



## WELCOME & ABOUT

Welcome to the College of Nursing at Washington State University! We are delighted that you have joined our College as an incoming undergraduate student. Most agree that the time they spent in nursing school was some of the most challenging and rewarding in their life. Your time here will be filled with personal and professional growth, challenge, change, and accomplishment.

The policies and procedures identified in this handbook are specific to the undergraduate nursing programs. Where appropriate, we reference the university-specific policies and student responsibilities as well. Please read the catalog and this handbook carefully and refer to them throughout your program of study here. For undergraduate students, the [WSU General Catalog](#) contains additional general policies on admissions and programs. Failure to follow these policies and observe the degree requirements inevitably results in complications and could delay or jeopardize completion of your degree.

The College of Nursing (CON) Undergraduate Handbook provides students with the information necessary to navigate through the undergraduate programs in nursing at Washington State University (WSU). The policies and procedures in this handbook have been officially approved by our faculty and are consistent with WSU regulations. This handbook was developed to be used in conjunction with WSU's [Academic Relations](#) and [Policies and Procedures](#).

Students are responsible for familiarizing themselves with and following the guidelines in all sources. While the CON will aid students in understanding the rules and regulations in all documents responsibility for compliance rests with each student. If you have questions, feel free to reach out to your staff advisor.

Specific forms, web sites, and other materials described herein or included are subject to modification. As forms are updated, they will be made available to students. While students should rely on this handbook in planning their program, in the unlikely event that language contained herein conflicts with WSU policies and procedures, the policies outlined in this handbook are subservient to those outlined by Washington State University or updated policies on the CON website.

Welcome to WSU!

Chris Sogge  
Director, Center for Student Excellence ("CSE")



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### **Section I: Organization**

The WSU College of Nursing baccalaureate degree in nursing, master's degree in nursing, and doctor of nursing practice programs at Washington State University College of Nursing are accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#), 655 K Street, NW, Suite 750, Washington, DC 20001. Phone: (202) 887-6791.

Students are encourage to review the College of Nursing [Mission, Vision, and Values](#) as well as the College's information on [Diversity, Equity, and Inclusion](#).

### **Section II: Programs**

The College of Nursing (CON) at Washington State University (WSU) offers the following undergraduate programs:

#### **RN-BSN**

The **Registered Nurse to Bachelor of Science in Nursing (RN-BSN)** program is a degree completion program for licensed RNs. Additional information on the program, requirements, courses, and outcomes can be found on the [RN-BSN website](#).

Newly-admitted RN-BSN students will receive detailed information regarding requirements complete with instructions and deadlines.

#### **Pre-Licensure BSN**

The **Pre-Licensure Bachelor of Science in Nursing (BSN)** degree program prepares students who do not yet have an RN license. This program has a lockstep cohort model comprised of J1, J2, S1, and S2 semesters. Additional information on the program, requirements, courses, and outcomes can be found on the [BSN website](#).

Newly-admitted BSN students will receive a detailed onboarding packet, complete with instructions and deadlines. Accordingly, the CON does not recommend starting the process until students have heard from us.

### **Section III: Advisement & Progression**

Admitted RN-BSN and BSN students will be supported by both staff advisors as well as faculty mentors. To help understand where to start with any questions, know that Center for Student Excellence staff advisors help students by:

- Creating programs of studies and facilitating degree verifications
- Providing registration guidance each term, including course and section numbers
- Applying and removing advising holds
- Guiding processes and policies, including that for onboarding and admission to programs
- Referring students to appropriate resources and opportunities
- Facilitating safe and private spaces for advising, including spaces where a student otherwise does not know with whom to speak or where to start
- Collaborating with faculty mentors by referring students to them for theory or clinical concerns

#### **Deferral of Admission**

Applicants accepted to the RN-BSN or BSN program must matriculate in the semester in which they are accepted; however, rare circumstances may emerge that result in a deferral decision. Details about that process [may be found here](#).



## Grading Policy

The College of Nursing applies the grading scale as outlined in [Academic Regulation 90](#), as well as Grades and Grade Points from the [University Catalog](#). The minimum passing final grade for a graded nursing course is C (73%). For Satisfactory/Failing courses students must earn a Satisfactory grade.

Please peruse the above resources for all potential grade options. Note that for incomplete grades, students receiving that grade will receive a copy of the [Instructor's Incomplete Grade Agreement](#). This document outlines the reasons for the Incomplete, the work which must be completed for the student to receive a grade, and the date by which the work must be submitted.

## Satisfactory Program Progression

Students successfully progress in the program by successful completion of their coursework and exhibiting professionalism consistent with the ethics and academic [policies expected of them](#).

Successful students achieve learning outcomes within each course according to their syllabi requirements. Syllabi will specify the minimum standards of performance necessary or applicable to each course.

