College of Nursing

2018 | 2019

Undergraduate Student Handbook

Spokane 103 E. Spokane Falls Boulevard | Spokane, Washington 99210
Yakima 1401 W. Prasch Avenue | Yakima, Washington 98902
Tri-Cities 1266 Lee Blvd | Richland, Washington 99352
Walla Walla 500 Tausick Way | Walla Walla, Washington 99362
Vancouver 14204 N.E. Salmon Creek Avenue | Vancouver, Washington 98686
WSU College of Nursing
Entry Statement

The material provided in this publication supplements information included in publications about Undergraduate school policies at Washington State University. Each student is expected to be familiar with the procedures and academic regulations of the College and the University. This document outlines your rights and responsibilities while here at the College.

The provisions of this document are not to be regarded as an irrevocable contract between the student and the College of Nursing. Changes are effected from time to time in the general regulations and academic requirements.

The College of Nursing subscribes to the principles and laws of the State of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and affirmative action. Policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment, employment, and retention of faculty and staff, and the operation of all University programs, activities and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Office for Equal Opportunity, 225 French Administration Building (1022), phone (509) 335-8288.
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Section A
College of Nursing Organization & Governance

Mission, Vision, Core Values, & Goals
Review the WSU College of Nursing 2012-2016 Strategic Plan

Admission
The Undergraduate Admission and Progression Committee (UAP) at the Washington State University College of Nursing evaluates all information in the application and selects applicants for admission to the upper division major as pre-licensure or registered nurse (RN-BSN) students. Appeals for admission decisions are also handled by the UAP Committee.

Courses prerequisite to the upper division nursing major and general education requirements must be completed and full junior standing achieved by the end of the regular term (spring or fall) prior to enrollment at the WSU College of Nursing. Appeals of this policy are considered in unusual circumstances.

Transfer students to either undergraduate program, completing their prerequisites at other colleges or universities, must meet the University Common Requirements (UCORE) graduation requirements for admission through WSU if they do not have a transferable Associate of Arts degree.

All applications (BSN and RN-BSN programs) are evaluated on the following admissions criteria:

1. Cumulative GPA of 3.0 or higher in all college courses,
2. Cumulative GPA of 3.0 or higher in prerequisite courses, and
3. A minimum grade of 2.00 in each prerequisite course.

Additional requirements are noted below about the pre-licensure and RN-BSN programs.

Pre-licensure Students
Most pre-licensure students seeking admission to the upper division major in nursing are admitted from one of the three alliance universities, Eastern Washington University, Washington State University, or Whitworth University. Students are also admitted to the nursing major as transfer students from other universities and community colleges. Preference in admission is given to applicants who have been students at one on the alliance campuses for at least one year.

All potential pre-licensure students must apply to WSU College of Nursing via a Centralized Application Service (CAS). The application process and deadlines are found at: Admission.html https://nursing.wsu.edu/academics/bsn/steps-to-apply/ and applicants should contact a pre-nursing advisor to assist with clarification of the application and admission processes. Applicants select a specific campus to be admitted to – Spokane, Tri-Cities, or Yakima when submitting their CAS application.
Pre-licensure applicants are required to obtain at least a “proficient” score (58.7% or above) on the Test of Essential Academic Skills (TEAS) to be considered for admission. Applicants may be invited for interview prior to admission decisions, depending upon the number of students applying for admission.

Upon acceptance to the College of Nursing, EWU, WU, and transfer students also submit an application to WSU Spokane for the Spokane or Yakima campuses, or to WSU Tri-Cities campus. Students admitted to WSU College of Nursing who have completed at least one academic year of study at EWU or WU, will have both institutions listed on their diplomas (EWU and WSU or WU and WSU).

Pre-licensure - Freshman Admit to Honors College and College of Nursing
A maximum of 10 incoming WSU Honors College freshman declaring nursing as their major will be admitted to WSU CON. These students will need to maintain their participation in the Honors College, take all pre-requisite course work at WSU with at least a 3.0, and complete all admission requirements in order to have their admission to the CON as a pre-licensure student ensured.

Registered Nurse (RN-BSN) Students
Registered nurse students are admitted through Washington State University. Students apply to WSU Spokane for the Spokane and Yakima sites and ; to WSU Tri-Cities for the Tri-Cities and Walla Walla sites, and to WSU Vancouver. Full-time, part-time, or individualized plans of study can be arranged with a faculty advisor. Clinical courses are completed at a number of sites and can be arranged close to home, thus making the program ideal for all RN students. Priority admission is given to Washington state residents. RNs must hold or be eligible to obtain a valid license to practice in Washington State.

Admission Decisions
Notification regarding admission to the College of Nursing is mailed to pre-licensure applicants by mid-May for enrollment in August, and in early November for enrollment in January. Students admitted to the RN-BSN program will be notified as actions are taken on their applications.

Prior to initial registration, pre-licensure students are required to submit evidence of Clinical Passport requirements, including First Aid Certification, CPR (American Heart Association Health Care Provider) Certification, and documentation of designated immunizations and results of tuberculosis testing, prior to entering the nursing program. Clinical placement is contingent upon a satisfactory criminal background clearance. RN-BSN students must also submit a clinical passport including all requirements as noted for the pre-licensure students except First Aid certification.

Statement of Philosophy & Conceptual Framework
Nursing integrates the art of caring and the scientific foundations of knowledge into a practice and research-oriented profession. Nursing scholarship is guided by nursing and related theories and adds to the scientific body of knowledge both within nursing and across other health-related disciplines. Professional nurses provide holistic care through relationships with individual families, groups, and communities to promote health. Nurses, always responsive to the contextual uniqueness of the situation, are also responsible and
accountable for upholding the standards and values of the profession. These values include altruism, autonomy, human dignity, integrity, and social justice.

Altruism, the selfless concern for others, is reflected in the nurse’s appreciation of the culture, beliefs and perspectives of others, acts of client advocacy and the assumption of mentoring roles. Autonomy is the belief that person has the right to make informed decisions and is based on a respect for human dignity. Human dignity is demonstrated through respect shown for the inherent uniqueness and worth of individuals and groups. Integrity is reflected in professional practice that is in accordance with an appropriate code of ethics, accepted standards and scope of practice, and an upholding of the moral, legal, and humanistic principles of social justice.

Professional nurses as leaders in the health care system design, provide, manage, evaluate, and coordinate care. The provision of nursing care requires the utilization of knowledge regarding the expected growth and development of individuals throughout the lifespan. Strategies for health promotion, risk reduction and disease prevention/management are based on knowledge of the genetic endowment and the social, physical, psychological, and spiritual responses of the client. The goals of nursing care are to enhance, maintain, or restore the quality of life and encourage individuals to derive personal meaning through the end of life.

Nurses, as information managers and evidence-based practitioners, monitor and create environments that foster health. Nurses must anticipate and respond proactively to the rapid changes occurring continuously in our world. Ultimately responsible to the consumer of healthcare, nurses must employ competencies applicable across multiple settings and contexts in order to achieve desired outcomes. As informed citizens of the world and members of a profession, nurses take leadership and responsibility for social and political activism to effect meaningful changes in a global environment of limited resources.

Learning is a dynamic, experiential process that increases in depth and complexity with the maturation of students. It is a joint endeavor between faculty and students in which adult learners, with rich lived experiences, undertake active involvement in the educational process. Students assume responsibility for learning and personal growth. Faculty and staff help to create an environment where learning may take place, using innovative, individualized approaches to teaching, which empower both students and faculty through a relevant curriculum and opportunities for learning. Scientific rationality is enhanced by intuitive and aesthetic thought as students apply liberal arts education to the discipline of nursing. Faculty serves as facilitators, role models, mentors and co-learners who encourage articulation across various levels of nursing education. Evaluation of learning outcomes guides student progress through the course of study. Students, faculty, staff, and community members, as stakeholders in educational outcomes, are involved in the development and implementation of the evaluative process.

In the quest for excellence, the climate of the educational program fosters intellectual stimulation, creativity, systematic inquiry, and freedom to challenge ideas, curiosity, scholarly dialogue, collaboration, interdependent learning, and a sense of personal integrity. Flexibility in all College of Nursing programs promotes individualized, self-directed learning within the framework of degree requirements. Baccalaureate education builds on a liberal arts education to prepare generalists for professional practice, which is based on a theoretical foundation,
critical thinking, caring, and competence in the application of research findings and clinical skills. Emphasis on the process of inquiry promotes lifelong learning and prepares nurses for leadership in the health care system. Master’s level education provides beginning competence in the conduct of research, preparation for advanced practice nursing and further leadership development. Graduate education encourages continued personal growth and assists students in the pursuit of scholarship and expertise in an area of specialization.

Program Outcomes/Student Learning Outcomes

• Visit the College of Nursing website for the undergraduate program outcomes.
Section B
Communications

Bulletin Boards
In Spokane, the official College of Nursing bulletin board holds announcements pertaining to policies and administrative matters. It is located next to the elevator on the first floor of the Nursing Building. There are bulletin boards available for student information on the other nursing campuses as well. **Students are responsible for reading official bulletin boards regularly and are accountable for the information posted there.** The undergraduate pre-licensure program course bulletin board is located next to the elevator on the second floor of the Nursing Building. The RN-BSN Bulletin Board is currently located across from Room 343. All notices should be dated.

Spokane student organization Student Nursing Leader (SNL) information and other student-related information is posted on the bulletin boards above student mail folders on the East end of the second floor. General scholarship information is posted on the first floor in the alcove near the East entrance to the Nursing Building (again, notices should be dated), and additional scholarship information is available on the College of Nursing website.

Identification Cards
Nursing student name badges are the official means of identification for all students enrolled as students in WSU College of Nursing. Photos are taken during orientation at all sites. Web students will receive information in their acceptance letter on how to obtain a badge. Name badges are required to be worn at all clinical sites. Please see the staff in the Nursing Undergraduate Office, Room SNRS 130 (Spokane) or Mary Gonzalez (Yakima) or Program Assistant (Tri-Cities) to purchase a replacement badge. Students will also receive a Cougar Card that can be used in the library and computer lab.

Mail Boxes
In Spokane, mail slots for faculty and staff are located in the main hallway of the first floor. They are assigned by room number. SNL also has a mail box there. These mail slots are to be used for messages and general mail only. Course papers may be obtained from or left in boxes by each faculty member’s office door per arrangements between faculty and students.

Each undergraduate student has a mail folder located in the Student Mail Center on the second floor in the Student Lounge area. **Students are encouraged to check their mail folders each day that they are in the Nursing Building.**

Email
All students have a WSU email address. Please check your email regularly for communications from faculty, the Nursing Undergraduate Office, and others. The College of Nursing will only send information to your WSU account. Personal email addresses will not be used.

Student Messages - General Emergency
All students complete paperwork about the person(s) that the College should be contact in case there is an emergency and the student needs to be reached. It is important that this information is updated as needed. In an emergency, an attempt will be made to locate the
student on campus or at their clinical site. Students are encouraged to leave their school schedule and contact information with family, day cares, and schools.

Inclement Weather
In Spokane, any campus closures will be available through the information line, (509) 323-2474 (24 hour recorded message). Information will also be shared on the WSU website. If classes are cancelled in Spokane, the Yakima and Tri-Cities sites will still be open but theory classes will not be held. In Yakima, if Yakima Valley Community College closes for inclement weather, then the Yakima site will also close. For Vancouver, link to http://admin.vancouver.wsu.edu/public-safety/emergency-closure-suspended-operations-procedure

Address, Name, and Telephone Changes
The student’s official name must be used for registration and classes. To view name change procedures, visit www.wsu.edu/payroll/namechgs/namechgs.htm. All changes in name, address, or telephone number are to be reported to the Nursing Undergraduate Office and to the student’s enrolling school if they are dual-enrolled with Eastern Washington University or Whitworth University.
Section C
Student Health & Safety Information

Counseling & Crisis Services

WSU Spokane Counseling Services
WSU Yakima Health & Counseling Services
WSU Tri-Cities Counseling Services
WSU Vancouver Counseling Services

Bloodborne Pathogens
http://ehs.wsu.edu/labsafety/bbptraining.html

Purpose and Philosophy

Purpose
To identify the rights and responsibilities of faculty and nursing students of the College of Nursing/Washington State University in dealing with issues related to exposure to bloodborne pathogens, Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and others. To establish protocols for reporting bloodborne pathogen exposure and infection control practices. Health care workers must assume that all patients have the potential of carrying bloodborne pathogens.

Philosophy
“Provision 1: The nurse, in all professional relationships, practices with compassion and respect with the inherent dignity, worthy, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.” American Nurses Association (2001) Code of ethics for nurses with interpretive statements. Or retrieved from the Nursing World Code of Ethics.

The nursing faculty is committed to the preparation of students for the practice of the profession of nursing. In addition, the faculty is concerned with issues associated with the responsible, ethical care of all patients. In accordance with the Nursing Code of Ethics statement and recommendations from the National League for Nursing, we believe that nursing professionals have a fundamental responsibility to provide care to all patients assigned to them, and that refusal to care for HIV positive/ AIDS patients is contrary to the ethics of the nursing profession (NLN, 1988). For these reasons, this document has been developed related to bloodborne pathogens.

Definitions

Accidental Exposure/Exposure Incident | A situation where an individual comes in contact with blood/body fluids through needle stick, skin lesion, non-intact mucosal membrane or mucosal splash to eyes, mouth, or nose.

Acquired Immunodeficiency Syndrome (AIDS) | A disability or life-threatening illness caused by human immunodeficiency virus (HIV).
Bloodborne Pathogens (BBP) | Any pathogenic microorganisms that may be present in human blood or other potentially infectious materials (OPIM) and can infect and cause disease in persons who are exposed to blood containing the pathogen.

Hepatitis B (HBV) | A viral infection of the liver spread through contact with blood and body fluids. There is a vaccine available for HBV.

Hepatitis C (HCV) | A viral infection of the liver that is transmitted primarily by contact with blood. There is no vaccine effective against HCV.

Occupational Safety and Health Administration (OSHA) | The federal agency concerned with employee safety.

Standard Precautions | An approach to infection control that treats all human blood and human body fluids, secretions, and excretions, except sweat, as if they were contaminated with infectious blood borne pathogens.

Washington Industrial Safety and Health Administration (WISHA) | The State of Washington agency responsible for employee safety.

Guidelines and Procedures
Visit the Admitted Student section of the College of Nursing website for Guidelines for Bloodborne Pathogens Occupational Exposure Management/Medical Services – WSU/Providence Health Contract # C19541 (2013-2015).

Infection Control Plan

Student Clinical Assignments to HIV Positive/AIDS or Hepatitis Clients
Students assigned to clinical agencies will be expected to care for any patient admitted to that agency within the scope of their educational preparation. Various CDC studies (NIOSH MMWR, September 30, 2005/54 (RR-09)) suggest that the risk to health care workers of occupational transmission of HIV and hepatitis is low. When proper hygienic/isolation techniques are practiced, the chance of a health care worker becoming infected with a bloodborne pathogen is rare. Since nursing students are being prepared to work in health care delivery settings, they must learn to care for clients with bloodborne pathogens. In addition, faculty should serve as role models in their concern and willingness to care for clients infected with bloodborne pathogens.

Students will not be assigned to care for any patients until they have content on the transmission, precautions, and practices taken to prevent disease. Student also must have satisfactorily demonstrated skill in infection control. Basic information regarding standard precautions is taught prior to clinical assignments.

Guidelines for Exempting Students from Clinical Assignment to HIV Positive/AIDS Clients
The decision to exempt a student from a clinical experience will be made on a case-by-case basis, by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical day) will be made in consultation with the student’s physician and appropriate university faculty/administrators. Examples of students who should be exempted from clinical assignment to HIV positive/AIDS clients include:
1. Any student with an infectious process who could further compromise the already incompetent immunological system of the AIDS client;
2. Students diagnosed with immunological deficiencies or on immunosuppressive therapy that are at an increased risk for developing opportunistic infections;
3. Students with a confirmed pregnancy. Patients with AIDS are at high risk for shedding cytomegalovirus.

Testing/Vaccination for HIV and HBV
Any student wishing to be tested for HIV or HBV will be referred to his/her private physician or the appropriate Health District. HIV testing is confidential and law mandates pre and post-test counseling. Students are required to be vaccinated for Hepatitis B (HBV) prior to entry into the nursing program.

Students/Faculty Infected with Bloodborne Pathogens
Even though there has been at least one documented case of transfer of the bloodborne pathogen from a health care provider (HCP) to a patient, the CDC has stated that if standard precautions are used that health care providers who are HIV, HBV, HCV positive may not be excluded.

Based on this information, students who are HIV positive and are asymptomatic need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. However, students should be advised that HIV infection might cause immunosuppression and therefore, increase their own susceptibility to infections acquired from client-student interactions.

The determination of whether an infected student who is symptomatic should be excluded from providing direct care shall be made on a case-by-case basis. Exclusion from the clinical area shall only take place if a student no longer can perform the essentials of direct care and/or meet the established course objectives with reasonable accommodation.

Ethical conduct
Individuals involved with health care-giving services who know they are infected are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice;
2. Follow college and/or agency guidelines when involved in direct client care;
3. Be knowledgeable about and practice measures to prevent transmission of HIV;
4. Request information and assistance in finding available support services. However, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that statutes protect all confidential medical/health care information and that any unauthorized disclosure may create legal liability.

