Signature: _____ Date: _____

SCC: Clinical Conduct and Performance Contract

Evaluation: Student must meet the outcomes/goals at the end of the quarter, or at the designated time given by the instructor to successfully pass clinical.

Instructor or Clinical Manager Signature: _____ Date: _____

Student Signature: _____ Date: _____

9 COURSE FAILURE/WITHDRAWAL FORM

Spokane Community College

Practical Nursing Program

COURSE FAILURE/WITHDRAWAL FORM

Student Name: _____ Student SID: _____

COURSE FAILED/WITHDRAWN FROM:

Course Name: _____

Course Item Number: _____

Quarter: _____

Instructor Name: _____

Date: _____

☐ WITHDRAWAL: Reason: _____

Course graduate at the time of withdrawal (Percentage/GPA): _____

☐ FAILURE: Reason:

Failure to achieve 78% Average on tests: _____ Failure to achieve 78% Average Final Score (%): _____

☐ Theory

☐ Laboratory

☐ Failure to achieve 78% average on quizzes (math tests)

☐ Failure to meet Lab Objectives

☐ Safety Concerns

☐ Excessive absences

☐ Clinical

☐ Excessive absences

☐ Failure to meet Clinical Objectives

☐ Safety Concerns

Other: _____

☐ SECOND FAILURE/WITHDRAWAL attempt: cannot return to the program

The student is working as a Nurse Tech: ☐ YES ☐ NO

If yes, what Facility: _____

Spokane Community College

Practical Nursing Program

COURSE FAILURE/WITHDRAWAL FORM

- I. I understand that my ability to return to the SCC Practical Nursing Program is contingent upon the available space in the course for quarters 2 – 4 and contingent upon the Nursing Program Application Process for failure and/or withdrawal during quarter 1.

Student Initials: _____

- II. I understand that it is my responsibility to meet all clinical passport requirements to re-enroll in the SCC Practical Nursing Program.

Student Initials: _____

- III. I understand that the theory and clinical portions are not mutually exclusive. Failure of one component of the course requires repetition of all components of the nursing course in the returning quarter.

Student Initials: _____

- IV. I understand that I have a maximum of two years to re-enroll in the program. This two-year period begins as of the date of failure from a course.

Student Initials: _____

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Associate Dean
or Clinical Placement Manager Signature: _____ Date: _____

Registrar copy sent: ☐

Student copy received: ☐

10 RE-ADMISSION ATTESTATION FORM**SCC PRACTICAL NURSING: NON-CORE COURSE RE-ADMISSION ATTESTATION**

Students who fail only a non-core nursing course (Psychosocial Issues I/II, or Ethics and Policy I/II) will be placed on a separate Re-admission Waitlist. The ranking on this waitlist will follow the criteria below:

Students with the highest cumulative quiz/test average in the nursing course that cause a failure.

Attestation Requirement:

Students placed on the non-core re-admission waitlist must sign an attestation acknowledging the following:

- Successful completion of the non-core course does **not guarantee** admission into the subsequent quarter of the program.
- Advancement to the subsequent quarter is **based on clinical/lab space availability**.
- Waitlist ranking for entry into the subsequent quarter will be based on cumulative quiz/test averages for the course being repeated.

I, _____ agree to the terms listed above.
(Last name, First name)

STUDENT SIGNATURE: _____ **DATE:** _____

NURSING ADMIN/FACULTY SIGNATURE: _____ **DATE:** _____

Revised 11/24/25

11 GUIDELINES FOR INFORMAL STUDENT CONCERN PROCESS



STUDENT CONCERNS PROCEDURE Informal Guidelines For Addressing Student Concerns for Faculty

The following steps are to be followed by the student when seeking review of an informal concern involving a faculty member of Community Colleges of Spokane. The student is asked to remember:

1. This is an informal process, requiring no paperwork or forms. The intent is to establish a dialogue between the student and the faculty member that results in resolution of the concern.
2. Concern(s) must be initiated within ten (10) instructional days of the start of the quarter following the quarter during which the alleged action(s) occurred. An informal concern may be initiated in summer quarter if the faculty member and student mutually agree.
3. The review of concern(s) must proceed from the lowest level of review to higher levels of review.
4. The student will make reasonable effort to complete the informal concern process within twenty (20) instructional days. The student has a right, with advance notice, to a supporter* during any meeting.
5. At any point during the informal process the department chair and/or dean may call an informal meeting between the student and faculty to attempt resolution.
6. Group concerns will not be considered.