- Students must receive at least a C (73%) in graded courses, and a satisfactory in any Pass/Fail course.
- In addition to having achieved a minimum passing grade of C in clinical laboratory courses, students must provide evidence of their ability to provide safe care to patients at **ALL** times. Failure to provide safe patient care may result in immediate withdrawal from both the theory and clinical components of a course and the entry of a grade of W or F for the entire course as the College of Nursing deems appropriate.
- Students who do not complete a required nursing course satisfactorily, (students who receive a grade of I, 72% or less (C- or less), F, or a withdrawal) are not eligible to progress. This necessitates in students repeating the course in its entirety, with some potential exceptions for I grades.
- A student who withdraws from the program within the first 4 weeks will not have their progression counted against them, barring academic or clinical integrity issues that supersede that withdraw.

## Unsatisfactory Student Performance & Program Progression

Students who do not complete a required nursing course satisfactorily, (students who receive a grade of I, 72% or less (C- or less), or a withdrawal) are not eligible to progress.

### Unsatisfactory Performance in a Didactic/Theory Course

Students who are not meeting a course's expectations are given formal notice through the Performance Improvement Plan (PIP) form. On the form, the instructor discusses the issue or concern, identifies the objective(s) the student is not achieving, and develops the recommended actions the student is to take to resolve the issue. Students should make appointments to meet with their advisor to evaluate assistance needs, and students must comply with the plan of action described on the PIP form.

A student who does not complete a didactic course for the **first** time will be allowed to repeat that course a second time, provided that they meet with an academic advisor to discuss what they can do to succeed on this second attempt.

A student who does not complete any course for the **second** time will not be guaranteed a repeat attempt. They must appeal to the UAP committee to be approved to re-take that course.



### Unsatisfactory Performance in a Clinical Course

In a clinical course, if a student's performance is determined by a faculty member to be unsafe, the student will be removed from the clinical setting. The faculty will provide the student detailed formative feedback in a Performance Improvement Plan which may also include additional remediation assignments. The student will be given one opportunity to resume safe clinical practice in the clinical setting and the opportunity to receive a passing grade for the term.

If the student is not able to demonstrate safe practice when they resume in the clinical practice setting, they will be removed from clinical again, be provided formative feedback in the PIP and will not be eligible to earn a passing grade in the course for the term. The student must meet with the staff from the Center for Student Excellence to determine next steps.

Clinical activity deemed unsafe will also result in the student completing a clinical incident report. This report is submitted to the Program Director and course faculty. Course faculty complete the incident evaluation tool. Students who ultimately do not pass a course are required to complete additional steps to maintain their standing in the program.

A student who does not complete a clinical course for the **first** time will not be guaranteed a repeat attempt. They must appeal to the UAP committee to be approved to re-take that course.

A student who does not complete any type of course for the **second** time will not be guaranteed a repeat attempt. They must appeal to the UAP committee to be approved to re-take that course.

### **UAP Appeal Process**

1. The student should connect with their academic advisor to review the UAP process and make an alternate plan of study if necessary. Advisors are available to review readability of the appeal packet below.
2. The student will put together an appeal email. That email should include:
  - a. course(s) for which they received an unsatisfactory grade.
  - b. a statement providing a perspectives of why they did not receive a passing grade, as well as their plan of action to be successful if recommended to continue.
  - c. Any other information they would like the UAP Committee to know.
3. The UAP committee will meet and provide an opportunity for the student to appeal on their own behalf.
4. The UAP committee will weigh all input and communicate their decision to the student. That decision is passed on as a recommendation to the program director.

Students present the contents of their letter to the final UAP committee meeting of the term, usually held on the last two days of finals week. Students are advised to invite their academic advisor to accompany them to the meeting. Times to appear are given to the student no later than the day prior to the scheduled UAP Committee meeting. Students may video conference into the meeting.

The UAP committee will use a student's record, including grades, progression reports, and current University standings, such as academic integrity and code of conduct violations, when reviewing a student's request for readmission. UAP will then pass their recommendation about the readmission request to the program director. The administrative decision based on UAP recommendations and student documentation will be emailed to the student within one week of the UAP committee meeting to the student's email address within one week of the date of the UAP meeting.



### Dismissal from Program

The College of Nursing may decertify a student from the Nursing major under any of the following conditions:

- If the student receives multiple course failures within a semester;
- If the student engages in a pattern of professional misconduct or a single serious incident of misconduct;
- Engaging in illegal or unethical conduct as outlined by the university's Standards of Conduct, the ANA's Code of Ethics, and all relevant clinical site-specific policies (including HIPAA);
- If the student fails to meet the technical standards of the program;
- If the student withdraws from or fails to enroll in required coursework without an active approved leave of absence;
- If a student on probation, curricular or professional, does not meet probationary requirements;
- In addition, the College may administratively decertify a student whom meets the unsatisfactory performance criteria from the aforementioned sections in this handbook.

Any student at risk of dismissal from the program will have received a Performance Improvement Plan (PIP) form outlining the concerns. If applicable, a Standards of Conduct violation from WSU's [Center for Community Standards](#) will also be included in the student's file. The Program Director will meet with the student to review the concerns and documentation prior to requesting dismissal. If dismissal is not recommended, the Program Director will provide the student with a written warning via email that will be included in the student's file. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical site which could include (but is not limited to) additional skills assessment, writing a paper, giving a presentation on an assigned topic, etc.