Immunizations
It is the student’s responsibility to provide accurate and complete information regarding immunization status. If a student is deficient in any of these immunizations, it is their responsibility to correct that deficiency prior to registration. A student’s immunizations must
be current to be eligible to attend clinical classes. Pregnant students should seek advice from their health care provider regarding their immunizations. The Clinical Passport Northwest Collaborative Student/Faculty Clinical Passport Requirements (check form) form, which details the immunizations required of all College of Nursing students, is available on the college website.

Clinical Passport
For information on the Clinical Passport, please visit the WSU College of Nursing website. Vancouver Students Clinical Passports are with ACEMAPP.
http://nursing.vancouver.wsu.edu/sites/nursing.vancouver.wsu.edu/files/Student%20QuickGuide.pdf
Clinical Placements Northwest Collaborative
Student/Faculty
Clinical Passport Requirements

<table>
<thead>
<tr>
<th>Health and Safety Requirements</th>
<th>Submission Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUBERCULIN STATUS</strong></td>
<td>Submitted Once</td>
</tr>
<tr>
<td>• If no previous records or more than 12 months since last TST → 2 step TST OR</td>
<td></td>
</tr>
<tr>
<td>• TB IGRA test within 12 months OR</td>
<td></td>
</tr>
<tr>
<td>• If negative TST within 12 months → one step TST OR</td>
<td></td>
</tr>
<tr>
<td>• If newly positive TST → F/U by healthcare provider (chest x-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire</td>
<td></td>
</tr>
<tr>
<td>• If history of positive TST → provide documentation of TST reading, provide proof of chest x-ray documenting absence of M. TB disease, medical treatment and negative symptom check OR</td>
<td></td>
</tr>
<tr>
<td>• If history of BCG vaccine → TB IGRA. If negative → OK; if positive → do chest x-ray</td>
<td></td>
</tr>
<tr>
<td><strong>HEPATITIS B</strong></td>
<td>Submitted Every Year</td>
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<tr>
<td>• Series of 3 vaccines completed at appropriate time intervals and post vaccination titers at 6-8 weeks after series completion</td>
<td></td>
</tr>
<tr>
<td>• If negative titer, then repeat series (consisting of doses 4-6) and repeat titers at 6 weeks after 6t dose. OR</td>
<td></td>
</tr>
<tr>
<td>• Provide documentation of positive titer (anti-HBs or Hepatitis A) OR</td>
<td></td>
</tr>
<tr>
<td>• If post-vaccination titers not completed 6-8 weeks after series completion - repeat series of 3 vaccines (doses 84-86) &amp; obtain post vaccination titers at 6-8 weeks after series #2 completed.</td>
<td></td>
</tr>
<tr>
<td>• Signed declination for student/faculty who decline vaccination Specific healthcare institutions may require vaccination without exception (i.e., no declination)</td>
<td></td>
</tr>
<tr>
<td><strong>MMR (Measles, Mumps, Rubella)</strong></td>
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<tr>
<td>• Proof of immunity by titer OR</td>
<td></td>
</tr>
<tr>
<td>• Proof of vaccination (2 doses at appropriate intervals)</td>
<td></td>
</tr>
<tr>
<td><strong>VARICELLA (Chicken Pox)</strong></td>
<td></td>
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<tr>
<td>• Proof of immunity by titer OR</td>
<td></td>
</tr>
<tr>
<td>• Proof of vaccination (2 doses at appropriate intervals)</td>
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<tr>
<td><strong>TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)</strong></td>
<td></td>
</tr>
<tr>
<td>• Tdap required once</td>
<td></td>
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<tr>
<td>• Td required every 10 years after Tdap</td>
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<tr>
<td><strong>CPR</strong></td>
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</tr>
<tr>
<td>• American Heart Association BLS Healthcare Provider Certificate</td>
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</tr>
</tbody>
</table>

**Required Education**

Each healthcare institution will communicate to faculty and students any required educational content to be completed prior to participating in patient care.

Students and faculty in Clinical Placement Consortium #1 (CPC) and Inland Northwest Clinical Placement (INCP) consortia will access student learning modules online. Please refer to Passport Cover Letter for information. If any questions, please consult your program.

Student/Faculty Name: Last, First, M.I.

College: Program:

These requirements are in place for the health and safety of students, faculty, and their patients.

By contract with your academic institution, all students and faculty participating in patient care experiences must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in patient care clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include MMR, IPV, & PPD if available.

**Influenza**

• Proof of seasonal vaccination(s) OR

• Signed declination for student/faculty who decline vaccination

Specific healthcare institutions may require vaccination without exception (i.e., no declination) [https://fluwatch.state.mil/]

**Background Checks**

• National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/transfer and rehire to program to include all counties of residence & all Washington State counties per RCW 43.43.83 and DHS and SAHSA screens. Exempts provider search on:
  - OIG [https://exclusions.oig.hhs.gov/]
  - GSA [https://www.sam.gov/

• Washington State Patrol Background Check (WATCH) annually thereafter

**License**

• (Faculty licensed or certified as any healthcare provider (rn, lpn, nac, etc. & in specific State)
  - Current
  - Unencumbered

**Insurance**

• Professional Liability $1,000,000/3,000,000 policy
  (This may be coverage via the school or individual)

**Additional Requirements**

Some healthcare settings may have additional requirements, such as the following:
  • Vehicle Insurance (for access to VA & Military Facilities)
  • Personal Health Insurance
  • Drug Screen
  • Hepatitis A Vaccine
  • Current First Aid Card
  • Proof of U.S. Citizenship
  • Color Vision Test
  • Social Security License

Students and Faculty will be informed prior to clinical experience if additional or optional requirements need to be met.
Health and Wellness

WSU Spokane & Yakima Student Health Services
Please review the [WSU Spokane Student Health Services](#) website for student health and wellness information, including fees, providers, services, additional medical services, contact information, etc. Any other services **not available** under this plan will be billed to the student through Rockwood Health Services. All students will be accorded the same access and privileges as other patients, and shall be subject to the same clinic rules regarding conduct and financial obligations. Once a student is confirmed for the semester, they are covered under the program, even if they withdraw from classes.

It is suggested that students call any of the clinics listed on the [WSU Spokane Student Health Services](#) website to make an appointment. Identify yourself as a WSU Spokane student. When you arrive at your appointment, you will need to show your Cougar card. Any questions about student health services can be directed to WSU Spokane Student Affairs at 509-358-7978 or email [spokanestudents@wsu.edu](mailto:spokanestudents@wsu.edu)

**Yakima Student Health & Counseling Services**

**WSU Vancouver Health Services**

**WSU Tri-Cities Health Insurance** - Consult with Nursing Campus Director

**WSU Student Medical Insurance Plan**
Any student taking seven (7) or more credits at any WSU campus can choose to enroll in the [WSU comprehensive accident and illness insurance plan](#). Dependent coverage (spouses, dependents and domestic partners) is available for an additional premium. The insurance plan provides coverage worldwide. Visit the [WSU Student Medical Insurance website](#) for rates.

**Student Liability Insurance**
All clinical agencies require nursing students to have Professional Liability Insurance to perform internships at their facilities. The University requires nursing students to obtain WSU Student Liability Insurance. This is the only liability insurance WSU College of Nursing accepts and must be kept in effect continually, while enrolled in any nursing course. Students must fill out and submit the **liability insurance form** to the address listed on the form for your respective site. This policy covers your student experience, not your professional work experience.

**First Aid, Accidents, and Injuries**
In the event of an accident or illness requiring immediate treatment, first aid kits are located at strategic points in the College of Nursing building as well as throughout the Spokane campus. Qualified personnel are available among faculty, staff, and students to render first aid. In Yakima, Tri-Cities, Vancouver, and Walla Walla, contact the Nursing secretary to secure needed assistance.

**Injury Reports**
Please use the Reporting Accidental Injuries and Work-Related Incident form [http://hrs.wsu.edu/forms/incident_report.aspx](http://hrs.wsu.edu/forms/incident_report.aspx)
Faculty members must ensure that students complete this form when involved in any accident in order to assure, if applicable, insurance coverage of subsequent injury or illness arising from the accident. The WSU Incident Report does not replace the agency report. Faculty and Staff in the Nursing Undergraduate Office can assist with this process. Faculty and staff on the other campuses should follow the specific campus protocols.

Campus Security & Security After Dark
After dark, students should leave the building in groups. If students are unable to leave the building with others, they should contact a campus security officer to escort them to their vehicle. Cars parked in the parking lots must always be locked with valuables out of sight. Students are asked to report any problems to campus security immediately.

WSU Spokane Campus Security
WSU Yakima (Yakima Valley Community College) Safety & Security
WSU Vancouver Safety Services & Programs
WSU Tri-Cities Safety Plan

Alcohol and Drug Policy
WSU students are held to all the policies and regulations as stated in the WSU Standards of Conduct for Students as available on https://conduct.wsu.edu/.

Drug Screening Policy
Any student enrolled in the College of Nursing who is found to have a positive drug/alcohol test while enrolled in the program, which is not the result of prescribed medications taken in compliance with the prescribing practitioner’s instructions, will be have the results sent to the clinical agency where placement is being requested and may be referred to the Office of Student Conduct.

Smoking
Smoking is prohibited on all WSU campus’. Review the WSU Safety Policies and Procedures manual for more information on smoking policies.
CRIMINAL HISTORY DISCLOSURE FORM

ACKNOWLEDGEMENT OF CONDITION OF CLINICAL ASSIGNMENT

This form must be completed in order to be considered for the Washington State University College of Nursing Program

Washington State University College of Nursing enters into affiliation agreements with hospitals, medical clinics, nursing homes and other licensed providers to allow Washington State University College of Nursing students to obtain clinical experience necessary to complete their academic program. The affiliation agreements between the training sites and Washington State University require the University to obtain comprehensive background checks for nursing students who will provide direct services, or have unsupervised access to, or direct contact with certain vulnerable populations as defined in the Washington State Child and Adult Abuse Information Law RCW 43.43.830-842. Charge(s), conviction(s), and or/criminal history information, including information regarding certain court and administrative determinations, must be disclosed and verified before an applicant or student can be considered for placement at a clinical site. A conviction/criminal history record does not necessarily disqualify an individual from placement at a clinical site. However, certain criminal convictions and certain court administrative determinations may preclude assignment to a clinical site and thus, completion of the program of study.

Your clinical site will also require you to provide it with a satisfactory criminal history and background check report.

A. CRIMES AGAINST PERSONS, RELATING TO FINANCIAL EXPLOITATION:

<table>
<thead>
<tr>
<th>Crime</th>
<th>Extortion (1st, 2nd, 3rd)</th>
<th>Promoting suicide attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandonment of a child</td>
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<tr>
<td>Abandonment of a dependent person</td>
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<tr>
<td>Abuse/Neglect of a child: RCW 26.44.020</td>
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<tr>
<td>Arson</td>
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<td></td>
</tr>
<tr>
<td>Assault (Custodial)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault (1st, 2nd, 3rd, 4th Degree, Simple)</td>
<td></td>
<td></td>
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<tr>
<td>Assault of a child (1st, 2nd, 3rd)</td>
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<tr>
<td>Burglary (1st)</td>
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<td></td>
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<tr>
<td>Burglary (1st)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child buying or selling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child molestation (1st, 2nd, 3rd)</td>
<td></td>
<td></td>
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<tr>
<td>Coercion</td>
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<td></td>
</tr>
<tr>
<td>Commercial sexual abuse of a minor</td>
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<td></td>
</tr>
<tr>
<td>Communication with a minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal abandonment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coercion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial sexual abuse of a minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication with a minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal abandonment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If yes, please check all that apply and provide detailed information in Section G
<table>
<thead>
<tr>
<th>Crime</th>
<th>Crime</th>
<th>Crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal mistreatment</td>
<td>Malicious mischief</td>
<td>Vehicular assault</td>
</tr>
<tr>
<td>Controlled substance homicide</td>
<td>Manslaughter</td>
<td>Vehicular homicide</td>
</tr>
<tr>
<td>Custodial interference</td>
<td>Murder, aggravated</td>
<td>Voyeurism</td>
</tr>
<tr>
<td>Custodial sexual misconduct</td>
<td>Murder (1️⃣st, 2️⃣nd)</td>
<td>Violation of child abuse restraining order</td>
</tr>
<tr>
<td>Dealing in depictions of minor engaged in sexual explicit misconduct</td>
<td>Patronizing juvenile prostitute</td>
<td>Violation of anti-harassment protection order</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Promoting pornography</td>
<td></td>
</tr>
<tr>
<td>Drive by shooting</td>
<td>Promoting prostitution</td>
<td></td>
</tr>
</tbody>
</table>

**B. RELATED PROCEEDINGS**

(If yes, provide detailed information in Section G)

Have you ever been found in any judicial or administrative adjudicative proceeding to have committed: domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**C. DRUG RELATED CRIMES**

(If yes, provide detailed information in Section G)

Have you ever been charged or convicted of a crime related to the manufacture of, deliver, or possession with intent to manufacture or deliver a controlled substance?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
**CRIMINAL HISTORY DISCLOSURE FORM**

**ACKNOWLEDGEMENT OF CONDITION OF CLINICAL ASSIGNMENT**

**Print Name:**

---

**D. MEDICARE/MEDICAID RELATED CRIMES**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been disbarred, excluded or otherwise ineligible for participation in federal health care programs?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you ever been convicted of any crime related to the delivery of services under Medicare/Medicaid or any state or federal healthcare program, or convicted or any crime connected with the delivery of a healthcare item or service?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies, or other participation in Medicare/Medicaid or any other state or federal healthcare program?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>To your knowledge has your name ever appeared on the office of the inspector general’s list of excluded individuals?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Are you currently part of legal proceedings regarding possible exclusions?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**E. HEALTH CARE LICENSURE**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had your license as a health care practitioner revoked; and/or is there an action(s) listed on your health care provider license?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**F. OTHER CONVICTION OF CHARGES INFORMATION**

Excluding the crimes listed above, within the past 10 years have you ever been convicted of any other crime? Do not include parking tickets/traffic citations. If **yes**, please indicate all conviction dates, incarceration release date(s) and the nature of the offense(s). Attach additional page(s) if needed. YES | NO

**G. FOR ALL ITEMS MARKED YES IN ABOVE SECTIONS PLEASE GIVE SPECIFIC DETAILS INCLUDING:**

- The court of agency
- Convictions, charges, or action dates
- Sentences or penalties imposed
- Incarceration release dates
- Current standing (eg. Parole, work release, suspended license, etc)

*Please use a separate page if necessary*

**ACKNOWLEDGEMENT STATEMENT:**

I understand that in connection with my clinical nursing courses I will be subject to a criminal background checks to be conducted through CertifiedBackground.com and Washington State Patrol. I understand that current and/or a record of conviction of offenses as specified in RCW 43.43.830, RCW 43.43.834, RCW 43.43.842 or other state or federal regulations may disqualify me from association with a training site and may affect my ability to complete the academic program with the College of Nursing if I am a student. I understand that any false statement, omission, or misrepresentation may disqualify me from association with a training site and/or may be grounds from dismissal from the College of Nursing or other discipline.

UNDER PENALTY OF PERJURY, I certify that this information is true, correct, and complete to the best of my knowledge. I understand that if I am accepted to the College of Nursing program, I can be discharged for any misrepresentation or omission in the above statement. I understand that I am obligated to notify the College of Nursing within 30 days, in writing, if I am charged or convicted of any crime or if any court or administrative determinations are made against me while enrolled as a student and are subject to clinical training site approval. If the College of Nursing is unable to place a student at a clinical site due to his/her conviction/criminal history record or background report based on stricter regulations at the clinical training site, Washington State University is under no obligation to find another clinical site.

**Authorization for Repeat Background Checks and Dissemination of Results:**

I agree to pay for and provide Washington State University College of Nursing with ongoing criminal background checks conducted according to Washington State University’s College of Nursing policy during my time as a student. I authorize dissemination of my self-disclosure information, background check results, and conviction records to clinical training sites as deemed necessary by the College of Nursing during my academic program. I understand that the Washington State University College of Nursing will provide the records listed above only with the condition that the receiving party or parties will be notified by the College of Nursing that they may not disclose the information to other parties, in a personally-identifiable form, without my further consent, unless the other parties are otherwise eligible under federal or state law to receive the records.

**Signature:**

**Date:**
Section D
Academic Policies & Procedures

Policies and Guidelines for Nondiscrimination for Disability
Washington State University College of Nursing is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. The College of Nursing is proactive in promoting an attitude of respect for, and sensitivity to the needs and abilities of, persons with disabilities. Academically qualified students with disabilities will be provided with access to the individualized assistance that is consistent with the student's needs, legitimate academic demands, and the College's capacity to respond.

WSU College of nursing is required by law to make reasonable accommodations for students who self-identify as having a disability. Students with disabilities will be referred to the Disabilities Resource Center (DRC) at WSU and guided through their procedure for documentation of the disability and approval by the DRC.

Students accepted to the College of Nursing receive a copy of the Essential Requirements for Participation in the Undergraduate Program with their registration materials. Students are asked to review this document and contact the College of Nursing if accommodations may be needed.