Step 1: The student communicates with the faculty member with whom they have the concern and describes the concern. The faculty member has five (5) instructional days to respond after hearing the student's informal concern. There is no need for further action if the concern is resolved at Step 1.

Step 2: If the informal concern is not resolved at Step 1, the student next speaks with the faculty member's department chair. The department chair will first ascertain if the student made attempts to contact the faculty member for step one resolution. If so, then the chair will attempt to facilitate an acceptable resolution between faculty member and student. The chair will have 5 instructional days to respond after hearing the student's informal concern. There is no need for further action if the concern is resolved at Step 2.

Step 3: If the informal concern is not resolved at Step 2 and or is determined by the faculty member's dean to be appropriately advanced to this step** the student next speaks with the dean. Upon the dean determining that appropriate steps were followed, the dean will attempt to informally resolve the concern. The dean will respond to the student within ten (10) instructional days of receiving the concern; the dean will inform the faculty member and department chair of the response. If the concern cannot be resolved at this informal level and the issue warrants formal action, the student may proceed to the Formal Process for Addressing Student Complaints.

Special Circumstances: If at any point during the concern process it's determined the concern may involve violation of federal/state law or Board policy, the concern may be forwarded to the appropriate office.

*Supporter is a non-employee who provides support to the complaining student but otherwise does not speak or provide legal counsel on the student's behalf.

**The student may initiate the informal concern directly at Step 3 provided the cause for the student not proceeding through Step 1 and Step 2 is ascertained and found credible by the dean.

Formal Student Complaint Process: If a student concern has not been resolved to the student's satisfaction following the informal resolution process, the student may file a formal complaint utilizing the *Formal Student Complaint Form for Faculty*. The form must be submitted to the dean's office within ten (10) instructional days of the dean's Step Three response. Failure to do so causes the complaint to be denied as untimely.

12 STUDENT SUPPORTER ACKNOWLEDGMENT FORM**STUDENT SUPPORTER ACKNOWLEDGEMENT**

Date: _____

TO: _____ (Student Name)

FROM: _____ (Name of Employee Hearing Concern)

SUBJECT: Role of Student Supporter in Concern Process

Our college's student concern process provides the student right to have a supporter present during any meeting, provided advance notice is given to the other participant(s) (i.e. faculty, dean). The purpose of the informal concern process is to informally discuss and, hopefully, resolve the concern. The supporter's role in that process is limited to protecting your rights. The supporter does not speak or provide legal counsel on your behalf. You will have to answer any questions directly, and your supporter is prohibited from answering on your behalf or otherwise interfering with our discussion.

If you will have a supporter present, please notify me immediately at _____ and inform your supporter of the above limitations. I will ask that this memo be signed at the beginning of our meeting and will not proceed until that is done.

I have read, understand, and agree to comply with the above.

Student Name (*print*)_____
Date_____
Student Signature_____
Supporter Name (*print*)_____
Date_____
Supporter Signature

13 ANA NURSING CONDUCT OF ETHICS

American Nurses Association
Code of Ethics for Nurses
2025 American Nurses Association
Revised 2025

The American Nurses Association Code of Ethics for Nurses includes the provisions and the interpretive statements.

Provision 1

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

- 1.1 Respect for Human Dignity
- 1.2 Relationships with Patients and Recipients of Nursing Care
- 1.3 The Nature of Health
- 1.4 The Right to Self-Determination

Provision 2

A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

- 2.1 Primary Commitment to Recipients of Nursing Care
- 2.2 Conflicts of Interest and Conflicts of Commitment in Nursing
- 2.3 Professional Boundaries
- 2.4 Issues of Safety in the Nurse-Patient Relationship

Provision 3

The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

- 3.1 Privacy and Confidentiality
- 3.2 Advocating for Persons Who Receive Nursing Care
- 3.3 Responsibility in Promoting a Culture of Safety
- 3.4 Protection of Patient Health and Safety by Acting on Practice Issues
- 3.5 Protection of Patient Health and Safety by Acting on Impaired Practice.