### Readmission to the College of Nursing Program

All nursing students who have left the program, whether for personal, medical, academic, or non-academic reasons, must follow the process for readmission. Students who have not been disqualified upon departure from the College of Nursing and Washington State University are eligible for readmission to their program. Students may not participate in any classroom or clinical learning activities while waiting for readmission or pending a grade appeal.

Students who have been dismissed from the program due to patient safety concerns or unsafe or threatening behavior are not eligible for readmission to the program.

#### RN-BSN Readmission Process

1. Students seeking readmission to the program are encouraged to work with a campus advisor in advance of their return, to ensure that everything is in order for them to return.
2. Once the return is finalized, the campus advisor will reach out to the student to confirm return details and course registration requirements.
3. All students who step out of a program with clinical components will be required to re-affirm *prior to re-enrolling* that they meet the college's Technical Standards

#### BSN Readmission Process – First Semester Return

1. Students seeking readmission to the first semester of their program are encouraged to work with an advisor before the incoming cohort of students is admitted, so that a space in the incoming class can be held for the student to be readmitted.



- a. A student seeking readmission to a first semester cohort would need to notify an advisor by October 15th for Spring or Summer readmission or March 15th for Fall readmission. Students who request readmission after these deadlines may have to wait for readmission until the following semester.
2. Up to ten spots will be held for readmitted students, with those spots solidified following student confirmation with an advisor. If the program receives more than ten readmission requests, students will be randomly selected through a lottery system. The remaining students will be added to the wait list with the remaining cohort.

#### BSN Readmission Process – Second through Fourth Semester Return

Readmission to second and beyond semesters will be determined by the availability of clinical seats in that semester. A student will be readmitted when a seat becomes available. Priority for seats will be given to students in the following order:

1. Current students who are progressing in good academic standing.
  2. Students returning from approved medical leave of absence
    - a. Students who seek a medical withdrawal from the university should work with their advisor on the process. Please note that under no circumstances should the student submit medical documentation to the college unprompted.
  3. All other students, including those who are returning for readmission or from a non-medical leave of absence
- If there are multiple students with the same priority level for withdrawal, priority will be given to the student who has been absent from the program for the longer period of time.

Additional remediation requirements will be determined by the program director, including consideration of the length of absence from the program. If the student is gone for more than one semester (including absence from a summer semester), then the default expectation is for the student to enroll into NURS 499 concurrently with the return term. The College of Nursing will communicate the instruction and structure for that class, with the understanding that it is designed to entail 45 hours of work and must be completed prior to clinical engagement.

All students who step out of a program with clinical components will be required to re-affirm *prior to re-enrolling* that they meet the college's Technical Standards

#### **Section IV: Academic Policies & Procedures**

This section describes the policies, procedures, and professional standards governing students' progress through the undergraduate nursing curriculum across all College of Nursing campuses at Washington State University. Academic progress policies apply to all campuses, affiliated sites, and curricular activities related to undergraduate nursing education.

Students are strongly advised to seek guidance from their campus advisor, or the Director of the Center for Student Excellence, regarding any circumstances that impact their ability to participate in the nursing curriculum, and to do so before their academic performance is impacted. Each student has the responsibility to know these policies and use them in their decisions.

#### **University Policies**

It is important to distinguish University-wide policies and those specific to the CON. Students must abide by all policies in the [WSU Student Handbook for Community Standards](#) and the [Center for Community Standards](#) website as well as those pertaining to students in the [Executive Policy Manual](#).





### Academic & Professional Integrity

All members of the WSU community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. [The Academic Integrity policy](#) will be strongly enforced in all WSU College of Nursing programs.

The [Center for Community Standards](#), in conjunction with the academic department and faculty member(s), oversees the academic integrity process. A violation of academic integrity includes (but is not limited to) cheating, use of unauthorized materials or sources, unauthorized collaboration on projects, plagiarism, and multiple submissions of the same work. More detailed descriptions of cheating, plagiarism, and fabrication can be found in the following codes: [Acts of Dishonesty WAC 504-26-202](#) and [Cheating WAC 504-26-010](#).

Students need to read and understand all definitions of cheating. If a student has any questions about what is and is not allowed in a course, the student is encouraged to seek clarification from the course instructor.

Students who violate WSU's Academic Integrity policy may receive any of the following sanctions as deemed appropriate by course faculty: re-write the assignment, fail the assignment, and/or fail the course. Students will not have the option to withdraw from the course pending an appeal and may be reported to the Center for Community Standards. In some cases, the violation may lead to the student's dismissal from WSU College of Nursing.

Refer to the [Violations and Possible Sanctions](#) section of the Student Handbook for Community Standards for other potential sanctions to Academic Integrity Violations.

### **College of Nursing Policies**

College of Nursing students must also abide by the college-specific policies below.

#### ATI Standardized Exams

The Pre-licensure BSN program integrates the ATI (standardized exam) testing and remediation program in Pharmacology, Fundamentals, Medical Surgical, Pediatrics, OB, and Psychiatric. Remediation is required for all students who score less than a Level 2 on the practice exams (see course syllabi). The ATI product provides the remediation activities for individual students based on their testing report and is highly encouraged for continuous improvement and readiness for NCLEX. Additionally, students will take an NCLEX Predictor Exam in their final semester with the possibility of required remediation and attendance at the NCLEX preparation course at the end of the BSN program. For more information please see the [policy on Standardized Course Exams \(ATI\)](#).

