

WELCOME & ABOUT

Welcome to the College of Nursing (CON) at Washington State University (WSU)! We are delighted that you have joined our College as a professional DNP student. Our goal is to train tomorrow's nurses who are compassionate caregivers, excellent leaders, nurse scientists, and nurse educators who make valuable and lasting contributions in their communities. To achieve this goal, the College of Nursing programs are rigorous but student-focused, technologically enhanced, and personalized. You will be challenged, but also nurtured, to develop professional nursing competencies expected for your degree level.

The policies and procedures in this handbook are for the Doctor of Nursing Practice (DNP) professional program. They have been officially approved by our faculty. Failure to follow these policies and observe the degree requirements inevitably results in complications and could delay or jeopardize completion of your degree.

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

Specific forms, websites, 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](#).

Lastly, a glossary is available at the end of this document, [linked here](#).

Welcome to WSU!

Chris Sogge
Director, Center for Student Excellence

TABLE OF CONTENTS

SECTION I: ORGANIZATION3

SECTION II: PROGRAMS3

SECTION III: SUPPORT AND PROGRESSION4

 TRANSFERRING CREDITS5

 GRADING POLICY5

 UNSATISFACTORY STUDENT PERFORMANCE7

 DNP DISMISSAL8

SECTION IV: ACADEMIC POLICIES & PROCEDURES 9

 UNIVERSITY POLICIES9

 COLLEGE OF NURSING POLICIES10

SECTION V: STANDARDS OF CONDUCT FOR STUDENTS11

 ATTENDANCE13

 COMMUNICATIONS13

 NON-INTEGRITY ACADEMIC GRIEVANCE PROCEDURE14

SECTION VI: CLINICAL POLICIES16

 CONFIDENTIALITY OF PATIENT RECORDS17

 MEDICATION ADMINISTRATION18

 CLINICAL SITE REQUIREMENTS18

 CLINICAL/PRACTICUM HOURS20

 CLINICAL SYSTEMS MANAGEMENT21

 CLINICAL FACULTY AND NP CLINICAL EVALUATOR21

 REQUIRED DOCUMENTATION AND PROGRESSION21

 DRUG SCREENING POLICY21

 TECHNICAL STANDARDS21

SECTION VII: ADDITIONAL INFORMATION22

 GENERAL INFORMATION22

 SAFETY INFORMATION23

 GLOSSARY24

SECTION I: ORGANIZATION

The WSU College of Nursing (CON) Doctor of Nursing Practice (DNP) is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#).

Students are encouraged 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 CON at Washington State University offers the following [Doctor of Nursing Practice](#) (DNP) specialty tracks with a majority of coursework held online. All program outcomes are developed based on national standards for doctoral education. Information on program outcomes, requirements, and additional information can be found on each program's linked website.

DNP

The Doctor of Nursing Practice program is designed for licensed RNs with a bachelor's and/or master's degree in nursing who wish to earn a doctorate in nursing practice. Nurses with a DNP possess expertise in theory, practice, and leadership. Students must choose one of the options of specialty tracks: tracks of specialization: family nurse practitioner, psychiatric mental health practitioner, or population health. The program is considered "hybrid" with most of the instruction offered online, and some required attendance of scheduled classroom time on the student's campus of registration. In-person class sessions are typically block-scheduled so that students can attend each of their courses in a 1–2-day block (for example, class sessions might be scheduled August 21 and 22, though some courses require lab intensives that are scheduled separately from the typical block scheduling).

DNP-Family Nurse Practitioner (FNP) Track

The DNP-FNP program is designed to prepare the student for a career in primary care. [In many states](#) an FNP has full practice authority. The FNP may assess, order, and interpret diagnostic tests and diagnose and manage health problems (including the prescribing of medication). FNP's promote health and wellness through patient education and empowerment.

Graduates of the DNP-FNP program may take the Family Nurse Practitioner certification examination offered by *either* the American Nurses' Credentialing Center or the American Academy of Nurse Practitioners Certification Board to become certified and then state licensed.

DNP-Psychiatric Mental Health Nurse Practitioner (PMHNP) Track

The DNP-PMHNP program is designed to prepare the student for a career in primary care. [In many states](#) a PMHNP has full practice authority. The PMHNP may assess, order, and interpret diagnostic tests within scope and diagnose and manage psychiatric-mental health problems and disorders.

Graduates of the DNP-PMHNP program are eligible to take the Psychiatric Mental Health Nurse Practitioner examination offered by the American Nurses' Credentialing Center to become certified and then state-licensed.

DNP-Population Health (PH) Track

The DNP-PH prepares students to work in community health or public health to improve health care systems and population health. Health policy, epidemiology, and health promotion are core concepts of the program. Students learn how to audit and analyze the effectiveness and scope of community health programs in partnership with other professional disciplines and local organizations. Students will also enhance their skills in interprofessional collaboration, application of evidence-based practice, health information systems, organizational systems, and leadership.

There is no nursing-specific certification option for public health, but graduates may meet qualifications for the Certification in Public Health: <https://www.nbphe.org/>.

DNP Post-Master's, General

The DNP Post-Master's General program is available to nurses with a master's degree who want to advance. It is focused on evidence-based practice, leadership, and research.

Graduate Certificates

The CON offers 3 certificates: Nursing Education; Nursing Leadership, and Public Health. Many DNP students opt to add in these certificates to their progression plan. Details are at <https://nursing.wsu.edu/graduate-certificates/>. Please talk to your Academic Coordinator if you are interested in adding a certificate.