Provision 4

Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

- 4.1 Responsibility and Accountability for Nursing Practice
- 4.2 Addressing Barriers to Exercising Nursing Practice Authority
- 4.3 Ethical Awareness, Discernment, and Judgment
- 4.4 Assignment and Delegation

American Nurses Association
Code of Ethics for Nurses
2025 American Nurses Association
Revised 2025

Provision 5

The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work those fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

- 5.1 Personal Health and Safety
- 5.2 Wholeness of Character
- 5.3 Integrity
- 5.4 Professional Competence
- 5.5 Human Flourishing

Provision 6

Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

- 6.1 The Environment and Virtue
- 6.2 The Environment and Ethical Obligation
- 6.3 Responsibility for the Healthcare Environment

Provision 7

Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

- 7.1 Contributions through Knowledge Development, Research, and Scholarly Inquiry
- 7.2 Protection of Human Participants in Empirical Research
- 7.3 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards.

Provision 8

Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

- 8.1 Collaboration Imperative
- 8.2 Collaboration to Uphold Human Rights, Mitigate Health Disparities, and Achieve Health Equity
- 8.3 Partnership and Collaboration in Complex, Extreme, or Extraordinary Practice Settings

American Nurses Association
Code of Ethics for Nurses
2025 American Nurses Association
Revised 2025

Provision 9

Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

- 9.1 Assertion of Nursing Values
- 9.2 Commitment to Society
- 9.3 Advancing the Nursing Vision of a Good and Healthy Society
- 9.4 Challenges of Structural Oppressions: Racism and Intersectionality
- 9.5 National Policies, Programs, and Legislation

Provision 10

Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

- 10.1 Global Nursing Community
- 10.2 Global Nursing Practice
- 10.3 Nursing Vision for Global Health
- 10.4 Global Nursing Solidarity
- 10.5 Global Nursing Health Diplomacy

14 MENTAL HEALTH RESOURCES

Mental Health Resources

Community College Mental Health: Stressed? Overwhelmed? Anxious?

Call or come in to talk with someone from the team! 509-533-8611

<https://scc.spokane.edu/For-Our-Students/Student-Resources/Student-Health-Clinic/Mental-Health>

Washington 211: A free, confidential community service that connects you to local services, including mental health crisis intervention services.

Washington 211 can also help with utility assistance, food, housing, health, childcare, after-school programs, elder care, other types of crisis intervention, and much more.

Ten-digit number: National Suicide Prevention Lifeline (NSPL)

1-800-273-TALK (8255)

988 Suicide & Crisis Lifeline: 24/7, confidential crisis support

<https://988lifeline.org/>

Veterans and their loved ones: You don't have to be enrolled in VA benefits or health care to connect. <https://www.veteranscrisisline.net>

Dial 988 then press 1, or chat online, or Text 838255

RAINN -- National Sexual Assault Hotline: Confidential 24/7 Support

1-800-656-HOPE (4673) <https://www.rainn.org/>

After Silence: Online support group, message board, and chat room – Sexual assault survivors – You are not alone, you are not broken, and you can heal.

<https://www.aftersilence.org/>

15 STUDENT HANDBOOK SIGNATURE PAGE

SPOKANE COMMUNITY COLLEGE



STUDENT CONTRACT SIGNATURE PAGE

PRACTICAL NURSING PROGRAM

QUARTERLY REVIEWED**I have read and understood the following:**

1. Students are responsible for reviewing the Student Handbook at the beginning of each quarter.
2. Students are responsible for reviewing updates to the Student Handbook.
 - I have read and reviewed the updated changes to the Student Handbook.
3. Students are responsible for reviewing the Policies in the Nursing Student Handbook:
 - Evaluation and Grading Policy for Theory, Clinical, and Lab;
 - Decimal Grading System;
 - SCC Nursing Social Media Policy;
 - Invasive Procedure Consent Form.
4. Students are responsible for reviewing the Washington Administrative Standard (WAC) of Conduct for Students: [CCS Student Code of Conduct](#)
5. Students are responsible for reviewing the Course Syllabus for each nursing course.
6. Students are responsible for reviewing the Clinical Agreement Policy.
 - I have read and reviewed the clinical Agreement Consent Form.

☐ By signing below, I attest that I have read and reviewed the complete Student Handbook, including any updates, all required Policies, and Consent Forms.

Student (PLEASE PRINT): _____

Student Signature: _____

Date: _____