#### NCLEX Prep Course

During finals week of the Senior-2 semester, a live RN Prep Course will be scheduled for CON students. Course attendance is required for any student who does not achieve a 71.3% on their last Predictor Test in NURS 430. Attendance is optional but highly encouraged for students who achieve above the 71.3%. We recommend that students hold time for this as soon as they are given it, as there is a chance they may not achieve that 71.3% and attendance will be required.

#### Waiving / Substituting a Nursing Course

Per [Academic Regulation 108](#), colleges and departments may substitute or waive college-level requirements for individual students. Students may request permission to waive a course if they can document successful completion of a similar course, including providing a course syllabus or course description if syllabus is unavailable. The instructor of the potentially waived course will review the syllabus to be assured student learning outcomes were adequately covered in the completed course. The Center for Student Excellence (CSE) will also confirm that waiving the course will not affect graduation nor academic requirements. Next, the Program Director or Associate Dean of Academic Affairs





may/may not approve the waiver request based on course instructor recommendation. The Nursing Course Waiver/Substitution Form [can be found here](#).

#### Campus to Campus Transfer Procedure Policy

Students in the WSU College of Nursing apply to and are admitted to a campus. The number of students admitted to each campus is based on the available “seats” for both didactic and clinical placements at that site. In the case of family need, health or other crises, students may seek to petition for transfer to another campus for completion of their studies. Information on that policy [can be found here](#).

#### Attendance Policy

Regular and punctual attendance in class, laboratory, simulation, and clinical experience is required. Tardiness and/or failure to report to class, laboratory, simulation, or clinical experience can result in a lowering of the final course grade or an administrative withdrawal from the course. Additionally, there is an attendance policy for BSN students in the prelicensure program. Please see that [prelicensure attendance policy here](#).

#### Student Employment Policy

Students are encouraged to limit employment while enrolled in classes. Students who must be employed should arrange their schedules to accommodate all clinical and didactic work as well as study time needed to be successful in nursing courses. If a student is absent due to employment requirements, that absence will not be excused. Additionally, students may not work a shift prior to their clinical assignment as this contributes to unsafe practices (i.e., working a night shift then going to a day shift clinical).

Students may not have clinical placements in the departments or floors where they are employed. Students are responsible for notifying the [Nursing Undergraduate Office](#) should such a conflict arise.

#### Electronic Communication and Social Media

Use of [ITS](#) and systems is governed by the [Electronic Communication Policy \(EP4\)](#) in the WSU [Executive Policy Manual](#). All policies indicate that equipment and services will be used only for carrying out university business and may not be used for private use.

As future professional nurses with a unique obligation and responsibility, nursing students must be cognizant of the public nature of social media and other electronic communication and the permanent nature of communicating therein. These technologies may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. State and Federal regulations related to confidentiality along with HIPPA require that no patient information be made available to the public. These regulations apply to comments made on social networking sites, and violators are subject to the same disciplinary action as with other HIPAA violations. The NCSBN has an [instructive guide on social media](#) guidelines that we encourage students to regularly review.

All Students are expected to comply with the [WSU College of Nursing Social Media Guidelines](#) including:

- Protect confidential and proprietary information
- Do not post anything that could reflect poorly on the College
- Use WSU College of Nursing intellectual properties only with permission
- Disseminating official information

#### Nursing Buildings & Classrooms



Food and non-alcoholic beverages may be brought into classrooms, offices, and lounges if 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 Computer Laboratory, the Multimedia Laboratory, or any of the Center for Experimental Learning spaces. If a building or room has a non-food/beverage policy that will supersede this policy.

Children are not permitted in the nursing buildings or classrooms. Under WAC 504-36-020, pets are not allowed in university buildings. [Refer to the legislation here](#) for exceptions, which includes trained service animals.

#### Alcohol and Drug Policy

Students are to adhere to the [WSU Alcohol and Drug Policy](#) as outlined in the Executive Policy Manual (EP20) as well as any policies related to drug/alcohol screening on the College of Nursing [policy page](#).

The College of Nursing will engage in a drug screening processes for site requirements or for cause.

#### **Section V: Standards of Conduct for Students**

Students enrolled in the College of Nursing are subject to the standards of performance and ethics developed by the American Nurses Association (ANA) and known as [The Code of Ethics for Nurses with Interpretive Statements](#), as well as subject to the standards summarized in this document, and by the general rules and regulations of the Standards of Conduct for Students as set forth in [Washington Administrative Code \(WAC\) 504-26](#).

Academic dishonesty, discrimination, sexual harassment, and drug and alcohol policies are a few of the Standards of Conduct enforced by the [Center for Community Standards](#). Students are responsible for knowing these standards and may be subject to disciplinary action under the procedures outlined in this document and the procedures outlined in the [Violations and Possible Sanctions](#) section of WSU's Student Handbook for Community Standards.