WSU Disability Services

WSU Spokane Disability Services
WSU Tri-Cities and Walla Walla Disability Services
WSU Vancouver Disability Services

Procedure for Accommodation on the Basis of Disability

Students requesting course accommodations should:
1. Seek assistance with accommodations from the Associate Dean, the Director for the Pre-licensure Baccalaureate Program or the Assistant Dean for the RN-BSN Program at least two weeks prior to the course or activity for which they are needed. Disclosure of the disability to the Associate Dean (or to faculty members) need not occur and the student will be referred to the Disabilities Resource Center (DRC) at Washington State University, (509) 335-1726 (Voice/TTY), (509) 335-1566, or 335-3417, or by fax at (509) 335-8511. There are disability coordinators on all campuses. Yakima students work with the Spokane Disability Coordinator;
2. Contact the staff at the DRC, who will provide a confidential form on which the student academic, and non academic-related accommodations;
3. Provide timely documentation of the disability in accordance with WSU/DRC policy, including medical or other diagnostic documentation;
4. During the first week of class, notify involved faculty members of the need for accommodations;
5. Actively participate with Director for the Pre-licensure Baccalaureate Program/Assistant Dean for the RN-BSN Program and faculty members to identify the most appropriate modification, aid, or service, and maintain contact with those attempting to provide assistance;
6. Promptly notify the DRC of any problems in receiving the agreed-upon accommodations.
College of Nursing faculty members involved with a course in which a student requests a disability should:

1. Refer the student to the Associate Dean for Academic Programs or the Director of the Pre-licensure Baccalaureate Program or the Assistant Dean for the RN-BSN Program who can assist the student in contacting the DRC for disclosure and documentation of the disability, if that has not already occurred;

2. Following disclosure and documentation at the DRC, consult with the student and the appropriate Dean to make reasonable modifications. These modifications cannot fundamentally alter the essential academic or professional requirements of the program of study, cause disruption, or require financial commitment beyond the program resources;

3. The role of the student is to determine, and request from faculty, the accommodations that are needed. The role of the faculty member and Associate Dean and/or the Director for the Pre-licensure Baccalaureate Program/ Assistant Dean for the RN-BSN Program is to determine whether or not the accommodations are reasonable and can be made without impugning the integrity of the curriculum or requiring financial commitment beyond the program's resources. At least two weeks’ notice is necessary for accommodations to be put into place by the College;

4. Students who choose to not contact the DRC to complete the necessary forms will not be offered accommodation.
Critical Incident Reporting Policy

INCIDENT REPORT FORM

*The form can be filled out electronically and saved. Please send a copy to your instructor when complete.*

1. Information about the event.

<table>
<thead>
<tr>
<th><strong>Your Name</strong></th>
<th>Click here to enter your name.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WSU Nursing Instructor</strong></td>
<td>Click here to enter your instructor’s name.</td>
</tr>
<tr>
<td><strong>Date of Report</strong></td>
<td>Click here to enter today’s date.</td>
</tr>
<tr>
<td><strong>Date of Incident</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Incident Discovery</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location of Incident</strong></td>
<td>Click here to enter the physical location (facility and room number) where the incident occurred.</td>
</tr>
<tr>
<td><strong>Did the error or near miss involve a medication?</strong></td>
<td>Yes ☐  No ☐</td>
</tr>
<tr>
<td><strong>What are the names of other people who were involved/observed/or knew about the incident?</strong></td>
<td>Click here to enter name(s).</td>
</tr>
<tr>
<td><strong>Who did you notify about the incident?</strong></td>
<td>Click here to enter name(s).</td>
</tr>
<tr>
<td><strong>Your Name</strong></td>
<td>Click here to enter your name.</td>
</tr>
<tr>
<td><strong>WSU Nursing Instructor</strong></td>
<td>Click here to enter your instructor’s name.</td>
</tr>
<tr>
<td><strong>Date of Report</strong></td>
<td>Click here to enter today’s date.</td>
</tr>
<tr>
<td><strong>Date of Incident</strong></td>
<td>Click here to enter the date the incident occurred or was discovered.</td>
</tr>
<tr>
<td><strong>Location of Incident</strong></td>
<td>Click here to enter the physical location (facility and room number) where the incident occurred.</td>
</tr>
</tbody>
</table>
2. **Description of the Error or Near Miss**
Briefly describe the error or near miss that occurred. Be detailed and keep to the facts. Include dates and times if known. If the incident was related to a medication, list the name of the medication, and the dose, time, and route of administration.

Click here to enter your answer to the question above.

3. **Contributing Factors (Cause and Effect)**

4. **Possible System Improvements**
   - In your opinion, are there system improvements that could be made that might help someone else avoid this error or near miss in the future?
   
   Click here to enter your answer to the question above.

5. **Change in Personal Practice**
   - How will you change your practice to avoid this incident from occurring again in the future?

Click here to enter your answer to the question above.
I have completed this Incident Report form to the best of my ability based on my recollection of the events that occurred.

Student’s Electronic Signature:  Date:
Click here to enter your first and last name.  Click here to enter a date.
☐ I understand that checking this box constitutes a legal signature of my name above.

6. Faculty Comments

Click here to enter text

I have reviewed the Incident Report with the student.

Faculty Electronic Signature:  Date:
Click here to enter your first and last name.  Click here to enter a date.
☐ I understand that checking this box constitutes a legal signature of my name above.
## Critical Incident Evaluation Tool

### Instructor's Name: Click here to enter text.  **Student's Name:** Click here to enter text.  **Date:** Click here to enter a date.

### Section I: Determination of Behavior Type

<table>
<thead>
<tr>
<th></th>
<th>Normal Error</th>
<th>At Risk Behavior</th>
<th>Reckless Behavior</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(error was a</td>
<td>(error was due to unintentional risk-taking; risk was not recognized or was believed to be justified)</td>
<td>(error was due to intentional risk-taking; conscious disregard of risk)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>product of system design or a lapse)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Previously Reported Incidents</strong></td>
<td></td>
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<tr>
<td></td>
<td>No previously reported incidents with evidence of “at risk” or reckless behavior.</td>
<td>1 reported incident with evidence of “at risk” behavior.</td>
<td>2 reported incidents with evidence of “at risk” behavior, but incidents are dissimilar.</td>
<td>2 or more reported incidents of a similar nature with evidence of “at risk” behavior.</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Practice / Level of Nursing Education</strong></td>
<td>Practiced to level of education. Did not act beyond scope of knowledge or skills.</td>
<td>Practiced beyond level of education due to pressure from qualified preceptor. Was directly supervised by qualified preceptor during incident.</td>
<td>Practiced beyond level of education without direct supervision of qualified preceptor. Was unaware of level of education boundaries.</td>
<td>Intentionally practiced beyond level of education without regard to patient safety or liability.</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Deviation from Standard, Policy or Provider</strong></td>
<td>No standard, policy or PO was available to follow in the presenting</td>
<td>Policy, standard or PO not enforced as evidenced by</td>
<td>Policy, standard, or PO clear but student deviated for a reason that</td>
<td>Intentionally disregarded standard, policy, or</td>
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</tbody>
</table>

Enter score
<table>
<thead>
<tr>
<th>Order (PO)</th>
<th>circumstance. Breach was unintentional.</th>
<th>cultural norm (ie, staff commonly deviates from standard) or order was misinterpreted.</th>
<th>appears plausible for the circumstances. Failed to utilize available resources to clarify.</th>
<th>PO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision/Choice</td>
<td>Incident was inadvertent or accidental.</td>
<td>Incident occurred due to rapid response required to avoid risk to patient.</td>
<td>Incident occurred in non-emergent circumstances. Perceived that the advantage to act/ not act outweighed the risk to the patient.</td>
<td>A prudent nurse would not have chosen to act / not act in the same situation. Put interests of self above that of patient. Intentionally ignored risk to patient.</td>
</tr>
<tr>
<td>Accountability</td>
<td>Identified incident and self-reported. Displays honesty and remorse.</td>
<td>Admitted to incident readily. Accepted responsibility when questioned.</td>
<td>Admitted incident reluctantly. Attributed incident to circumstances to justify action/inaction. Cooperative.</td>
<td>Denies responsibility for incident or actively attempted to conceal incident. Uncooperative or dishonest during investigation.</td>
</tr>
</tbody>
</table>

**Mitigating Factors (check all that apply)**

- Breakdown in communication
- Resources, supplies or equipment were unavailable
- Policy/procedure unclear/missing
- Contributing patient factors

**Aggravating Factors (check all that apply)**

- Patient identified as vulnerable
- Action or behavior of student was cruel or violent
- Created risk for more than one patient or healthcare provider
- Other aggravating factor: Add explanation

---

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### Section II: Mitigating and Aggravating Factors
Lack of orientation, education, or training

☐ Other mitigating factor:  Add explanation here.

Criteria Score from Page 1:  Enter score here  # of Mitigating Factors: Enter # here  # of Aggravating Factors: Enter # here

### Section III: Action Plan

<table>
<thead>
<tr>
<th>Criteria Score 5-7 OR 3 or more Mitigating Factors and no aggravating factors</th>
<th>No blame assigned. Console student. Discuss how the action or omission led to the error and how to prevent occurrence in the future. Identify systems that need improvement. Add further action items here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: Console</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria Score 8-10 AND 2 or more Mitigating Factors and no aggravating factors</th>
<th>Counsel student on understanding “at-risk” behavior. Student may require increased supervision during high-risk activities for a period of time. Add further action items here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: Counsel</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria Score 8-15 AND no Mitigating Factors and no aggravating factors</th>
<th>Student must complete a Clinical Student Support Plan (CSSP) the area of concern. Add further action items here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: Remediation &amp; CSSP</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria Score 16-20 OR 1 or more aggravating factors</th>
<th>Student may be dismissed from the program. Refer to the Director of Nursing. Add further action items here.</th>
</tr>
</thead>
</table>
Action: Sanction

☐

Faculty Electronic Signature:  Date:
enter your first and last name.  Click here to enter a date.

☐ I understand that checking this box constitutes a legal signature of my name above.

I have read and understand the Incident Evaluation. I have had the opportunity to ask questions and enter my comments. My signature does not imply agreement.

_______________________________________  _________________________
Student Signature  Date

Student Comments:
Essential Eligibility Guidelines for Participation in the Undergraduate Program
This document is not intended as criteria for admission. It is intended as a guideline for admitted students making plans regarding accommodation, as well as a guideline for all students to understand essential competencies. Washington State University provides reasonable accommodation for students with disabilities. The following essential requirements for participation in the College of Nursing and examples of activities should be used to assist the student in determining whether accommodations or modifications are necessary for successful completion of the program. Refer any questions about this document to the Associate Dean for Academic Programs at Washington State University College of Nursing.

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking abilities sufficient for clinical judgment.</td>
<td>▪ Identify cause/effect relationships in clinical situations; ▪ Select clients with identified problems, prioritize the problems and create appropriate plans of care; ▪ Relate the pathophysiological and psychological basis of disease to clients status.</td>
</tr>
<tr>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from all backgrounds.</td>
<td>▪ Establish and maintain rapport with clients and colleagues; ▪ Apply appropriate psychosocial, spiritual, and cultural concepts with clients; ▪ Participate in clinical group activities and discussions/conferences appropriately; ▪ Demonstrate respect for others.</td>
</tr>
<tr>
<td>Abilities sufficient for physical assessment and clinical intervention.</td>
<td>▪ Complete physical examination including inspection, auscultation, percussion, and palpation of all systems on assigned clients and document findings according to facility standards; ▪ Possess fine motor coordination and physical ability to perform patient interventions (examples of this may be insertion of a catheter, initiation of an intravenous line, etc.).</td>
</tr>
</tbody>
</table>
Abilities sufficient to prove safe and effective nursing care.

- Move safely in client’s environment, workspaces, and treatment areas;
- Calibrate and use equipment as required for each clinical site;
- Maintain a sterile field and use septic technique when providing care;
- Possess the physical strength and stamina required to perform clinical tasks safely:
  - Provide safe and timely care to all assigned clients, for the required number of clinical hours (up to 12 hours per clinical day);
  - Ensure safe lifting and transferring of patients;
- Administer medications safely;
- Communicate with peers, faculty, and colleagues appropriately;
- Practice with integrity.

Oral and written communication abilities sufficient for interactions with others.

- Document patient information according to the healthcare facility standards;
- Discuss treatment procedures, initiate health teaching, identify nursing actions, and interpret client responses;
- Be responsible, accountable, and ethical in all interactions.

Abilities sufficient to assess and monitor health needs.

- Modify decisions and actions when dictated by relevant data or after analysis of existing data;
- Communicate relevant data to clinical faculty and clinical site healthcare professionals (RN, MD, PT, etc.) in a timely manner;
- Be able to function in stressful situations;
- Recognize and respond to life-threatening emergencies;
- Initiate emergency procedures according to site protocol.

Background Checks
Admission to the College as well as retention in the College’s programs requires that all applicants undergo criminal background checks upon admission and then annually. Commission of certain crimes, such as felonies or Driving under the Influence (DUIs), may prevent placement in certain clinical agencies, thus potentially preventing a student from completing the requirements for progression and graduation. In addition, students must report any actions taken by a licensing authority against a professional license. College of Nursing students must also disclose their criminal history involving drug-related crimes, proceedings related to vulnerable populations, Medicare-Medicaid/Healthcare-related crimes,
and any other general conviction information (excluding parking tickets and traffic citations). Any convictions, guilty, no-contest pleas, or licensure actions occurring after admission to the College of Nursing and until the student either graduates or leaves the program must be immediately disclosed to the Associate Dean of Academic Programs at the College of Nursing.

Academic Advising
Academic advising is the process of providing information, guidance, and encouragement in student decision making towards educational and career goals. Please see information about advising in the Student Services chapter of this handbook.

Academic Regulations
All faculty and students are responsible for following the Washington State University Academic Regulations. Visit the Office of the Registrar website for the full list of regulations.

Course Fees (?? website https://nursing.wsu.edu/academics/undergraduate-program-cost/) Fees have been attached to most College of Nursing courses to help defray costs of supplies and equipment used by students in the Clinical Laboratory and also for consortia clinical coordination and standardized onboarding processes. Fees are reviewed annually and appropriate adjustments are made based on the previous two semesters’ course assignments. The fee schedule is submitted in December or June to WSU officials for final approval. Questions related to this process should be made to the Associate Dean for IR/ECA.

Academic/Professional Dishonesty http://www.academicintegrity.wsu.edu/
Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see WAC 504-26-010(3) for the definition of cheating in the Standards of Conduct for Students). The faculty in a course is/are responsible for dealing with each case of academic dishonesty in accordance with the procedure for academic integrity violations set forth in WAC 504-26-404. Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies, with the situation reported to the appropriate Assistant Dean and the Associate Dean for the Undergraduate Programs. The violation may lead to the student's dismissal from the WSU College of Nursing and, in some cases, to dismissal from WSU. University policies and procedures related to student conduct and academic integrity will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

Quizzes, Tests, and Examinations
If the instructor believes that a person is cheating on a quiz, test, or examination, the exam shall be terminated immediately and the instructor shall follow the procedure for academic integrity violations set forth in WAC 504-26-404(1)(a). Sanctions will be in accordance with published course policies. Some examples of academic dishonesty during exams and in other circumstances include: copying from another student's paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.
Clinical Practicum
If the instructor determines that a student has been dishonest in representing the facts regarding their clinical assignment, the instructor shall follow the procedure for academic integrity violations set forth in the WSU Standards of Conduct. Appropriate sanctions will be in accordance with published course policies.

Students may not use personal cell phones in clinical sites unless directed to do so by clinical faculty who have permission from the clinical site. The picture-taking capability of cell phones and other devices may never be used to photograph patient records or anything else. Students are not permitted to photocopy patient records or remove records from the clinical site for any reason.

Plagiarism
Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources. Visit the WSU Library page on plagiarism for more information.

Other
Additional types of academic dishonesty and cheating are listed at: http://app.leg.wa.gov/wac/default.aspx?cite=504-26. While faculty members have considerable freedom in establishing their own policies in classes and in determining the sanction necessary in each case, sanctions imposed must be consistent with published course policies, and faculty are expected to follow the procedure for academic integrity violations set forth in the Student Conduct Standards. Faculty expect that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

Code of Nursing Students
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients;
2. Maintain client confidentiality;
3. Take appropriate action to ensure the safety of clients, self, and others;
4. Provide care for the client in a timely, compassionate and professional manner;
5. Communicate client care in a truthful, timely and accurate manner;
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions;
7. Promote excellence in nursing by encouraging lifelong learning and professional development;
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs;
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care;
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students;
11. Encourage faculty, clinical staff, and peers to mentor nursing students;
12. Refrain from performing any technique or procedure for which the student has not been adequately trained;
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others;
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research;
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment;
16. Strive to achieve and maintain an optimal level of personal health;
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues;
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy;

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

Social Media Guidelines
Visit the College of Nursing website Social Media Guidelines.

Writing Expectations for Students

Purpose
1. Articulate writing competencies required of students;
2. Incorporate appropriate elements from the American Associate for Colleges of Nursing: Essentials of Baccalaureate Education.

Expectations for Written Assignments
All written assignments are in APA 6th Edition format and submitted by Word document per faculty direction. Writing competencies to be demonstrated by students are as follows:
- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.
- Write content that is purposeful, logically sequenced, organized, and derived from evidence-based materials such as peer-reviewed journals, course textbooks, best practice guidelines, outcomes management reports, or other scientifically based literature.
- Reference scholarly content consistent with APA 6th Edition; refrain from using sites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be provided by faculty when warranted.
- Document reflective though, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.
- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by the Washington State University. This included scrutinizing written materials to assure that authors, sources, and websites are properly cited.
- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.
- If the writing requirements are not met for an assignment, then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.