#### **Non-Integrity Academic Grievance Procedure**

Differences of opinion between students and their instructor may arise. Students and their instructors are encouraged to communicate regularly and directly to resolve such differences. An attempt should first be made to resolve the complaint by an open discussion between the student and the faculty member(s) involved.

Students must follow typical "chain of command" when attempting to resolve concerns. Students should always attempt to resolve concerns with their course faculty first, then Level Lead, then Program Director, then Associate Dean for Academic Affairs, then the Dean of the College.

- If the concern is related to clinical placements, the Level Lead will include the Director of Clinical Affairs in that concern chain.
- If the concern is from a student at a campus other than Spokane, the concern will also be brought to the Campus Academic Director alongside the Program Director. A visual guide is below to assist with this process.

If a student has questions on who is next in the line of communication or wants a review of readability of their communication, they can connect with the college's Director of the Center for Student Excellence. While the Director cannot make decisions to resolve the issues, they are available for process explanation and readability review of the concern. Additionally, the University Ombudsman is available at any stage for advice or assistance in resolving academic complaints.

If that line of communication does not resolve a concern, the student can pursue a formal grievance process. WSU College of Nursing follows the established timeframe and line of communication outlined in [Academic Regulation 104 -](#)



[Academic Complaint Procedures](#). At each stage of the grievance process, the individual addressed will be given 20 business days in which to respond to the grievance via official WSU email and come to a resolution. Should the response be unsatisfactory, the student can then take the grievance and response(s) to the next individual on the list. The process is below, on the following page.

A copy of all written complaints and a written record of all subsequent actions will be filed in a confidential Academic Grievance File in the College of Nursing Academic Affairs Office as well as in the student's official student file.

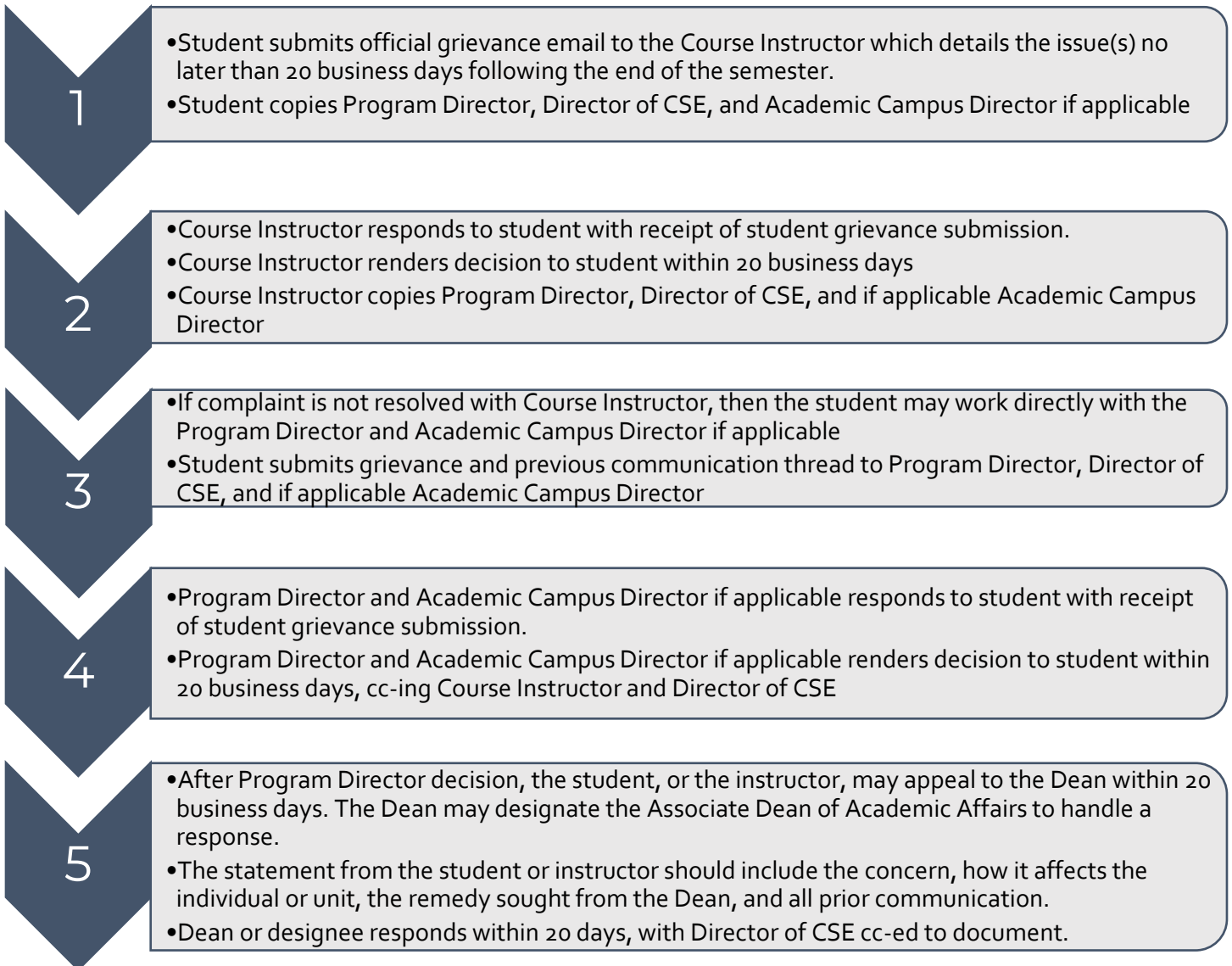
Though chairs and college deans (and program leaders and campus chancellors) may resolve complaints about instruction and grading, they may not change a final grade without the consent of the instructor, except as provided by [Rule 105](#).