Expectations for Online Discussion Forums
Each student will fully participate in each online session and use skills of inquiry, analysis, and information literacy to engage in scholarly dialogue while respecting the viewpoints of others. Competencies to be demonstrated by students are as follows:

- Apply knowledge of nursing theories, concepts, and/or social and cultural factors to reflect and understanding of the human experience; in some instances, this may include reflecting upon a personal practice experience as assigned to course content.
- Prepare for each discussion session; complete prior reading and learning activities as directed by faculty. Include evidence of prior completion of learning activities in student postings.
- The frequency, length, and number of required postings will be determined by individual course instructors.
- Post early in the discussion period to allow other students ample opportunity to respond; late postings are inappropriate, and impair other students who desire to complete the assignment. Points will be deducted for inappropriate, inadequate, or late participation.
- Include a new resource or research evidence to support opinions or suggestions when responding to a peer’s entry.
- Use technological resources to support and enrich posting content.
- Post social comments only in designated community building forums within the Blackboard course.
- Work directly with WSU information technology staff to resolve individual computer access, posting, or other technological problems.
- Comply with the standards of academic integrity and confidentiality adopted by the Washington State University.

Student Progression

Undergraduate Admissions and Progressions Committee (UAP)
The UAP Committee is composed of five faculty members and two undergraduate students. The Assistant Dean/Director for the Pre-licensure Baccalaureate Program is an ex-officio member of the committee. The functions of the committee are to:

1. Recommend to the Faculty Organization, policies and procedures for admission and progression of students in the upper division nursing major;
2. Select students for admission to the upper division nursing major, including the determination of eligibility appeals;
3. Recommend to the Faculty Organization, academic policies and procedures for the WSU College of Nursing, which are specific to the needs of the nursing programs;
4. Recommend to the Faculty Organization, criteria for progression and graduation;
5. Act on student academic problems referred by faculty or students;
6. Act on matters relating to progression and reinstatement of students.

Unsatisfactory Progress
The course faculty identifies students who are progressing unsatisfactorily and provides written notification to the students. The faculty provides a list of deficiencies in performance and outlines the requirements needed for improvement. A copy of this warning notification is sent to the student’s academic advisor. The student and instructor each retain a copy, and a copy is placed in the student file at the College of Nursing. All warning notification copies are removed at program completion.

In a clinical course, if a student’s performance is determined by a faculty member to be unsafe, the student may be removed from the clinical setting and given a failing grade for the course prior to the end of the term.

The UAP Committee will review the academic status of a student who received a failing course grade at the end of the semester for the purpose of determining progression/retention. Student appeal of a failing grade thought to be a substantially unfair evaluation is described in the section on policies and procedures related to a grievance.

Student Plan for Progression/Retention and Sample Letter
Students needing progression review, including all students asking to repeat a course, are required to submit a letter to the UAP Committee outlining their preferred plan for progression/retention. Students should seek assistance from their academic advisor to assist with this process.

1. This letter should be submitted to the Nursing Undergraduate Office by the day prior to the scheduled UAP Committee meeting, usually scheduled the last two days of finals week.

Sample Letter
Date

Chairperson, Undergraduate Admission & Progression Committee
Washington State University College of Nursing
P.O. Box 1495
Spokane, WA 99210-1495
Dear Chairperson:

Paragraph #1:
Indicate course(s) for which you received an unsatisfactory grade. If you wish, you may add a statement giving your perception of why you did not receive a passing grade.

Paragraph #2:
If desired, request permission to retake course(s) next semester. Indicate when you wish to take the course(s). Indicate the additional course(s) in which you would like to enroll, next semester (list course number, title and credits).

Paragraph #3:
Indicate whether or not you want to meet with the Committee and if so, request an appointment time.

Last Paragraph:
Thank the committee for its consideration of this request.

Sincerely,

Your name
Address (where Committee's decision letter is to be mailed)

2. Students who withdraw from a clinical course while performing unsatisfactorily, or any course failure **must** make an appointment to meet with the UAP Committee for progression/retention deliberations. Students may request to have their academic advisor or another Faculty/Staff support person with them during their meeting with the UAP Committee. Times to appear are scheduled with the College of Nursing Student Service Office no later than the day prior to the scheduled UAP Committee meeting. Telephone/AMS conferences can be arranged for Yakima, Vancouver, Walla Walla, and Tri-Cities students.

3. Faculty whose students need review by the UAP Committee are requested to be available for consultation with the Committee. The UAP Committee reviews the student’s course grade, nursing program academic records and the faculty member’s evaluation, as well as the student request in their letter to determine an appropriate course of action and determines if:

a. The student will be permitted to repeat the course on a space available basis within one year;
b. Some alteration in the student’s plan may be required such as limiting the number of courses in which the student may enroll, or
c. The student is dismissed from the nursing program. A student who fails/withdraws failing a required course twice or fails/withdraws from two clinical courses may be dismissed from the program. A student can also be dismissed for one clinical failure if deemed unsafe for patient practice.
Students who do not submit a letter outlining their preferred plan for progressions/retention to the UAP Committee will not be reviewed in a timely manner. Instead, a letter will be sent to the student from the Director for the Pre-licensure Undergraduate Program outlining what must be done if progression in the nursing program is desired.

4. The Director for the Pre-licensure Baccalaureate Program and the Assistant Dean of the RNB Program communicate decisions of the UAP Committee to the student, faculty member, and academic advisor in writing.

Student Appeal Procedure
Students may appeal the decisions of the UAP Committee directly to the Dean of the College of Nursing. Appeals must be presented in writing and delivered to the Dean within 20 working days of the issuance of the UAP’s written decision. If, after the appeal to the Dean, the matter is not resolved to the student’s satisfaction, he/she may appeal to the Ombudsman and/or Vice Provost Executive Vice President and Provost for Academic Affairs. The appeal must be presented in writing and delivered to the Ombudsman and/or Vice Provost for Academic Affairs within 20 working days of the issuance of the Dean’s decision. Faculty members may also appeal the decisions of the UAP Committee to the Dean.

Grievance Procedure and Committee
Procedure
A student who believes he or she has a grievance involving unfair treatment or an injustice of substantial proportions involving academic affairs may initiate action to address the grievance. The student may terminate the grievance procedure at any point in the process. The grievance procedure must be initiated within six weeks of the beginning of the next full term, or the matter will be assumed settled and subject to no later appeal. This procedure does not apply to grievances of academic integrity violations, which are addressed under the procedures set forth in WAC 504-26-404.

Steps in the grievance procedure are as follows:

1. Student-Faculty Discussion: An attempt should first be made to resolve the complaint by an open discussion between the student and the faculty member(s) involved.

2. Facilitated Meeting: a meeting between the student and faculty should be arranged with the Director.

3. Written Complaint: If the problem cannot be resolved at the student-faculty or Director level, the student may file a written complaint to the Associate Dean for Academic Affairs.

4. Once the student submits a written complaint, a copy of this document and a written record of all subsequent actions on this complaint will be filed in a confidential Academic Grievance File in the College of Nursing Academic Affairs Office.
The Associate Dean will endeavor to determine the basis of the student’s continuing dissatisfaction and explore with the student alternatives for further action. Upon the request of the student, the Associate Dean will appoint an ad hoc Grievance Committee consisting of:

1. Three voting members randomly selected from a list of College of Nursing Faculty on continuing appointments, exclusive of the faculty member(s) involved, the Dean, the Associate Dean, and the Assistant Dean;

2. Two voting members randomly selected from a list of undergraduate students in good academic standing who have completed at least 30 semester hours of nursing credit and exclusive of those enrolled in the course(s) involved;

3. The Associate Dean as an ex officio member without vote. The Associate Dean will appoint one of the three faculty members as the Chair of the Committee.

Committee
The committee will convene within 20 days, exclusive of weekends and holidays. If, in the Committee’s judgment, the petitioner presents sufficient written evidence to indicate that an injustice of substantial proportions may have occurred, the Committee will hear the case. If the Committee decides not to hear the case, it will forward the reasons for its decision, in writing to the Associate Dean within 48 hours exclusive of weekends and holidays.

If the Grievance Committee holds a hearing, the petitioner and the faculty member will be invited to present additional information at the hearing. When the Grievance Committee reaches a decision, the Chair will communicate the decision in a letter to the petitioner, with copies to the Dean, the Associate Dean for the Academic Programs, members of the Grievance Committee, the Assistant Dean or Program Director and the faculty member(s) involved.

If the student continues to believe that further consideration is desirable, he or she may file a written complaint with the Dean of the College of Nursing. If the Dean finds that a change of a final grade is warranted for any reason other than academic dishonesty, he or she may refer the case to the University Grade Appeals Board for review within one semester of the posting of the grade (excluding summer term). Students may not take a grade appeal directly to the University Grade Appeals Board. The decision of the board is final and not subject to further review.

For all matters not referred to the University Grade Appeals Board, the student may, if he or she continues to believe that further consideration is desirable, file a written complaint with the provost of the university through which the student expects to receive their degree. The student at any point in the procedure may consult the campus Ombudsman.

Examination Administration Policy – Other Campuses

1. Theory course faculty are responsible to inform the Directors of each nursing campus with a schedule of exams for the semester no later than the second week of the semester.

2. Theory faculty are responsible to send the course examinations so that the tests arrive at least 1-2 days before administration.

3. Exams are to be kept in a locked office. An attached form describes when the exams are to be administered-time, date, etc.
4. The Director of each site then works to assign a faculty member to proctor each exam. If a faculty member is not available then an employee may be assigned to manage this task. (The person assigned must not be a student or an AMS operator). The remainder of the protocol relates to those circumstances when a faculty member is not available to proctor the exam.

a. Call the AMS operator the day before the exam is to be given to verify that the exam is ready for the students. If the exam is not at the site, call the theory course instructor to inform them of the need to resend the exam to you by attachment or FAX so that you can prepare copies of the exam.

b. Proctor should arrive at least 10 minutes before the class to procure the exams from the AMS locked file cabinet and have them ready to distribute to students.

c. Proctors should ask students to put all books, backpacks, purses, cell phones, etc. at the side or back of the room or outside the testing room and spread out their seating throughout the room. Students should only have pencils available at their seat unless other items are requested by the theory course instructor.

d. Proctors should distribute the exams to students at the same time the Spokane exams are handed out.

   i. Proctors should monitor the environment for quiet, and maintenance of academic integrity. If any problems arise the theory faculty member should be called during or after the exam.

   ii. Students who have questions during the exam should be routed to the AMS operator who will call the theory instructor for consultation with the student.

   iii. Proctors are also responsible to monitor the time limits of the exam and collect the exams when time is done.

   iv. After the examination is over, the proctor should place the exams in an envelope, handed to the AMS operator, who then assumes responsibility for returning them to the theory instructor.

Clinical Assignments
All Clinical Assignments for N315 are made by faculty for all students entering that course. N315 students have no choices related to clinical agencies or faculty.

Clinical assignments for N324, N415, N417, N425, N427, and N430 are made after review of student requests. Students with special requests related to childcare, or other relevant issues must complete the appropriate form from the Undergraduate Nursing Office as requested. All student requests will be considered, and there is no guarantee that all requests will be granted.

Instructional Policies and Procedures

Class Sectioning
Students should not have clinical course assignments on shift and unit where they are employed. The potential problems of staff bias in assistance and evaluation of students are self-evident. Students are responsible for notifying the Nursing Undergraduate Office should such a conflict arise. The office will initiate a change in assignment. Assignment to clinical course and theory course sections are emailed to the student’s WSU email address before the start of the term. The listings are available on the bulletin board the week of registration. To the degree feasible, student preferences are honored.
Class/Clinical Attendance
Students are responsible for attending all theory and seminar classes and clinical assignments. Theory classes are divided into 50-minute segments. In the event of absence, the student must make arrangements with the faculty member according to the procedures specified for each course. Clinical hours are 60 minutes in length. Students who are unable to attend clinical are responsible for notifying their faculty and the clinical agency nursing service at least one hour before the shift begins. When possible, the specific clinical unit of assignment should be notified.

Class Visitors and Other Non-Students at the College of Nursing
Only those students enrolled in a given College of Nursing course may attend class and laboratory sessions of that course. If a non-student is required for practice of a skill not simulated by an enrolled student; e.g., young child for developmental screening, that person or his/her guardian must sign the appropriate consent form, which is completed by the faculty. Children requiring supervision are not permitted in classes, the Library, or the Clinical Performance and Simulation Lab. They must be attended at all times in the halls and lounges.

Policies for Students Participating in Credit or Non-Credit Bearing Research and Activities Abroad
This policy is for students who are participating in a university sponsored, affiliated, or promoted credit or not-for-credit activity abroad and are not enrolled in a Faculty Led program.

WSU POLICY
Beginning Fall 2011, WSU students participating in a university sponsored, affiliated or promoted credit or not-for-credit activity abroad are required to register with International Programs Cougar Travel Registry and pay associated fees prior to going abroad.

Such experiences include:

Conducting your academic research in a foreign country,
1. Enhancing foreign language skills in a non-academic program associated with WSU,
2. Working or interning abroad at a placement secured through WSU;
3. Participating in an international service-learning project that is not-for-credit and associated with WSU.
4. Attending an international conference
5. Traveling with any registered student organizations (RSOs)
6. Traveling with faculty advisor or other WSU faculty or staff for a university-related activity
7. Traveling as a part of a WSU Athletic Team, WSU Sport Club Team, or other WSU affiliated sport

Additional requirements for students involved in credit bearing or research activities abroad and not accompanied by faculty

To receive credit for clinical or research experiences abroad you must:
1. Be enrolled in a course such as an independent study, clinical practicum, thesis (N700) or clinical project (N702). This includes earning CNS hours.
2. Make arrangements with the course faculty and/or your academic advisor for your work abroad.
3. If doing research abroad, obtain appropriate IRB approvals including approvals in the destination country.
4. If doing clinical practice abroad obtain country appropriate credentials if required.

**All students traveling abroad must:**
1. Obtain all required immunizations and travel documents (see below).
2. Enroll with international programs via the [International Travel Registry](#).
3. Pay all required fees including International Program and ISIC card fees.
4. Upon completion of the above, submit planned itinerary including dates of travel, locations, contact information while abroad, and activities to your faculty advisor and the CON Global Perspectives Committee for review. (This document will be kept on file at the CON should we need to contact you while you are overseas).

**Other important pre-departure activities:**
1. Check your passport to be sure it is current. If you don’t have a passport you will need to apply for one. Getting a new passport takes 6-10 weeks unless you pay extra to have it expedited. You will also need to go the destination country web site see if a visa is required
2. If you are traveling with a non-US passport, check the destination country’s embassy website for needed documents.
3. Consult the [CDC](#) travel web site for information on recommended immunizations, pre-departure medications, and in-country health precautions. Obtain necessary medications and immunizations.
4. Access relevant [State Department](#) warnings and cautions. Share these with significant others before making a final decision concerning travel.
5. Notify your faculty/advisor and the international programs coordinator of your dates of travel, your travel itinerary, and your contact addresses and phone numbers while abroad.

Procedures for students enrolling in Faculty Led programs outside the US
1. Go to the [faculty led programs](#) section of the [WSU International Programs](#) website.
2. Scroll down and select the semester and program you are interested in attending. A short summary of the program will appear and the choices of Flyer or Apply. If you are not familiar with the details of the program select Flyer for details and contact information for faculty leading the program. Contact faculty with any questions.
3. If you have decided to apply be sure you meet the requirements outlined in the program flyer then click on Apply and complete the forms included. You will need to create a mystudyabroad account to complete the application. Directions for doing this are on the web site.
4. Faculty leading the program will review all applications and will notify you of acceptance into the program.
5. Please carefully note the due dates for fee submissions to assure your participation in the program.
6. Be aware that participation in one or more pre-departure seminars is often required. Most sessions are offered on line or over AMS. Failure to attend these required sessions will result in your being dropped from the program.

Before you apply:
Be sure you have applied for or have in your possession a valid passport. If your passport is issued by a country other than the US, you will need to contact the Faculty Led Programs Coordinator in international programs for help with necessary visas etc.

The faculty of the College, our partner clinical agencies, and the clients we serve expect that students present a professional, well-groomed and non-revealing appearance that reflects the nature of the program, profession, and facility. Safety and cultural awareness are also vitally important to consider in standards of appearance. Both faculty and students are to follow both the College of Nursing standards and any additional standards of the clinical agencies to which they are assigned, which may be more stringent. Certain faculty, agencies, or specific units may establish additional appearance standards to those listed below.

Appearance Standards

Cleanliness
Personal cleanliness and hygiene are essential both to portray a professional appearance, and to safeguard the health of clients, agency staff, and other students. Hygiene maintenance requires attention to odors. Students must use only fragrance-free body products since scented products (perfumes, colognes, lotions, deodorants, after shaves, etc.) can be offensive to many people. Students should also be cognizant of body odor and bad breath, and take measures to avoid both. Students who smoke should have no detectable odor of smoke on their person when in clinical setting.

Attire
All clothing worn should fit. At no time should breast or gluteal cleavage be visible. The student uniform and College name badge are to be worn when performing patient care. The uniform consists of wine-colored scrubs, neutral color (white, beige, black, brown, or navy blue) clean shoes with closed heel and toe, and clean socks. If students desire to wear shirts under their scrub tops, they must be a solid color with sleeves no longer than their wrists. If uniforms are not required, appropriate clothing is worn to present a professional appearance in the setting, and the College name badge must still be worn. The school uniform and College name badge are to be worn during College clinical assignments and simulations, and not during employment or any other activities. An exception to this practice is that students are required to wear the College name badge when selecting patients at a clinical agency. Clean white lab coats are optional for student use, however students coming to a clinical simulation directly from clinical need to cover their uniforms with a lab coat. Students coming to the Clinical Performance Lab at any time must wear closed-toe shoes for safety reasons. Students participating in simulation experiences must wear the student uniform.

Hair
Hairstyles for men and women must be neat and clean. Beards and mustaches must be neatly trimmed. When in contact with health clients, long hair must be pulled back and fastened by a clip or elastic band so that it does not fall forward over the shoulders or face. In nursing units that require covering of hair, such standards will be followed.

Jewelry
Two small stud earrings per ear are allowed. They should not be hoops, bars, gauges or other earrings prone to being pulled or caught on objects. The ear piercings associated with gauges need to be covered during all clinical and simulation experiences using band aids or other skin colored tape. No other piercing should be visible during clinical experiences. Facial
and mouth jewelry are not to be worn in the clinical setting at any time. This includes but is not limited to: rings or studs on eyebrows, nose, lips, and tongue.

Additional jewelry should not be excessive. A watch and one or two small rings are acceptable. Thought must be given as to whether the setting of the ring may scratch or otherwise injure patients, or if it may harbor bacteria. In some settings students may be requested to remove rings for safety concerns.

Nails
Artificial nails are not permitted during direct contact with health clients in any clinical setting. This includes wraps, inlays, decals, and artificial nails. Natural nails are to be clean and less than one-quarter inch beyond the fingertip when in contact with health clients. Nail polish, if worn, must be clear in color and not chipped or cracked.

Body Art
Tattoos or other body art must be covered as much as possible in the clinical setting.

Other
Excessive makeup is not acceptable and gum chewing is not permitted in the clinical setting.

Uniforms
College of Nursing uniforms are available for purchase at:
  o **Spokane** – Spokane Uniform House | 502 E 3rd Avenue, Spokane, WA | 509-747-2851
  o **Yakima** – Uniform Northwest | 901 Summit View, Yakima, WA | 509-575-1015
  o **Tri-Cities** – Uniforms can be purchased online: [http://estoresbyzome.com/wsu_nursing.php](http://estoresbyzome.com/wsu_nursing.php)

Students are entitled to be informed of their progress in meeting the course objectives. Students will receive a written evaluation of their progress in clinical courses at mid-term and the end of the course. Summary data describing specific behavioral evidence of progress in relation to course objectives is to be included in each clinical evaluation. Anecdotal records are notes kept by faculty documenting observed student behaviors, which support the level to which the clinical course objectives are met. Faculty are responsible for keeping students informed of their progress and students are responsible for requesting feedback. Students completing clinical courses do not receive letter grades for these classes. Clinical classes are graded as satisfactory/pass or unsatisfactory/fail.

Grading
Students must meet the general academic regulations of the university. In addition, they must meet the College's academic regulations:
1. Students will be informed of all course requirements, criteria, and methods of grading (plus the weight of each grade component), in writing at the beginning of the term;
2. The College of Nursing requires that students must achieve at least 73% (or an S for pass/fail courses) in order to pass a course.
3. All required courses with a nursing number in which the student is enrolled, require a letter/numeric grade as a final course grade. Grades are reported to the campuses as follows.
The WSU College of Nursing grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95-100</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90-94</td>
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<td>B+</td>
<td>3.3</td>
<td>86-89</td>
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<td>B</td>
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<tr>
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<td>C+</td>
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<td>73-75</td>
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<tr>
<td>C-</td>
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<td>66-69</td>
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<tr>
<td>D</td>
<td>1.0</td>
<td>60-65</td>
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<tr>
<td>F</td>
<td>0.0</td>
<td>0-59</td>
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<tr>
<td>S</td>
<td>73 or above</td>
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<tr>
<td>F</td>
<td>Below 72</td>
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Student Evaluations of Faculty
Toward the end of each nursing course, students will be asked to complete an evaluation instrument. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. These data assists the faculty in self-improvement of their teaching. The information is also used as part of the determination of the faculty member’s tenure, promotion and salary increases. Students are expected to carefully weigh their assessments and evaluate the faculty member fairly and accurately.

Enrollment Procedures

Name Changes (link name change form WSU)
The student’s official name must be used at all times for registration and classes. Name changes can be changed in your MyWSU. You must also notify the Nursing Undergraduate Office.

Registration Holds
A nursing hold will be placed on your registration if the Nursing Undergraduate Office does not have current documentation of immunizations which are required for clinical practices or if other requirements are not met. Advising holds are placed on each student to ensure they meet with their advisor during registration periods.

Cancellation of Enrollment
Prior to all drops, adds, withdrawals, and any change in the upper division program the student must consult with their academic advisor and the Nursing Undergraduate Office (see the Academic Calendar for specific deadline dates). If a student is cancelling their entire enrollment, they must go to Office of the Registrar website to complete and submit the cancellation form. If a student is dropping one course or changing their schedule please see the Nursing Undergraduate Office.
Student Records
Student records are maintained in the Nursing Undergraduate Office. These records are available to the faculty based on a “need-to-know” policy. Students may request copies of material in their record.

Procedure for Photocopying Material from the Student File
The student must submit a written request (before noon on Wednesday) to the Nursing Undergraduate Office specifying the material desired. Payment of $.10/page (secretarial time and photocopying costs) must be paid to the Finance office; the receipt for this payment is to be submitted with the request. The material requested is available from the Nursing Undergraduate Office on Friday of the week material is requested. Transcripts and/or reference letters will not be photocopies.

Transcripts
Official transcripts are secured from the registrar’s office of the college or university attended.

Section E
Curricular Information

Four Semester Plan – Pre-Licensure Program

<table>
<thead>
<tr>
<th>Semester I – J1</th>
<th>Course</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>N308</td>
<td>Professional Development I: Evidence Based Practice</td>
<td>3</td>
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<td>N311</td>
<td>Pathophysiology &amp; Pharmacology</td>
<td>4</td>
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<tr>
<td>N315</td>
<td>Nursing Practice: Health &amp; Illness</td>
<td>4</td>
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<tr>
<td>N316</td>
<td>Intro Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>N317</td>
<td>Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>N328</td>
<td>Gerontological Nursing</td>
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Semester II – J2

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<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>N309 Professional Development II: Ethical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>N322 Human Experience: Diversity &amp; Health</td>
<td>2</td>
</tr>
<tr>
<td>N323 Nursing in the Genome Era</td>
<td>2</td>
</tr>
<tr>
<td>N324 Acute &amp; Chronic Illness/Adults</td>
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<tr>
<td>N325 Nursing Practice: Acute/Chronic Illness</td>
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**Semester III – S1**

<table>
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<th>Course</th>
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<tr>
<td>N408 Professional Development III: Leadership &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>N412 Family and Community as a Context of Care</td>
<td>1</td>
</tr>
<tr>
<td>N414 Child/Family Health: Theory</td>
<td>3</td>
</tr>
<tr>
<td>N415 Children &amp; Families</td>
<td>2</td>
</tr>
<tr>
<td>N416 Childbearing Health of the Family</td>
<td>3</td>
</tr>
<tr>
<td>N417 Nursing Care of Childbearing Families</td>
<td>2</td>
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<td>Tier III Upper Division Elective</td>
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**Semester IV – S2**

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<th>Course</th>
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<tr>
<td>N409 Professional Development IV: Transition to Practice</td>
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<tr>
<td>N424 Psych/Mental Health Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>N425 Nursing Practice: Psych/Mental Health</td>
<td>2</td>
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<tr>
<td>N426 Community Health Nursing Theory</td>
<td>2</td>
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<tr>
<td>N427 Community Health Nursing Practice</td>
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<td>N430 Senior Practicum</td>
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**Five Semester Plan – Pre-Licensure Program**

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<tr>
<td>N308</td>
<td>Professional Development I</td>
<td>3</td>
</tr>
<tr>
<td>N311</td>
<td>Pathophysiology &amp; Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>N316</td>
<td>Intro to Nursing Practice</td>
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</tr>
<tr>
<td>N322</td>
<td>Human Experience: Diversity &amp; Health</td>
<td>2</td>
</tr>
<tr>
<td>N328</td>
<td>Gerontological Nursing</td>
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<td><strong>Total Credits</strong></td>
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**Semester II**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>N309 Professional Development II</td>
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<tr>
<td>N315 Nursing Practice: Health &amp; Illness</td>
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<td>Course Code</td>
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<tr>
<td>-------------</td>
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<tr>
<td>N317</td>
<td>Health Assessment</td>
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<tr>
<td>N323</td>
<td>Nursing in the Genome Era</td>
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<td><strong>Total Credits</strong></td>
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<tr>
<td><strong>Semester III</strong></td>
<td></td>
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<tr>
<td>N324</td>
<td>Acute &amp; Chronic Illness:Adults</td>
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<td>N325</td>
<td>Nursing Practice: Acute/Chronic Illness</td>
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<tr>
<td>N408</td>
<td>Professional Development III</td>
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<tr>
<td><strong>Semester IV</strong></td>
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<tr>
<td>N412</td>
<td>Family and Community as a Context of Care</td>
</tr>
<tr>
<td>N414</td>
<td>Child/Family Health: Theory</td>
</tr>
<tr>
<td>N415</td>
<td>Children &amp; Families</td>
</tr>
<tr>
<td>N416</td>
<td>Childbearing Health/Family</td>
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<td>N417</td>
<td>Nursing Care of Childbearing Families</td>
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<tr>
<td>Tier III</td>
<td>Upper Division Elective</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>Semester V</strong></td>
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<tr>
<td>N409</td>
<td>Professional Development IV</td>
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<tr>
<td>N424</td>
<td>Psych/Mental Health Nursing Concepts</td>
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<td>N425</td>
<td>Nursing Practice: Psych/Mental Health</td>
</tr>
<tr>
<td>N426</td>
<td>Community Health Nursing Theory</td>
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<td>N427</td>
<td>Community Health Nursing Practice</td>
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<tr>
<td>N430</td>
<td>Senior Practicum</td>
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<tr>
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<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

Description of Required Basic BSN Nursing Courses and Electives

**Basic Courses**

**308 Professional Development I: Evidence Based Practice (3)**
Prereq: admission to nursing program or permission of instructor
Focus on nursing information management, informatics, and development of nursing research, including ethical and legal parameters of evidence based practice.

**309 Professional Development II: Ethical Reasoning/Decision (3) Making Processes in Nursing**
Prereq: N308; concurrent with N315
Continuation of Professional Development series; moral/ethical reasoning models, decision processes, and philosophical basis of nursing as a discipline.

**311 Pathophysiology and Pharmacology in Nursing (4)**
Prereq: admission to nursing
Etiology, pathogenesis, clinical manifestations of common human dysfunction; nursing implications for prevention and therapeutic approaches including pharmacologic and nonpharmacologic therapies.

**315 Nursing Practice: Health and Illness (4)**
Prereq: N308, N311, N315, N316, N317 or concurrent
Introduction to nursing practice and health assessment; professional values, core competencies, core knowledge and role development. S/F grading.

316 Introduction to Nursing Practice in Health and Illness: Theory (2)
Prereq: N308, N311, N317 or concurrent
Introduction to nursing concepts and holistic assessment including core professional values, knowledge and competencies for nursing practice.

317 Health Assessment (3)
Prereq: N308, N311, N316 or concurrent
Systematic approach to health assessment of adults emphasizing and incorporating use of nursing process and scientific rationale.

322 The Human Experience of Diversity and Health (2)
Prereq: admission to nursing or by permission
Explorations of regional, national, and global expressions of health and illness and implications for health care professionals.

323 Nursing in the Genome Era (2)
Prereq: N308, N311, N316, N317
Introduction to genome science and application of genetic and genomic concepts to nursing care.

324 Nursing Concepts in Acute and Chronic Illness in Adults (4)
Prereq: N311, N315, N316, N317
Theoretical concepts of acute and chronic illness as a basis for critical thinking and decision making in nursing.

325 Nursing Practice in Acute and Chronic Illness in Adults (5)
Prereq: N311, N315, N316, N317; concurrent with N324
Application of acute/chronic illness concepts in adults as a basis for critical thinking and decision making in nursing. S/F grading.

328 Introduction to Gerontological Nursing (2)
Prereq: admission to nursing
Professional values, communication, and functional assessment in care of elders; core knowledge and role development of the gerontological nurse.

408 Professional Development III: Leadership/Management (3)
Prereq: N309
Continuation of Professional Development series; focus in impact of leadership, management, and resource allocation on patient outcomes.

409 Professional Development IV: Transition to Practice (2)
Prereq: N408, N414, N415, N416, N417
Continuation of Professional Development series; focus on transition to practice and nursing across health care systems/delivery within global arena.

412 Family and Community as a Context of Care (1)
Prereq: N324, N325, N328; concurrent with N414, N415, N416, N417
Concepts of a family focused nursing assessment, planning and interventions with emphasis on referral to appropriate community resources.

414 Child and Family Health: Theory (3)
Prereq: N324, 325
Analysis and evaluation of scientific and theory base for nursing care of children and families.

415 Children and Families as the Focus of Nursing Care (2)
Prereq: N324, N325; concurrent with N318, N328, N414
Synthesis and application of underlying science and nursing process with the unique population of children and families. S/F grading.

416 **Childbearing Health of the Family (3)**  
Prereq: N324, N325  
Care of childbearing families within the context of community; newborn health, and men's and women's reproductive health addressed.

417 **Nursing Care of Childbearing Families (2)**  
Prereq: N324, N325; concurrent with N415, N416  
Nursing care of families during the childbearing continuum and/or acute care settings; combination of clinical and seminar. S/F grading.

424 **Psychiatric/Mental Health Nursing Concepts (3)**  
Prereq: N 414, N415, N416, N417  
Healthy to psychopathological states studied within a nursing framework; includes history, theories, legal/ethical issues of psychiatric/mental health nursing.

425 **Nursing Practice: Psychiatric/Mental Health (2)**  
Prereq: N414,N415, N416, N417; concurrent with N424  
Clinical Application of the nursing process with clients experiencing acute and chronic psychiatric/mental health disruptions. S/F grading.

426 **Community Health Nursing Theory (2)**  
Prereq: Nurs 414, 415, 416, 417  
Synthesis of nursing and public health concepts with emphasis on community as partner and population-focused practice.

427 **Community Health Nursing Practice (3)**  
Prereq: N 414, N415, N416, N417; concurrent with N426  
Promoting the public's health through application of the public health functions: assessment, policy development, and assurance. S/F grading.

430 **Senior Practicum (3)**  
Prereq: N 409, N424, N425, N426, N427  
Clinical and theoretical concepts are applied in a concentrated clinical practicum; use of clinical preceptors and student objectives. S/F grading.

**Electives**

392 **Therapeutic Touch: A Nursing Modality of Caring and Healing (3)**  
Prereq: completion of one semester of nursing or by permission.  
Explores the broad arena of touch as a means of interpersonal communication and as a mechanism for healing using Krieger-Kunz method.

455 **Cultural Safety and Social Justice in Global Society (3)**  
Prereq: Upper division standing; currently enrolled in the RNB program or by permission of instructor.  
Analyze selected concept: balance of power in health professional relationships, cultural safety, social justice, and valuing diversity in global society.

476 **Health Law: Application to Practice (3)**  
Prereq: junior standing.  
Laws, principles, and issues related to regulation of health care professionals, practice settings, and public and private programs.

477 **Health Care Ethics (2-3)**  
No prerequisites.  
Ethical theories including deontology, teleology, virtue ethics and applicability to ethical dilemmas in nursing. Credit not granted for both N477 and N577.
478 Plateau Tribes: Culture and Health (3)
Prereq: junior or senior in health care or human services/health care professionals
History, culture, and health care needs of the Plateau Indian tribes are
addressed; includes both classroom and practicum experience. Credit not
granted for both N478 and N578.

479 Advanced Physiology for Clinical Practice (3)
Prereq: admission to nursing.
Cellular and system physiology foundational to advanced practice and
understanding drug mechanisms of action.

480 Special Topics: Study Abroad (1-15)
No prerequisite.
May be repeated for credit. S/F grading.

481 International Health Care (3)
Prereq: N315
Study abroad experience in global health care; assessment and evaluation skills
in planning and implementing culturally appropriate health care for individuals
and communities.

491 Advanced Cardiac Life Support (ACLS) & Laboratory Value Analysis and
Interpretation (3)
Prereq: N311, N324, and N325 or by permission.
Analysis and interpretation of common laboratory values; basic interpretation of
common ECG rhythms, dysrhythmias, and application of ACLS dysrhythmias
management guidelines.

497 Special Topics in Nursing (1-3)
No prerequisites. May be repeated for credit; cumulative maximum 6 hours.

498 Special Topics in Nursing (1-3)
No prerequisites. May be repeated for credit; cumulative maximum 6 hours.

499 Special Problems (1-4)
No prerequisites. May be repeated for credit. S/F grading.

***Four Semester Plan – RNB Program

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<tr>
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<th>Course</th>
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<tr>
<td>N360</td>
<td>Professional Nursing Concepts &amp; Issues</td>
<td>2</td>
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<tr>
<td>N365</td>
<td>Assessment &amp; Application of Physiological Concepts I</td>
<td>3</td>
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<tr>
<td>N400</td>
<td>Nursing Research &amp; Informatics</td>
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Semester II

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<tr>
<td>N366</td>
<td>Assessment &amp; Applications of Physiological Concepts II</td>
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<tr>
<td>N477</td>
<td>Ethics in Health Care</td>
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Semester III

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<td>N405</td>
<td>Nursing Leadership</td>
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<tr>
<td>N462</td>
<td>Selected Nursing Concepts: Psychiatric/Mental Health</td>
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<tr>
<td>N440</td>
<td>Community Health Nursing Concepts</td>
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**Upper Division Elective required. ***New curriculum changes effective January 2014-check with your academic advisor.