#### *Additional Grievance Resources*

- Students who have exhausted avenues provided by WSU and still have unresolved complaints may contact the [Washington Student Achievement Council](#) (WSAC) who has authority to investigate student complaints regarding the University not following published policy or state law.
- WSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU), whose complaint process is [here](#).
- The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints.



### Grievance Process





## **Section VI: Clinical Policies**

Please note that the [WSU Health Sciences Vaccination and Health Screening Admission Policy](#) applies to RN-BSN and BSN students. This policy mandates that the College of Nursing will require - as a condition of admission - certain immunizations and health screenings. The only exemption to these required vaccinations is students that have a legitimate medical condition that make vaccination medically contraindicated. See details in the policy linked above.

### **Vaccine and Clinical Requirements – RN-BSN**

RN-BSN students are held to the above vaccination requirements as part of their experiential learning projects in the community.

### **Vaccine and Clinical Requirements – Prelicensure BSN**

In order to provide clinical rotation opportunities to students, the CON coordinates clinical placements through contract agreements. In these contracts, the CON agrees that placed students will meet requirements. Note that clinical sites may have varying and more stringent requirements beyond those mandated for all students above. These requirements are tracked in CastleBranch.

CastleBranch is the immunization tracking and compliancy company used to verify student and faculty immunizations and clinical requirements. Upon acceptance to the nursing program, you will receive information on how to create your account and how to upload your immunization documents. There are also tutorials on the CastleBranch webpage for additional references if needed.

Once you upload your documents to CastleBranch, a reviewer will verify your document and accept or reject it. If it is rejected, you will receive an email with the reason for rejection and will be asked to upload the correct document. Please take care of these emails in a timely manner as your clinical placement requires 100% compliancy to attend. The Clinical Onboarding Coordinator will also be checking CastleBranch accounts to make sure document dates match those on the clinical passport. If you receive an email from Clinical Affairs, please respond immediately so you don't have to sit out of clinical.

It is the responsibility of the student to respond to any verification/credentialing questions by either Clinical Affairs or CastleBranch. All updates for immunizations, tests, and other requirements must be completed by the date given to you with admissions, prior to the start of classes. Immunizations must be current at all times. A delinquent immunization may affect your clinical attendance. Personal record-keeping of your documents and dates will help you remember when an immunization needs to be updated before the expiration date.

If vaccination status is not current or there is not a response in enough time, **the student risks losing their spot in the clinical agency and/or a revoke of an offer of admission to the program.** To assist in preventing this, Clinical Affairs staff are available to answer proactive questions about vaccination and compliance requirements.

### **Student Appearance Standards**

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.

Students are to follow both the College of Nursing standards and any additional standards of the research settings or clinical agencies to which they are assigned, which may be more stringent. Students are to wear appropriate clothing



while in didactic courses. Students must also wear required attire in clinical/simulation/laboratory settings, which may include scrubs.

Students must comply with course directives regarding appropriate clothing for clinical settings, which may include WSU uniforms, lab coats, and/or professional work attire.

Professional students are expected to maintain personal hygiene and grooming appropriate to the academic or professional environment. Students shall follow established guidelines regarding personal hygiene and grooming as recommended by practice sites, and/or the direction of faculty. Students shall consider health implications for others with regard to personal hygiene (e.g., handwashing, cologne, tobacco products). Students shall value the importance of personal hygiene and grooming for effective interpersonal interactions.

Students should wear their Nursing Clinical ID Badge (not to be confused with their student Cougar Card).

- **Spokane and Yakima:** Clinical Nursing ID Badges for Spokane and Yakima nursing students are billed directly to the student's account. Details are provided during onboarding.
- **Vancouver:** Vancouver nursing students purchase their Clinical Nursing ID Badge online for \$10.00 through the Vancouver campus [Cougar Center](#) using the [WSU Vancouver Nursing Badge Payment Form](#).

### Confidentiality of Patient Records

The following policy on use of patient records has been developed to comply with federal guidelines outlined in the HIPAA regulations. The information below identifies what information is protected under Federal HIPAA requirements:

- Protected health information includes individually identifiable health information (with limited exceptions) in any form, including information transmitted orally, or in written or electronic form.
- "Individually identifiable health information" to mean health information created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse, that could be used directly or indirectly to identify the individual who is the subject of the information.
- Health information must have all of the following removed prior to use outside of a healthcare setting: name; address, including street address, city, county, ZIP code, or equivalent geocodes; names of relatives and employers; birth date; telephone and fax numbers; e-mail addresses; social security number; medical record number; health plan beneficiary number; account number; certificate/license number; any vehicle or other device serial number; web URL; Internet Protocol (IP) address; finger or voice prints; photographic images; and any other unique identifying number, characteristic, or code (whether generally available in the public realm or not) that the covered entity has reason to believe may be available to an anticipated recipient of the information, and the covered entity has no reason to believe that any reasonably anticipated recipient of such information could use the information alone, or in combination with other information, to identify an individual. Thus, to create de-identified information, entities that had removed the listed identifiers would still have to remove additional data elements if they had reason to believe that a recipient could use the remaining information, alone or in combination with other information, to identify an individual. For example, if the "occupation" field is left intact and the entity knows that a person's occupation is sufficiently unique to allow identification, that field would have to be removed from the relevant record.

### Patient Record Handling

- Students may not make copies (photocopies, computer printouts, etc.) of any material from a patient record. If students are required to generate a SOAP note or comprehensive assessment note as part of their course requirements, the student must take HIPAA-compliant handwritten notes in the clinical setting to reference



later to complete the course requirement. Making a copy of the patient's record is a HIPAA violation and may result in a course failure and/or removal from the program.

- The student must follow any special regulations for the use of patient records per agency protocol.

### Medication Administration

It is the standard of the Washington State University College of Nursing that students enrolled in all clinical courses will practice within the scope of the clinical curriculum and under the direct supervision of their assigned clinical faculty, supervising nurse, or practicum preceptor.

The policy guidelines in [the policy](#) refer only to those student activities which are completed during scheduled clinical hours and experiences for which they are receiving course credit. These policy restrictions and guidelines are not all-inclusive. Rather, they are intended to provide guidance to students, clinical faculty, supervising registered nurses (RN) or licensed practical nurses (LPN), mentors, and contracted clinical sites. Site-specific medication policies must be included in student orientations. Contracted clinical facility restrictions or limitations, which are more restrictive than these guidelines, will supersede any aspect of this policy.

### Clinical Incident and NCOAC Incident Report

To report injury, harm, or near miss to a patient or client, students must complete the [Nursing Care Quality Assurance Commission \(NCOAC\) Incident Report](#).

This critical incident report documents "... events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances" ([WAC 246-840-513](#)).

1. The incident report must be completed by the student involved **within 24 hours of the incident**.
2. The faculty and preceptors at the CON then have 24 hours to report to the NCOAC, on forms provided by the commission, on the events involving that student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances.

When submitted via the online system, this report is delivered directly to the NCOAC as well as to the designated College of Nursing program director indicated on the form. Program directors review the reports and develop action plans with faculty case-by-case and annually.

### Clinical and Sections Change Policy for BSN Pre-Licensure Students

The Clinical Affairs department in the College of Nursing determines individual student enrollment in each section of a clinical course, through random placement. The Clinical Affairs office staff provide support to students to meet all agency-specific required onboarding.

The pre-licensure BSN program clinical section size is guided by Washington Administrative Code ([WAC 246-840-532](#)).

Faculty of clinical courses are provided workload assignments based on the number of students per section.

Additionally, "seats" for placements in agencies affiliated with the CON are fixed and limited by the agency or clinical grid and can change based on agency availability.

### Procedure

1. Students must submit all clinical onboarding requirements prior to the deadlines provided by the Clinical Affairs office.
2. Students must respond to Clinical Affairs staff requests for additional items or changes to submitted items in a timely manner (by due dates posted on the CON website or by deadline dates provided by Clinical Affairs)





credentialling and onboarding staff), **including during academic breaks/holidays**. Delays in meeting clinical onboarding requirements may delay the students' clinical start date or result in students being deferred to a future semester based on space availability in the cohort.

3. Students must meet all agency-specific requirements which may differ, or add to, the clinical passport descriptions on the CON web page or the general health sciences vaccination requirements.
4. If more than one agency is utilized for a single section, students are not permitted to independently change their clinical section, preceptor, nor clinical agency.
5. Students may submit a request to the cohort's Lead faculty and the Director of Clinical Affairs to move from one agency to another or to move from one section to another. Requests will only be considered for accommodations from the Access Center, or if there is a section or agency with fewer students than was expected by the CON or the agency.
  - For accommodations based around medical exemptions, students must first follow the exemption process with Cougar Health. If the exemption is approved, students then work with the Access Center to process a request for determination of reasonable accommodation. Private medical information should not be given directly to Clinical Affairs.
  - For non-exemption accommodations, students must work with the Access Center to process a request for determination of reasonable accommodation. Private medical information should not be given directly to Clinical Affairs
  - Students or their relations (family, friends, etc.) are not permitted to develop nor set up clinical placements independently of the Clinical Affairs office. All communication with agencies must be through the Clinical Affairs office.
  - Changes from one agency to another or from one section to another may interrupt or delay clinical experiences until all clinical credentialling and onboarding has been completed for the new agency. In limited cases, a change in clinical agency may also interrupt program progression.
  - The CON and/or the agency reserves the right to deny clinical section or agency changes if there is undue burden on faculty, staff, or agencies.
6. The Clinical Affairs staff will attempt to give the student notice of approved section or agency changes three (3) business days prior to the next clinical day at the new agency. Lead or clinical course faculty will identify the appropriate preceptor for precepted clinical experiences in accordance with [WAC 246-840-533](#).