The Transfer Fee, based on successful completion of NCLEX-RN/RN licensure, was created for the transfer student who has taken 100 or 200 level nursing courses. These students have taken the NCLEX exam and received their RN license from Washington State. Licensure validates their ability to practice nursing. The fee replaces their junior year with the award of 30 semester credits "S" and enables them to enter their senior year in our RN to BSN program. This fee is not applicable to basic BSN students because they will attend the 300 level nursing courses during their tenure in our basic BSN program.

Credits required to receive BSN Degree: 120 semester hours of which 60 semester hour credits are from the College of Nursing Program.

Description of Required RN to BSN Nursing Courses
This program is designed to be completed full or part time. The most popular options are:
   1. Two semesters of full-time course work: concurrent enrollment of semesters I & III and semesters II & IV, OR
   2. Four semesters part-time.

This program can also be completed part-time with a five year time limit to complete the BSN degree.

RNB Basic Courses
360 Professional Nursing Concepts and Issues (2)
Prereq: enrolled in WSU College of Nursing, RN, or by Interview Philosophical, historical, economic, legal/ethical, and professional issues designed for RNs to build upon previously acquired professional concepts.

365 Nursing Concepts: Assessment and Application of Physiological Concepts to Nursing Practice I (3)
Prereq: enrolled in WSU College of Nursing; RN Integration of pathophysiological, assessment, pharmacological nursing concepts with diverse client populations; emphasizing neurological, EENT, skin, musculoskeletal, endocrine, and respiratory systems.

366 Nursing Concepts: Assessment and Application of Physiological Concepts to Nursing Practice II (3)
Prereq: enrolled in WSU College of Nursing; RN Integration of pathophysiological, assessment, pharmacological nursing concepts with diverse client populations; emphasizing fluid/electrolytes, oncology, GI/GU; cardiovascular; immune systems, renal.
400  **Nursing Research and Informatics (3)**  
Prereq: enrolled in WSU College of Nursing; RN Application of informatics skills and research processes to clinical practice; incorporates first level informatics concepts.

405  **Nursing Leadership (2)**  
Prereq: enrolled in WSU College of Nursing; RN Application of group leadership and management theories to professional nursing practice.

406  **Nursing Management (3)**  
Prereq: enrolled in WSU College of Nursing; RN Management, leadership, and group theories are utilized and applied to the management of nursing and health care.

440  **Population Health Theory (3)**  
Prereq: enrolled in WSU College of Nursing, RN Synthesis of nursing and public health concepts and focus on community as partner, and population-based practice.

462  **Selected Nursing Concepts: Psychiatric/Mental Health (2)**  
Prereq: enrolled in WSU College of Nursing, RN Nursing process with individuals and families experiencing psychiatric/mental health disruptions.

465  **Nursing Practice: Community and Psychiatric Mental Health (3)**  
Prereq: N462 and N440 or c// Application of community health, public health, and psychiatric/mental health nursing concepts to individuals, families, and communities with identified health needs.

477  **Health Care Ethics (2-3)**  
Prereq: senior standing Ethical theories including deontology, teleology, virtue ethics and applicability to ethical dilemmas in nursing. Credit not granted for both N477 and N577.

495  **Advanced Clinical Practicum (3)**  
Prereq: enrolled in WSU College of Nursing, RN Application and integration of theoretical content in an area of nursing practice of special interest to the student.

Electives:

392  **Therapeutic Touch: A Nursing Modality of Caring and Healing (3)**  
Prereq: completion of one semester of nursing or by permission Explores the broad arena of touch as a means of interpersonal communication and as a mechanism for healing using Krieger-Kunz method.

455  **Cultural Safety and Social Justice in Global Society (3)**  
Prereq: upper division standing; current enrollment in the RNB program or permission of instructor.

476  **Health Law: Application to Practice (3)**  
Prereq: junior standing Laws, principles, and issues related to regulation of health care professionals, practice settings, and public and private programs.

478  **Plateau Tribes: Culture and Health (3)**  
Prereq: junior or senior health care of human services/health care professionals History, culture, and health care needs of the Plateau Indian tribes are addressed; includes both classroom and practicum experience. Credit not granted for both N478 and N578.

479  **Advanced Physiology for Clinical Practice (3)**  
Prereq: admission to WSU Cellular and system physiology foundational to advanced practice and understanding drug mechanisms of action.

480  **Special Topics: Study Abroad (1-15)**  
No prerequisites. May be repeated for credit. S/F grading

481  **International Health Care (3)**  
Prereq: N315 Study abroad experience in global health care; assessment and evaluation skills in planning and implementing culturally appropriate health care for individuals and communities.
Advanced Cardiac Life Support (ACLS) & Laboratory Value Analysis and Interpretation (3)
Prereq: N311, N324, and N325 or by permission. Analysis and interpretation of common laboratory values; basic interpretation of common ECG rhythms, dysrhythmias, and application of ACLS dysrhythmias management guidelines.

Special Topics in Nursing (1-3)
May be repeated for credit; cumulative maximum 6 hours.

Special Topics in Nursing (1-3)
No prerequisites. May be repeated for credit; cumulative maximum 6 hours.

Special Problems (1-4)
No prerequisites. May be repeated for credit. S/F grading.

Health Care Ethics (2-3)
No prerequisite. Graduate level counterpart of N 477; additional requirements. Credit not granted for both N477 and N577.

Plateau Tribes: Culture and Health (3)
Graduate level counterpart of N478; additional requirements. Credit not granted for both N478 and N578.

N499, Special Problems courses/Independent Study
Nursing 499 is designed to provide students with an opportunity to pursue independent study interests not readily available through conventional course offerings. The following categories represent types of independent study undertaken as a Special Problems course:

- Research studies dealing with technical or specialized problems: selection, analysis, and synthesis of readings related to a specific subject, theme, concept, or interdisciplinary topic;
- The further development of a skill, aptitude and/or knowledge through a creative project;
- Clinical learning experiences beyond conventional course offerings which require involvement in nursing practice at an advanced level.

In order to register for such a course, the following procedures are necessary:
1. Obtain a copy of the N499 Special Problems Independent Study Form from the Nursing Undergraduate Office;
2. Negotiate the proposal objectives and grading system for independent study with a faculty member under whose guidance the project will be conducted;
   a. Contract with the faculty member for the conditions of the agreement must consider:
      1. Requirements for credit hour values incorporate a 1:3 hour ratio (1 semester hour = 45 clock hour time commitment per term). Library time, preparation, writing of papers, practicum time, and periodic individual conferences for purposes of guidance, instructional dialogue and evaluation of progress should be included in the contract, and
      2. Criteria for grade and evaluation methods;
3. Complete the special problems form which the student and instructor sign. This form must be completed and returned to the Nursing Undergraduate Office no later than five days after registration. A copy is distributed to the student, the instructor, and the student’s file.
If the student registers for a N499 course involving clinical learning experiences, procedures for agency involvement include:

Normally, clinical N499 credits must be negotiated during the term prior to the requested clinical independent study because clinical sites are usually at capacity with students from WSU and other nursing programs. Clinical N499s should be used to obtain clinical learning opportunities not already available in their curriculum of study. They can also be used to obtain 1-2 credits needed to maintain full time study. The student contacts a faculty member to start the clinical N499 process;

1. The faculty member makes the initial contact with the Clinical Placement Coordinator to discuss the feasibility for the student to pursue project and to establish an official link of communication between the College of Nursing and the agency;
2. When indicated, conferences with the student, faculty member, and participating agency nurse are held for clarification and/or feedback;
3. If the project entails clinical experience, the faculty member must be available to the student. The guidelines for the faculty members are as follows:
   a. The instructor is within phone contact and could travel to the agency, if needed;
   b. The instructor spends some time with the student at the agency for teaching and evaluation purposes; and
   c. The N499 instructor must have a written memo agreement with the nurse assuming responsibility for assisting the student. This memo should include the signature of the nurse’s supervisor and will be kept in the student’s file.
5. To drop the course, the student must obtain written clearance from the faculty member;
6. Grading is Pass/Fail only;
7. A final evaluation conference between the student and faculty member is required.

Faculty has endorsed the use of the American Psychological Association format for writing term papers.

Textbooks
Textbooks may be purchased from the Bookie online and are available on each regional campus where nursing courses are taught. It is important that students check specific instructions at the bookstore on their campus. Syllabi will be made available online through the Learning Managements Software.

WSU Spokane Bookie, Student Bookstore
WSU Vancouver Bookie, Student Bookstore
WSU Tri-Cities Bookie, Student Bookstore

WSU Junior Writing Portfolio
Successful completion of the Junior Writing Portfolio is a requirement for graduation at Washington State University. It is a junior-level diagnostic to determine if a student’s writing abilities have advanced in ways that can handle the writing demands of upper-division courses and courses in the major. Learn more about the WSU Junior Writing Portfolio and the steps to submitting your portfolio from one of the following sites:

- Office of Undergraduate Education – Junior Writing Portfolio
• WSU Spokane & Yakima Junior Writing Portfolio
• WSU Vancouver Writing Assessment & Writing Portfolio
• WSU Tri-Cities and Walla Walla Junior Writing Portfolio
Section F
Information Technology Services

Overview
Information Technology Services (ITS) supports all computing, multimedia, instructional technology and telecommunications needs of the campus by providing a variety of technologies and services. For most up-to-date services and technologies provided, check the ITS website at: http://spokane.wsu.edu/services/it.

Use of Information Technology services and systems is governed by the Policy on Electronic Publishing and Appropriate Use of Computing Resources, Information Technologies, and Networks and the policies and procedures identified in the WSU Business Policies and Procedures Manual and WSU Executive Policy Manual. All indicate that equipment and services will be used only for carrying out University business, and may not be used for private use.

Services for Students
Technical Support Center
The Technical Support Center is here to provide you with a single point of contact for all your technical needs. With a single call or email, you can contact our Support Center for assistance with your computer, enhanced classroom, printer, telephone, or technology related requests.

The following are services provided by the Technical Support Center to students:

- Assistance with connection to the wireless network
- Help with Operating System updates and patch installation
- Scanning for and removing viruses
- Scanning for and removing Ad-ware and Spy-ware
- Assistance with accounts and passwords
- Help with installation and troubleshooting of supported software
- Basic damaged or deleted file recovery
- Support with configuration and setup of mobile devices for campus networked services

Whether you need new service; a change in service; or have a question, concern, or a comment concerning service, please don't hesitate to contact us and request professional technical support that will provide you with:

- Fast and reliable service
- Specialized assistance in solving your telephone, computer, and networking problems
- Assured quality service follow-up
- A friendly atmosphere
Location and Hours
Spokane Student Academic Center, Room 311. (509) 358-7748.
Monday-Thursday: 8:00AM-7:00PM
Friday: 8:00AM-5:00PM
Weekends and holidays: Closed
Section G
Program of Excellence in Clinical Performance and Simulation

Mission
The Washington State University College of Nursing Program of Excellence in Clinical Performance and Simulation (PECPS) prepares students for professional nursing practice, providing safe and equitable health care for all patients. Students gain experience through active learning using manikins, standardized patients, and realistic health care scenarios under the guidance of experienced faculty and staff. In delivering educationally-sound, realistic simulation learning experiences to students and partners, the PECPS is advancing the clinical competence of the health care workforce within WSU and our communities.

Vision
The Washington State University College of Nursing Program of Excellence in Clinical Performance and Simulation will be recognized as a regional, state, and national leader in clinical simulation, and is committed to preparing safe, competent, and prepared nurses.

The Program of Excellence in Clinical Performance and Simulation encompasses both the Clinical and Simulation Labs. The Clinical Lab provides service and support to faculty and students enrolled in all College of Nursing programs including those at branch or extended campus sites. Faculty and students of the undergraduate and graduate programs have the opportunity to receive personal assistance as well as equipment and models from these areas to enhance teaching/learning activities.

Auto-tutorial study is an integral part of curriculum implementation at the College of Nursing. Auto-tutorial study is defined as guided approach to study, which allows the learner options in selected activities to achieve a specific goal. Course faculty may choose to use this approach as (1) an assignment in preparation for schedule class/clinical experiences, or (2) an alternative method of instruction. Time and credit allotments are determined accordingly. Further information specific to auto-tutorial study as a teaching methodology may be found at the end of this section.

The Director of the Laboratory works with faculty and staff to plan effective use of teaching strategies. Laboratory Preceptors provide guidance to students as they learn nursing skills and plan for health education projects. In Yakima and Tri-Cities, similar Lab support is available, though hours of operation may be different (see posted hours at those sites).

The role of the Clinical Laboratory Preceptor is to facilitate learning in the laboratory setting. The student is expected to come to the Clinical Laboratory prepared with a basic knowledge and understanding of a specific content area gained in the Multimedia Laboratory, the Library and through online sources. The student then uses this information in the practice session and utilizes the Practice Laboratory Preceptors as clarifiers and/or facilitators. All formal evaluation activities are done by the learners and/or course faculty. Although the preceptors provide guidance in the Clinical Laboratory, they are not participants in the evaluation activities of the courses.
Skills Modules are designed to guide students through the auto-tutorial method to master patient focused nursing care activities. Currently, these skills modules can be found on the WSU College of Nursing Blackboard site with links to the ATI website as appropriate.

Occasionally students wish to practice dexterity skills on one another. While this could be an approach for several specific skills, this is voluntary on the part of each student. Additional activities are available to provide alternative experiences for learning of these skills. PLEASE NOTE: Students will be required to sign Informed Consent Forms prior to allowing the following skills to be performed on themselves: intramuscular, subcutaneous, and intradermal injections; intravenous starts; and finger prick for glucose monitoring. Nasogastic intubations are practiced only on simulators/models. Consent Forms are available in the Practice Laboratory Office in Spokane, Yakima, and Tri Cities and will be maintained after signature in the office of the Laboratory Supervisor at each site.

Overview

Simulation

Simulation is defined as any method used to simulate a patient care encounter. The College of Nursing uses simulation in many different ways to enhance a student’s clinical learning experiences. Simulating patient care in a realistic clinical environment provides the student the opportunity to practice skills in a safe, non-threatening atmosphere, increasing self-confidence, improving communication, and developing critical thinking skills. Students will have the opportunity to use Human Patient Simulation within each undergraduate semester.

The Director for the Program of Excellence in Clinical Performance and Simulation provides oversight and guidance for the College of Nursing Simulation program, assisting faculty and students to plan effective uses of teaching and learning with simulation. They serve as faculty to students in teaching scenarios/learning situations of nursing skills, simulations, and debriefing sessions and provide instructional support in the simulation lab for students to improve competencies and skills. The Director also assists with the development of curriculum related scenarios and educational materials that are appropriate for different levels and types of training.

Simulation Lab Etiquette

- Students are expected to follow College appearance standards to include the wear of clinical uniforms (scrubs), jewelry, and hair policies and bring all necessary equipment needed such as stethoscopes; Simulation time is clinical time.
- Students will generally be scheduled in simulation during clinical hours; absences from simulation are treated the same as an absence of clinical hours.
- Students are expected to behave in a professional manner when with working with the Human Patient Simulators and should act as if they are in that particular patient care setting.
- Simulators will be treated with care and respect as if they were real patients; information discussed in any simulation stays in simulation and students will be expected to follow HIPAA rules;
- Students must wash hands prior to having contact with the manikin; gloves should be worn for all indicated patient care procedures as in any clinical setting;
• Cellular phones will not be used in the simulation lab; they must be turned off or set to silent during a simulation; if the student is expecting an important phone call related to an emergent issue, they should notify the instructor of the issue;
• Simulation users are expected to leave the Simulation area in order: please dispose of any trash in appropriate containers;
• No food or drink is allowed in the Simulation rooms; students should arrange mealtimes before and after simulation;
• Simulation users are responsible for following standard precautions: sharps and syringes are to be disposed of in appropriate containers; anyone sustaining a needlestick or any other type of injury must complete an injury report;
• Ink pens or felt-tip markers will not be used in the simulation rooms or in any other setting that puts them in close proximity to a manikin; pencils are available for making notes and charting events; participants should not write notes on their gloves because ink may transfer to the manikin’s skin; photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer; iodine or other staining medications should not come into contact with the manikins.

Course Fees
Fees have been attached to most College of Nursing courses to help defray costs of supplies and equipment used by students in the Clinical Laboratory, and also for consortia clinical coordination and standardized onboarding processes. Fees are reviewed annually and appropriate adjustments are made based on the previous two semesters’ course assignments. The fee schedule is submitted in December or June to WSU officials for final approval.

Clinical Laboratory and Equipment
Equipment specific to giving nursing care is available for student and faculty use within the Program of Excellence in Clinical Performance and Simulation at the College of Nursing in Spokane, Yakima, and Tri Cities. Models, simulations, and a variety of other teaching aids are also provided for this purpose. (See listing web page, Items Available for Checkout or in Program of Excellence in Clinical Performance and Simulation offices in all sites). Students are expected to purchase their own stethoscopes. Occasionally it becomes necessary for equipment to be taken from the Laboratory for teaching projects, health assessments, or seminars. There is a limited amount of equipment for this purpose; however, efforts are made to meet requests. Faculty and students are encouraged to schedule equipment for out of laboratory use well in advance of the date needed. **Most equipment is available on a first come, first served basis and may be checked out for a maximum of 24 hours.** If equipment is not obtained within one hour of the established time, it is released for other student/faculty use. All equipment should be returned by 4:00PM on Fridays and/or 5:00PM on days preceding academic breaks. Exceptions to these policies should be addressed to the Director of Clinical Performance and Simulation Laboratory. **NOTE:** Students may not check out equipment during or through summer semester or holiday breaks. Policies specific to checking out these items are consistent with those identified in the WSU Faculty Manual and the Business Policies and Procedures Manual. Both indicate equipment will be used only for carrying out University business, and may not be loaned for private use.

The person checking out equipment assumes responsibility for that equipment and will be asked to complete an Equipment Liability Agreement form. This form must be co signed by the Clinical Laboratory Preceptor in Spokane, Yakima, or Tri Cities, as appropriate. All
equipment must be returned by the time specified on the agreement. A fine of 50 cents per half hour is assessed for equipment and/or supplies returned late. If a fine is not paid, student check out privileges and future course registration options are withheld until the debt is cleared. Faculty signs a slightly different version of the Equipment Liability Agreement. Students in Yakima or Tri Cities sites needing equipment may make arrangements with the clinical Laboratory Preceptor at their respective site. Students at other sites should contact their campus nursing faculty for equipment needs; faculty will then coordinate with the Director of the Clinical Performance and Simulation Laboratory. Faculty and students are encouraged to lock equipment in the trunk of their car to reduce possibility of theft.

Equipment Liability Agreement

I assume full financial responsibility for any damages which may occur to the equipment listed below as a result of loss or physical abuse during the period of use. I agree to return the equipment at the time specified below unless other arrangements have been made. A fine of fifty cents ($0.50) will be assessed for every half-hour the equipment is overdue.

Equipment taken

Person taking equipment

Phone number

Check out date Time Checked out by

Date equipment is to be returned Time

Signature of person taking equipment

Equipment returned

Check in date Time Checked in by

66
Clients in the Clinical Laboratory

If a non-student is required for practice of a skill not simulated by an enrolled student, e.g., young child for developmental screening, that client or his/her adult guardian must sign the appropriate consent form. The form (see below) may be obtained from the Clinical Laboratory Office. The form is to be completed by the instructor supervising the session and returned to a Preceptor prior to the class.

Completed consent forms involving the Program of Excellence in Clinical Performance and Simulation and other CON spaces will be maintained in the office of the site. Forms pertaining to a classroom setting will be forwarded to the Associate Dean for Academic Affairs.

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**WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING**

Spokane, Washington

**CONSENT FORM**

I do hereby give my consent to have a faculty member or a nursing student from the WSU College of Nursing perform a:

___Denver Development Screening Test
___Physical Assessment
___Other; please specify________________________________________

on: 

___Myself
___My Child

in the:

___Clinical Laboratory
___Clinic
___Classroom

Name of Client________________________________________ Date________________________

Signed____________________________________________

Please return this form to the Clinical Performance and Simulation Laboratory Office prior to beginning any procedure. Thank you.
Faculty Use of Equipment for Non-College Activities
Requests for faculty use of College-owned Lab equipment for non-College of Nursing activities may be made to the Director of the Clinical Performance and Simulation Laboratory. The availability of equipment is based on the needs of the College’s academic programs and may be borrowed without fee when Faculty are performing a community service within the contract year.

Auto-Tutorial Study

Definition
A guided approach to study which allows the learner options of selected activities to achieve a specific goal.

Philosophy
The following concepts describe the philosophy underlying the auto-tutorial study approach to nursing skills:

1. Students come to the program with various backgrounds of knowledge, skills, and learning capabilities;
2. Variety and flexibility in learning approaches enhances opportunities for more students to achieve goals;
3. An organized approach to the use of media provides for continuity in learning experience and efficiently in the use of these experiences;
4. Learning is an independent activity and as such must be the responsibility of the individual;
5. With assistance, students can identify their own learning needs and seek activities to meet these needs;
6. A greater transfer of learning may occur if the student has the opportunity to self-pace, to repeat learning experiences, and to gain self-confidence;
7. The student must be involved in an ongoing self-evaluation of learning skills in the clinical area.

Purpose
The purpose of the auto-tutorial study approach to nursing skills and concepts is to provide opportunities for students to:

1. Receive more individualized instruction with shared responsibility between student and instructor;
2. Take an active role in prescribing their own learning activities;
3. Identify areas of needed practice and work at their own pace;
4. Utilize a variety of media to facilitate their learning of nursing skills and/or concepts;
5. Apply concepts and principles to their clinical education;
6. Assume responsibility for preparation prior to performing nursing care skills in the clinical area;
7. Practice nursing skills at times convenient to their own schedules;
8. Have materials available to carry out nursing activities in community settings and/or classroom projects.

Skills Modules
Skills Modules provide the auto-tutorial guided approach for students to master nursing clinical skills. Currently these skills are found at the WSU College of Nursing website. Some have further links to the ATI website.
Criteria and Format for Learning Modules

**Title**: Title refers to the major topic or idea. Prerequisite learnings are identified.

**Directions**: Directions provide guidance for self-assessment of knowledge base and the need to work through the learning activities.

**Behavioral**: Behavioral Objectives provide focus and give direction for the selection and thrust of

**Objectives**: Learning activities. These are not intended to be specific expectations of a particular course, but to provide the basic knowledge and skills for the identified components.

**Learning Activities**
Learning Activities are designed to allow the student to achieve the objectives. Activities are carefully selected to provide clear direction for action, proper sequencing, student involvement, and a variety of options to meet the differing needs of individual students. The activities are interrelated into a meaningful whole. Enrichment activities are provided for the learner to further pursue the content, but are not essential in meeting the objectives of the module. Summarization of content is provided through a series of discussion/study questions. Learning activities are sequenced as follows:

1. Directions to review previously learned content as appropriate; this may be a skill, chemistry, anatomy and physiology, microbiological or mathematical principles, etc.;
2. Alternative required learning activity includes active participation aspects guided by questions related to that specific learning activity;
3. The last three required activities of each module include:
   a. Review and definition of terms as appropriate;
   b. Practice and evaluation. Practicing of skills takes place in the Laboratory at the student's convenience. Clinical Performance and Simulation Laboratory Preceptors guide the student through the learning activity as needed. Students critique one another and evaluation is based upon the series of broad expectations given in the module. A performance checklist provides more specific guidelines for skill evaluation. A duplicate of the checklist could be used in the clinical area by faculty to validate the student’s ability to perform the skill;
   c. Integration of theory into practice. Students are encouraged to discuss these study questions in pairs or in small groups to expand their critical thinking skills.

**Self-Evaluation Quiz**
Most modules contain a self-evaluation quiz which measures cognitive attainment of objectives. The key is included in the module for immediate acquisition of feedback. The same tool is used for pre/post testing. Checklists are provided for evaluation of performance of skills.

**Module Evaluation**
The last section of each module is an evaluation tool of the module itself. Input from this tool is utilized for revision of content and/or references.

**Enrichment Opportunities**
A number of learning activities are provided for each topic area to challenge the student who wishes to study the content in more depth. These are not required for meeting module objectives.

Criteria and Format for ATI Skills Module

**Series**  Refers to Learning Media Option.

**Module**  Refers to specific clinical skill (set).

**Overview**  Describes Purpose/Goal, Target Audience and Learning objectives specific to Module.

**Terminology/Enunciator**  Provides correct pronunciation of terms.

**Accepted Practice**  Current accepted practice, equipment and products for specific skill.

**Step-by-step viewing**  Provides visual demonstration of specific skills.

**Begin Test**  Refers to Pre- or Post-Test.

**Evidence-Based Research**  Current research supporting specified skills.

**Practice Challenges**  Provides opportunity to apply critical thinking in different clinical settings.

**Frequently Asked Questions**  Commonly encountered questions related to performance of specific skill.

**Documentation**  Specific tips for documenting necessary skills related information.

**My Skills Status**
Provides Student Pre- and Post-Test Scores
The emphasis on providing a selection of alternative learning activities is based on recognition of the uniqueness of each student and the variety of learning styles and backgrounds students bring to the program. Enrichment activities are included to support development of inquiry. Objectives emphasize those principles and concepts that can be draw
in common from a variety of learning resources. The recognition that students are expected to perform skills in a variety of agencies and settings reinforces the desirability of focusing on the principles basic to the skills rather than on procedural methodology. The active participation required by the learning activities and the inclusion of evaluation tools reinforce students’ responsibilities for their own learning, for self-direction, and for self-evaluation.

Responsibilities to Auto-Tutorial Study

Faculty Responsibilities

1. Collaborate with the Director of the Clinical Laboratory in identifying content to be presented in the auto-tutorial study approach;
2. Notify the Clinical Laboratory Office two (2) weeks in advance of any content to be assigned in the Clinical Laboratory which will necessitate large quantities of supplies for large group: e.g., injections, catheterizations;
3. Schedule any necessary time for group practice in the Clinical Laboratory with a Preceptor;
4. Evaluate objectives and content of learning packets and participate in revision;
5. Hold students responsible and accountable in clinical area for material to be learned in the auto-tutorial study approach;
6. Assist in the ongoing evaluation of the Program of Excellence in Clinical Performance and Simulation as defined.

Student Responsibilities

1. Access Skills Modules available on the WSU College of Nursing and ATI Website. The Modules are listed by semester;
2. Utilize learning activities as a means toward obtaining knowledge and/or skill in a defined area;
3. Complete the Patient Practice Guidelines for all Skills Modules;
4. Utilize the Audiovisual Laboratories and other resources to gain basic knowledge and the Clinical Laboratory as an area for practice;
5. Be responsible and accountable in the clinical area for material to be learned through auto-tutorial study;
6. Assist the Director of the Clinical Laboratory to determine the effectiveness of the auto-tutorial study approach by complying with mechanisms developed for evaluation.

Clinical Laboratory Preceptor Responsibilities

1. Hold students accountable for their own learning;
2. Assist students to apply broad scientific principles to skill performance;
3. Assist students to adapt procedural techniques to situations based on sound theoretical principles;
4. Assist students to select and utilize appropriate equipment and instructional materials for teaching projects related to health care;
5. Provide a resource to faculty specific to laboratory products and procedures.

Practice Lab Information

1. Come prepared. Please come prepared to practice your skills by using the Skills Modules found online in Blackboard and with ATI [http://www.atitesting.com/]. You will save yourself from extra work by accessing all modules through Blackboard and checking the instructions regarding which sections of ATI and any additional reading or videos you should complete for each module. Your “ticket to practice” will be your completed “Guidelines for Skills Practice” available on Blackboard.
2. Sign In. Please sign in each time you enter the Lab. This information is ONLY used for staffing purposes. We do not track individual student visits.

3. Dress in the Lab. Open toed shoes are NOT allowed in the lab. In most instances your instructor will ask you to come dressed in either a Lab Coat or your uniform scrubs when coming in with your Clinical Group. Scrubs are not necessary when practicing on your own. We do not have a dress code in the Lab but please come dressed in appropriate attire and always wear your name badge.

4. Please Don'ts: 1. No food or drinks are allowed in the Lab. 2. Turn off your cell phone—this is a classroom. 3. No family or friends during practice—you are welcome and encouraged to have your friends and family tour the Lab. 4. No image recording of equipment or students in the Lab without prior authorized permission.

5. Students Responsibility: Complete all Module activities in the required Learning section of the Skills Modules. Bring your notes, completed Guidelines for Skills Practice and necessary resources with you when you practice. Working in small groups is helpful. Be prepared to learn and relax and have some fun!

6. Preceptor responsibility. We are your “skills coaches”. We are in a non-evaluative position. We do not test you but help you master your skills. The evaluation method is left to your instructors.

7. Lab facts:
   * Hours vary during the semester. Please see the hours posted on each entry door.
   * Classroom. The lab is a classroom and not a clinic. Equipment is designated for clinical preparation and not personal use. Preceptors are not able to examine, diagnose or treat you if you are ill. We have First Aid Supplies only.
   * Student Illness. **If you are too ill to attend class or clinical, you are also too ill to be in the Lab.**

8. Invasive skills: Three invasive skills—Injections, Blood Glucose Monitoring and IV starts—are optional procedures and closely supervised by a preceptor.

9. Equipment for checkout. We have a limited number of items available for checkout. There is a reservation and fine system. There also is an engraver for your use.

10. You may contact us at: practicelab@wsu.edu or by phone, 324-7329.
Section H  
Library

Library Services
The WSU Spokane, Riverpoint Campus Library coordinates library service for students and faculty throughout the College of Nursing. The Riverpoint Campus Library serves as the major resource for published nursing information in the consortium and across WSU’s campuses. The collection at each site is focused on the programs at that location. The book and journal collection of each WSU statewide campus is indexed in the WSU electronic catalog, which is accessible via the internet at http://nursing.wsu.edu/Libraries-&-Resources/index.html.

Instruction on use of Library resources is incorporated into the nursing curriculum, through orientation at the beginning of the particular program of study, and in different classes each term. Specific sessions are scheduled by each instructor. Many resources are available easily from our library web site. If you want assistance locating an item or have any questions at all, see your Librarian.

Campus Libraries
Visit the Libraries & Resources page on College of Nursing website for links to libraries and library resources for all campus sites.

WSU Spokane & Yakima Campus Library
Yakima Campus
Reference space in the WSU College of Nursing Yakima facility offers shelving for books and required readings. Books are arranged by Library of Congress call number, and include one copy of all required texts, as well as one copy of all books from which readings are required for courses being offered, or for Independent Study Packets. Circulation times may change based on class needs; consult with the Program Coordinator. Reserve materials and items labeled Reference are for in-building use only.

WSU Vancouver Library
WSU Tri-Cities Library

Other Libraries
College of Nursing students have access to numerous libraries locally in Spokane, at the extended campuses, and within the state. The student ID card gives access to the consortium member libraries; they may issue an additional card to fit their circulation systems.

• Eastern Washington University Library
• Whitworth College’s Harriet Cheney Cowles Memorial Library

Check Out Procedures
The WSU ID card functions as a Library card and you must show your card to check out material. Any and all Library materials to be taken from the Library must be checked out with the Library staff on duty. This includes materials being used in offices, classrooms, or outside the building. Reference items are for in Library use only. Library staff will let users know
when the Library is closing to allow patrons to check out reserve or other materials before the Library closes for the day. Material cannot be checked out after the desk closes.

Books
The Library staff will stamp the due date on the item. Books may be checked out for different standard periods, depending on the item. Most items can be renewed, but usually only once. Renewals are not intended to allow one person to use an item for an entire semester. Renewed books are subject to recall.

Periodicals
Individual issues circulate for three days, and are not renewable. The due date is stamped in the periodical. Bound volumes are for in-Library use only.

Reserve Materials
Reserve materials circulate for two hours; checkout procedures are the same as for other items. They may be taken out overnight during the last two hours the library is open, and are due at the beginning of the next day at opening time (usually 8:00 AM). Many required readings are also available through our electronic reserve system, available from the Library’s home page, and through online courses.

Return of Library Materials
During the hours that the library is open, library materials are to be returned to the Library circulation counter or book return at each campus. When the Library is closed, materials may be placed in an outside book return. In Yakima, return items to the reference room or the outside book drop.

Holding Requested Materials
Students are encouraged to ask the library staff for help in locating items that are not on the shelf. We will tell you if an item is checked out, and will help you request it using the library catalog. Books will be kept on the “Hold Shelf” for up to one week; periodicals will be kept two days.

Overdue Materials
Items are due by the end of the due date. Notices of overdue materials will be emailed or mailed. Please return items so others may use them. They will be considered overdue at the time the Library opens the next day. Fines are charged for late items on all days the library is open. All journals and books accrue fines as soon as they are late. The maximum fine per item is the cost of replacing it plus a $25 processing fee. If fines are not paid, circulation privileges and registration may be withheld. Transcripts may be held until fines and/or replacement costs are paid. Students are responsible for the replacement costs of lost or damaged library materials. Items (except periodicals and reserve items) may be renewed through your Library account unless another patron has requested the item. If someone else needs it, the original user may have two days to return it to the Library. Arrangements may be made with the Librarian for some materials needed for long-term use.

Note from Academic Services: If all fines are not paid to the Library and LRC, checkout privileges may be withheld. If all fees and fines are not paid, holds are placed on transcripts at each College, and continuing students may not register. Certification of graduation will be withheld until all outstanding fines and fees are paid.
Library Resources
In addition to identifying the location of books and journals, Library catalogs offer access to a number of indexes and full-text electronic resources. CINAHL and many other indexes are available electronically; ask a Librarian for direction.

Assistance for Special Information/Searches
Assistance in looking for special information is available from Library staff. We can help you learn to use unfamiliar indexes, possibly point out subject sources you had not considered, and provide access to the many computerized bibliographic services. We can help you conduct searches in special subject databases (e.g., PUBMED for medicine, CINAHL for nursing and ERIC for education). In addition to classes taught during the semester, Library faculty offer extensive reference service each weekday. See the Staff Contacts page on your campus' Library website for specific email addresses and phone numbers. Service is also available any time the Library is open; ask at the Circulation counter.