### Annual requirements

The following annual requirements apply to current undergraduate nursing students. RN-BSN students must meet these requirements prior to practice experience courses (NURS 465 and NURS 495). BSN students must meet these in their second and beyond semesters of study. Please keep this in mind as you continue your education.

- **Annual TB:** Annual TB: An Annual TB is required each year (before your TB expiration date). All students must submit evidence of the 2-step, PPD or Quantiferon/IGRA to CastleBranch. If a student has a Positive TB test, please contact Clinical Affairs.



- **Influenza:** All students must submit evidence no later than October 1 each year of a current immunization against influenza.
- **WSP (WATCH) Report:** Go to [WSP](#) to set up an account. The cost is \$11 with debit/credit card. The results are immediate once the information is complete. Save a copy and upload to CastleBranch. The report is due by June 5 for each fall semester.
- **Criminal History Disclosure:** This [form](#) is to be filled out the same time as the WSP/WATCH.
- **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](#). This policy covers your student experience, not your professional work experience.
- **CPNW Clinical Learning Modules:** All new and returning BSN students must complete the Clinical Learning Modules each fall to meet the clinical agency requirements. Module instructions will be available approximately the first week of July. Students will be notified when they are ready to complete. RN-BSN students do not have this requirement.

## **Section VII: Additional Information**

### **Technical Standards**

Nursing students must meet the appropriate Technical Standards for their program independently, with or without reasonable accommodation, to support successful progress through and graduation from their respective curricula. These requirements pertain to all student conduct regardless of setting (e.g., classroom/didactic, office, on-campus simulation, or off-campus clinical, email communication, etc.).

Students are encouraged to review these Technical Standards to become familiar with the skills, abilities, and behavioral characteristics required to complete the programs. Students who have questions about these Technical Standards or who may require reasonable accommodation should contact [WSU Student Campus Accommodations](#) department at the campus in which they are registered.

- RN-BSN Technical Standards [may be found here](#)
- BSN Technical Standards can be found on the [Policies & Procedures](#) site starting Spring 2023

### **General Information**

#### Directory for College of Nursing Faculty and Staff

Contact information for all College of Nursing faculty and staff is located at [College of Nursing Faculty & Staff Directory](#)

#### Academic Calendar

The [Academic Calendar](#) located on the WSU Registrar website provides relevant deadlines for registration, fees, applications, enrollment, exams, holidays, and other important information.

#### Library Services

[WSU Libraries](#) is dedicated to supporting the research needs of students. Washington State University Libraries have more than two million books and over 30,000 journal and magazine subscriptions. Media, maps, microforms,



government publications, eBooks, electronic journals, manuscripts, archives, and special collections additionally support WSU's teaching and research programs. Approximately 35,000 volumes are added to the collection annually. WSU Libraries are a member of a consortium of 37 other libraries in Washington, Oregon, and Idaho, with access to an additional 28 million items. The libraries also offer access to the full text of over 25,800 digital resources, including current journals, books, documents, and more.

Refer to the [College of Nursing Library Services](#) for campus-specific information.

### Online Course Access

Nursing courses use Canvas, an online Learning Management System (LMS), to deliver course content. Students will receive LMS access to courses after they have a WSU Network ID and have registered for courses. Access the site to find course syllabi, communications from faculty, and other important information.

### University Writing Portfolio

Completion of the University Writing Portfolio is a graduation requirement at WSU. Upon reaching 60 credits, students receive a registration hold as indication that their University Writing Portfolio is due. The University Writing Portfolio is a mid-career diagnostic to determine if students' writing abilities have advanced in ways that can handle the writing demands of upper-division courses and courses in their majors. Specific submission guidelines and forms are online and available for download as pdfs. They include step-by-step instructions on how to complete the writing portfolio.

Visit [the University Writing Portfolio](#) page for more information.

### Applications for Degree

It is the responsibility of each student to meet the graduation requirements. This includes fulfillment of the University Common Requirements (UCORE), nursing degree requirements, writing portfolio, total hours required for the nursing degree, and submission of all forms and fees. Students should check their degree audit for any deficiencies and reach out to academic advisors if any questions emerge. If an academic advisor warns a student that they are missing something, it is the responsibility of the student to provide information (such as ordering an official transcript) as soon as possible. Delays may affect the timing of degree posting and subsequent licensing or post-graduation tasks.

### Applications for graduation

Students will receive notice from their myWSU portal when it is time to complete their application for graduation. It is important to apply early. Students are encouraged to check their degree audit for any deficiencies. If the student's graduation date changes, it is the student's responsibility to notify their advisor.

All requirements related to participation in campus graduation ceremonies will be sent to students during their final semester. Information on renting or buying regalia comes from WSU itself and is sent directly to each student after the start of their graduating semester.

### Other Student Resources and Information

It is HIGHLY recommended that students retain a copy of syllabi, clinical evaluations, and other items that will prove useful in applying to graduate programs or jobs.

Other student resources and information can be found on the CON [website under Students](#).