Interlibrary Loan
Through use of indexes, bibliographies, computer searches, and other sources, references may be identified which are not in the local Library. Many of these are available in other area libraries but those which are not can generally be obtained through Interlibrary Loan (ILL). The Library staff can assist in determining what materials are available locally. Items owned by a consortium library are the first choice for borrowing.

Interlibrary Loan Procedures and Policies
1. Determine that the material is not owned by your local campus library. Material is often available in the library and can be identified and located by the use of indexes and catalogs. Ask at the library desk for assistance in properly identifying material. Items owned by the local library are not requested on loan unless they are missing;
2. Submit requests via Interlibrary Loan Request forms. These are found online using the “Find it at WSU” button or the ILLiad software system at https://wsu.illiad.oclc.org/illiad/CAL/logon.html
3. Usually, the catalog software will complete the form in detail, giving full bibliographical information, i.e., full name of author, full title, date, page numbers, and place of publication. Add to it if necessary;
4. Identify the source of the reference in detail. (Example: JAMA, Vol. 78, p. 168). The citation must be verified before the request is passed to another Library and complete source information facilitates that process. The more complete the information, the faster the request can be processed. Requests without source information will be returned for more information;
5. Specify the latest date the item can be used if time is a limiting factor. One week is a working estimate of the time between the date of the request and the receipt of materials. When a search is necessary, it may take even longer before materials arrive;
6. Most libraries do not loan entire journals, but provide a photocopy of the requested articles;
7. Upon receipt of requested ILL books, the patron assumes the following responsibilities:
   a. Return material no later than the date due and observe any instructions given on the information slip on the book;
   b. Request renewals only in the most unusual circumstances, at least four days prior to the due date. Check with the person in charge of Interlibrary Loan Service for each request. No renewal requests are accepted on or after the due date.
Book Orders and Recommendations
Suggestions for additions to Library collections, outside the scope of a particular class requirement, are welcomed from all patrons. Suggestions for changes, additions, and improvements in Library services are encouraged. Our goals include providing students and faculty with the resources needed to accomplish good nursing education, within the limits of our resources. Your comments are welcome.

Photocopying & Printing
Cougar Cash is the best way to pay for printing and copying. At most libraries, students may use cash (10 cents per copy) to pay for library copies, or may purchase print cards from the library vending machine. The card may also be used with printers in the library and computer labs.
Section I
Student Services

Academic Advising
Each student is assigned to a faculty member as their academic advisor. Academic advising is the process of providing information, guidance, and encouragement to students to assist them in decision making related to their educational and career goals. Academic advising includes selection of courses and overall program planning, provision of information about program requirements and academic regulations, discussion of career/professional development issues, and referrals for learning assistance, tutoring or counseling as needed. It is essential for students to meet with the academic advisor before any change in program of study; e.g., drops, adds, withdrawals, etc. is decided. Students must plan to meet with their advisor at least one time per semester. Students can request additional meetings with their advisor as needed. Students may request a change in advisor at any time after their first semester.

Nursing Undergraduate Office
The Nursing Undergraduate Office provides assistance to students related to all aspects of student life. The Office maintains student records for all nursing students and collects all immunization data and Clinical Passport information. It is the responsibility of the student to update address and phone information with the Undergraduate Office. Students must also turn in immunization updates to the Nursing Undergraduate Office.

Support Systems
Tutoring, writing assistance, English as a Second Language (ESL) support and other learning assistance is available to students through student services. Visit the Admitted Student Section of the College of Nursing website for information on student services for all campus sites.

Peer tutoring assistance can be requested from Students Services in the SAC Building on the WSU Spokane Campus for students needing remediation. Student Services & Student Support

WSU Spokane Student Services
WSU Tri-Cities and Walla Walla Student Services
WSU Vancouver Student Resources

Disability Services
WSU Spokane Disability Services
WSU Tri-Cities and Walla Walla Disability Services
WSU Vancouver Disability Services

Writing Centers
WSU Spokane Academic & Writing Support
WSU Tri-Cities and Walla Walla Writing Center
WSU Vancouver Writing Center
Yakima writing assistance - Dionetta Hudzinski, Writing Specialist. Available by appointment, hudzinski@wsu.edu.

ESL students are encouraged to meet with the ESL Specialist. This specialist works with students at the College of Nursing several hours each week to provide assessments of individual student needs, one-on-one assistance to individual students, and referrals to other campus resources. ESL students can sign up for an appointment with the ESL Specialist at the College of Nursing receptionist desk area.

A learning/study skills specialist will be available at the Spokane campus and via phone for students in Yakima and Tri-Cities part time to work with students who are having difficulty with note taking, test taking, time management and study skills. The specialist’s goal is to diagnose and treat these problems through individual and group work.

Counseling Services

WSU Spokane Counseling Services
WSU Tri-Cities and Walla Walla Counseling Services
WSU Vancouver Counseling Services

Yakima Counseling Services - Yakima students have access to a professional located off campus for needed, contracted services and may request information from the Yakima Campus Director or Program Coordinator.
Section J
Financial Information

Fees

Fees for WSU College of Nursing
Clinical performance and simulation laboratory, computer, and professional liability fees are paid at the beginning of each semester; they are payable with tuition or billed to the student. Non-matriculated students pay the same fees as fully registered students and must meet the same payment deadlines. The Fee Schedule is found in the WSU Time Schedule. Independent Study and Special Topics practicum courses do not have added fees. Parking fees are paid directly to Parking Operations in the South Campus Facility building. Students can purchase parking permits for the semester or academic year. Daily permits are also available for purchase. Parking permits are needed at all times.

Student Organization Dues and Fees
Dues for student organizations must be submitted to the individual organizations. They will be collected at registration.

Student Nurse Leaders – SLN
There is a $24.00 student fee for the Student Nurse Leaders program; this fee is collected one time and covers the entire academic program at the College of Nursing.

Nurses Christian Fellowship – N.C.F.
Membership to this group is optional.

Fines
The Clinical Performance and Simulation Laboratory imposes fines if materials are not returned as contracted. Fine schedules are available in the lab. If fines are assessed, the Pullman Student Receivables is notified to add fines to the students account. The Clinical Performance and Simulation Lab may withhold checkout privileges at the discretion of lab personnel until the debt is cleared. Fines for parking violations are collected by Parking Services. If all fees and fines are not paid holds are placed on bio data sheets and/or transcripts at EWU, WSU and WU. Continuing students cannot register for the next semester until all fees are paid. Certification for new graduates to take state board examinations will be withheld until fees are paid.

Automobile Insurance
All students are expected to carry automobile insurance, at least collision and liability coverage, in accordance with Washington State Law, due to the amount of driving required for some clinical assignments. A few agencies which provide clinical learning experiences require verification of coverage.

Students must not transport patients/clients for any reason.

Scholarships and Financial Aid

Scholarships
The College of Nursing awards scholarships specifically for nursing students in Spring and Fall semesters. Information and application forms are available on the College of Nursing’s website.
Nursing Student Loan Funds
Washington State University College of Nursing administers two emergency loan funds to assist students in financial crisis. The Iris Finch Emergency Loan Fund was established in 1991 from the estate of Iris Finch, a strong supporter of nursing. Applications are available in the Nursing Student Services Office. An appointment with the Program Director is required to discuss emergency loan requests from this fund. The H.D. and Clara Schlotfeldt Education Fund are also available for students enrolled in Yakima. Requests are made to the Yakima Director. Both loan funds are interest free but have an obligation for pay back starting a year after graduation, or six months after withdrawal from the program.
Section K  
College of Nursing Facilities

NOTE: Most of the information in this section references the Spokane and Yakima campuses. If information is missing for your campus, consult with staff at your campuses for building hours, building utilization, etc.

Building Hours  
_Building Hours for all_ campus sites is listed on the College of Nursing website.

Building Use Guidelines
To maintain the quality, character and safety of WSU College of Nursing building, the following conditions have been adapted from the WSU "Guidelines for Building Occupancy":

1. Post no papers, signs or decorations on painted, varnished and/or stained surfaces; use bulletin boards for this purpose.
2. Signage at interior doors shall be restricted to the engraved plastic room numbers and label holders furnished during construction, except for:
   a. Department or unit identification
   b. Special designations: The Acting Director for Facilities Operation must approve signs for the above-exceptioned situations as to type, size and location. Personal names shall not be attached to walls or doors; use removable cards in the label holders for this purpose, along with schedules, office hours, etc.
3. Items fixed to the walls, ceiling or floor must remain as is unless the Acting Director for Facilities Operation approves removal or relocation. These include cabinetry, utilities, adjustable shelf standards, chalkboards, bulletin boards, plastic letter holders, drapery rods, projection screens or other similar equipment required for the proper functioning of the space. None of these are to be added or attached to walls without prior approval of the Acting Director for Facilities Operation.
4. Items of decoration such as pictures and paintings may be affixed to the walls with appropriate picture hooks or other hanging devices if arranged with the Acting Director for Facilities Operation.
5. Nails, tacks, screws, or tape are not to be used for fastening personal items to the doors, walls or ceilings, except on the tackable wall surfaces.
6. Items to be hung from the ceiling such as potted plants, scrolls, tapestries, or other items must be approved by the Acting Director for Facilities Operation, who will arrange for their installation. Painting of any wall, ceiling, or floor surfaces is prohibited. If you are considering a floor covering it must be approved by the Acting Director for Facilities Operation.
7. Do not turn off any building systems, lights or building component alarms.
8. If building equipment appears to be operating incorrectly, or not at all, report same to Facilities Operations at 358-7994 or by email to spok.fac.maint@wsu.edu. In Yakima please contact the Program Coordinator.
9. Do not alter or attempt to change the settings on thermostats (if installed).
10. Do not use wedges to hold open doors that open onto corridors. This is in violation of the fire codes.
11. Become familiar with the location of all fire extinguishers, fire escape routes, first aid kits and life safety regulations at the first opportunity. Do not block fire doors. This is illegal.
12. Occupants of the building are requested to avoid wearing shoes or using equipment that leaves black marks on floor coverings.
Campus Security & Security After Dark
After dark, students should leave the building in groups. If students are unable to leave the building with others, they should contact a campus security officer to escort them to their vehicle. Cars parked in the parking lots must always be locked with valuables out of sight. Students are asked to report any problems to campus security immediately.

WSU Spokane Campus Security
WSU Yakima (Yakima Valley Community College) Safety & Security
WSU Vancouver Safety Services & Programs
WSU Tri-Cities Safety Plan

Fire Evacuation & Campus Safety Plan
A fire escape plan has been developed for the College's Spokane and Yakima buildings with advisement from the City of Spokane and Yakima Fire Departments. Written instructions and visual displays of primary and alternate escape routes are displayed at prominent points in the building. Building occupants are to become familiar with this escape plan in order to minimize the chance of injury due to fire. All nursing students should be aware of the fire and campus safety plan for their respective campus:

WSU Spokane
WSU Yakima (YVCC)
WSU Tri-Cities
WSU Vancouver

The Fire Department must be called to investigate ALL fires, even if the fire is extinguished. RCW 48.48.060.

NOTE: For fire reporting purposes, the physical address of the College of Nursing in Spokane is 103 E. Spokane Falls Blvd.

Emergency Lighting System
All WSU buildings are equipped with an emergency lighting system that comes on when electrical service is interrupted.

Parking
- **Spokane**
  You can purchase your parking pass online through [Spokane Parking Services](#). Do not park in the nearby hotel lots or your car may be towed. WSU is not responsible if your car is towed.
- **Yakima**
  Students will be able to purchase a YVCC parking permit for $30 during orientation.
- **Tri-Cities and Walla Walla**
  Parking passes are not required for the nursing building at this time.
- **Vancouver**
  Visit the [WSU Vancouver Parking Services](#) website for more information and to purchase a parking pass.
First Aid
First Aid Kits
In the event of accident or illness requiring immediate treatment, first aid kits are located at the following strategic points in the Spokane building:

- First Floor: Room 150 workroom
- Second Floor: Room 224 workroom
- Third Floor: Room 317 workroom
- Fourth Floor: Room 424 workroom

Qualified personnel are available among faculty and staff to render first aid and CPR.

AED
In the Spokane Nursing Building, an AED is located on the first floor across from the reception desk.

Food and Beverages in College of Nursing Rooms
Food and beverages may be brought into classrooms, offices and lounges as long as strict controls on cleanliness and sanitation are observed. **Food and beverages may not be taken into other learning areas of the buildings such as the Practice Laboratory, Computer Laboratory or the Multimedia Laboratory.** Alcoholic beverages are not allowed in WSU College of Nursing facilities without the Dean's express authorization and appropriate state liquor permits. The following guidelines apply:

1. Nothing is to be left on chairs, under chairs, on the floors, or on tables. All containers, leftover food, and food wrappers must be placed in waste cans;
2. If liquid is accidentally spilled on the floors, paper towels should be used to blot it up. If it is a large spill, notify a custodian at 358-7500. Do not walk through spilled liquids so that the spread of the liquid is minimized;
3. When cooking utensils containing food are brought for parties, they are to be removed immediately following the close of the function;
4. Everyone is asked to cooperate and keep facilities clean for the consideration of all.

Personal Property and Computers
The College is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The College is also not responsible for any thefts or damages done to vehicles parked on the premises. Areas of the parking lots and the buildings are under video surveillance. The Yakima campus has installed security cameras around the perimeter of the campus to include parking lots, including street-parking on 12th Avenue commonly used by students. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

Children and Non-Students in College of Nursing Building
Children are not permitted in classes or the Learning Resources Center. Only those students enrolled in College of Nursing courses may attend class or course laboratory sections. Children requiring supervision are not allowed in the Libraries or Reference Rooms. Young children must not be left unattended in the buildings at any time.
Pets

Washington Administrative Code 504-36-020 reads: "(1) Animals are not permitted in university buildings..." and "(2) Animals are not permitted on university property unless under immediate control of their keeper..." Section 504 of WAC deals specifically with WSU. Because the WSU College of Nursing is part of WSU, the code quoted above applies to College of Nursing buildings and property.
Section L
Graduation

Caps and Gowns
All arrangements related to participation in campus graduation ceremonies is coordinated by the Nursing Undergraduate Office. Information regarding commencement, convocation, and ordering the cap and gown is sent directly to each S2 student after the start of their graduating semester.

Applications for Degree
It is the responsibility of each student to meet the graduation requirements of the school in which they are enrolled. This includes fulfillment of general education requirements, nursing major requirements, writing portfolio, total hours required for the nursing degree, and submission of all forms and fees.

Applications for graduation can be found in MyWsu in your student center. You are eligible to apply for graduation once you reach 90 credits. It is important to apply early. Students are encouraged to check their degree audit for any deficiencies. You will receive notice from your MyWsu portal when it is time to apply. Eastern Washington and Whitworth University Students must also apply to their home school as well as WSU. EWU applications are available in the Nursing Student Service Office. Whitworth students can find the Whitworth application at: www.whitworth.edu.

If your graduation dates changes, it is the student’s responsibility to notify the Nursing Student Service Office.

Nursing Pins
The purchase of a school nursing pin by students in their last semester is optional. Ordering information is included in the graduating student packet.

Licensure
Students will receive licensure information during their S2 semester class, Nursing 409. Students are responsible for completing the application process by the deadlines specified and for requesting the campus registrar's office to forward transcripts with their posted degree.

Upper Division Costs: https://nursing.wsu.edu/academics/undergraduate-program-cost/(take out table)
For current tuition and mandatory fees:

Additional Costs: (These costs are approximate)

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ATI Skills Modules</td>
<td>$125.00</td>
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<tr>
<td>Kaplan Fee</td>
<td>$125.00-150.00</td>
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<tr>
<td>Books &amp; Supplies</td>
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<tr>
<td>Nursing Course Fees</td>
<td>$150.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$180.00-300.00</td>
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<tr>
<td>Health Fee</td>
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<tr>
<td>Student Association Fee</td>
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<tr>
<td>Uniforms &amp; Shoes</td>
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<td>------------------</td>
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<tr>
<td>Equipment; Watch &amp; Stethoscope</td>
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<tr>
<td>Background Report</td>
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</tr>
<tr>
<td>Immunizations</td>
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</tr>
<tr>
<td><strong>Total Estimated Costs</strong></td>
<td><strong>$2104.00-2319.00</strong></td>
</tr>
</tbody>
</table>

### 2nd Semester
- Application for Degree: $41.00-80.00
- Kaplan Fee: $125.00
- Books and Supplies: $500.00
- Nursing Program Fees: $80.00
- Parking: $180.00-300.00
- Health Fee: $85.00
- Background Report: $10.00
- Immunizations & Tests: $100.00
- **Total Estimated Costs**: $1821.00-$2080

### 3rd Semester
- Kaplan Fee: $125.00
- Books and Supplies: $500.00
- Nursing Program Fees: $250.00-300.00
- Parking: $180.00-300.00
- Health Fee: $10.00
- Immunizations & Tests: $100.00
- **Total Estimated Costs**: $1165.00-$1335.00

### 4th Semester
- Kaplan Fee: $125.00
- Books and Supplies: $500.00
- Nursing Program Fees: $250.00-300.00
- Parking: $180.00-300.00
- Health Fee: $85.00
- Background Report: $10.00
- Immunizations & Tests: $100.00
- Nursing School Pin: $50.00-300.00 (Optional)
- State Licensing & Exam: $300.00
- **Total Estimated Costs**: $1600.00-$2020.00

Estimated expenses may vary with individual student decisions. These costs can also be viewed on the [WSU Student Financial Services](https://www.wsu.edu) website.