SECTION III: SUPPORT AND PROGRESSION

Admitted graduate students will be supported by Academic Coordinators, Academic Success Coaches, and faculty mentors. To help understand where to start with any questions, know that [Center for Student Excellence](#) (CSE) Coordinators and Coaches help students by:

- Referring students to appropriate resources and opportunities
- Facilitating safe and private spaces for advising/coaching, 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

[Academic Coordinators](#) support students with:

Creating progression plans 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

[Academic Success Coaches](#) support students who want to become stronger learners. Whether you are facing specific learning challenges, or you just want to sharpen your strategies, coaches support you with:

- Learning strategies
- Time management
- Test-taking skills
- Health and wellness tips
- Peer mentorship connections and opportunities

Faculty support for graduate students includes:

Department Chair, Advanced Practice and Community-Based Care

The Department Chair oversees all graduate programs.

Program Director

Program Directors are College of Nursing faculty members overseeing a graduate program, such as the DNP program.

Faculty Mentor

Each graduate student registered for classes is assigned a graduate faculty mentor. These assignments are made by the end of the first Fall semester by the Academic Coordinator in conjunction with the Department Chair, relevant to each student's progression plan.

Students are urged to maintain contact with their faculty mentor and to consult with them regularly concerning matters related to the academic program and professional development. It is required that students meet with their faculty mentor each Spring to complete the Annual Review document by the identified due date. Information is sent out to students in advance each Spring semester.

The mentor's responsibilities in relation to each graduate advisee are to:

1. Be acquainted with the student's interests/needs
2. Sign any change of status forms
3. Be informed about the student's progress in the program
4. Counsel regarding academic questions or problems
5. Counsel regarding workload and course requirements to achieve a successful academic outcome

Faculty advisors are not to recommend progression plan changes or changes related to progression/enrollment. Those changes are overseen by the Academic Coordinator.

Transferring Credits

Students who have graduate course credits from other graduate programs or institutions may request to transfer those credits into the DNP program. Students from graduate programs that are online-only may still have their credits evaluated. Please note that specialty, track-specific hours for practicum may need to be taken regardless of other credit hours that are accepted.

Those transferrable credits are reviewed by the Program Director to ensure they meet the equivalency of required courses, though no more than 50% of the program can be transferred. To be considered, students must have earned a minimum grade of B, the course credit must be equivalent to the WSU course that would be waived or substituted, and the course must have been taken within 10 years.

Students should contact their Academic Coordinator to start the evaluation process. They must prepare a letter of request alongside the course syllabus. From there, the Program Director will evaluate the transfer request. If approved, Coordinators will make an adjustment in the student's academic record to indicate that the transfer request was approved.

Grading Policy

The CON applies a grading scale as outlined by [WSU Academic Regulations](#).

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.

The CON does not count WSU-given Satisfactory/Fail (S/F) grades towards program requirement total credits.

Minimum GPA

In order for graduate students to be considered in good academic standing, the CON requires students to maintain a minimum 3.0 cumulative GPA.

A graduate student who has completed the first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue. Probationary status is only available to students immediately following their first semester, and review will occur at the

end of their second semester. Students may petition the [Graduate Admissions and Progression](#) (GAP) Committee to extend their probationary status an additional semester.

For most graduate students, the minimum grade that can be accepted for credit is a C (73%) and any student who obtains less than a C (<73%) in a course must repeat that course. Note the exception of DNP Project courses (NURS 557, NURS 558, and NURS 559) which require a minimum grade of B (83%).

No graded courses of B- or below may be dropped from a progression plan for an advanced degree nor can a course be repeated for a higher grade if the student received a final grade of C or higher. Any course listed on the progression plan for which a grade of C- or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the progression plan, except for the first grade for a repeated course, will be averaged into the student's GPA. The repeated course does not replace the grade for the prior course on your transcript; however, only the "passing" grade is used in the GPA calculation. If a course is repeated, it may only be used once to fulfill graduation requirements.

Satisfactory Student Performance

Students must maintain the minimum cumulative GPA as discussed in this handbook.

Time Limits & Considerations

Maximum time allowed for completion begins from the earliest course listed that applies toward the degree. DNP progression plan options are 3 or 4 years, and DNP students must complete their degree within 5 years from time of admission. Additionally, once students have started their DNP project they must continue in consecutive semesters.

A student must register according to the required courses in the agreed upon progression plan and stay consecutively enrolled in each term (Fall, Spring, Summer), unless on an approved leave of absence with the CON.

Graduate leave is available to those students who must be away from active enrollment for one or more semesters and have successfully completed at least one semester of study. Students who wish to request graduate leave must contact their Academic Coordinator to start the process. Per WSU policy, official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.

Students who have resigned from the CON; who fail to maintain continuous enrollment status; whose official leave of absence status has expired; or whose time limit for completing the degree has expired must fully reapply for admission to the CON. Such students must pay the non-refundable application fees. Readmission is not guaranteed. Students who have been disqualified from the CON are not allowed to reapply.

Progression Plan

Each student is provided a progression plan upon completion of the required orientation and completion of onboarding requirements. Students must follow their progression plan and remain in their admitted campus. If a student needs to change their plan or campus and wants to explore an alternate plan they must contact their Academic Coordinator.

Students who need to move from their initial, admitted location must inform their Academic Coordinator and the DNP Director immediately. A change in clinical placements may not be possible. Additionally, movement out of state will significantly impact the student's ability to have any placement due to local-only affiliation contracts.

- If the move is within OR, WA, or ID: email the Academic Coordinator, Clinical Coordinator, and DNP Director
- If the move is to somewhere outside of OR, WA, or ID: email the Academic Coordinator and DNP Director

DIVE (DNP Intensive Visit Experience) Series

The DIVE series are mandatory events for all DNP students, with locations and dates based on the Program of Study (FNP, PMHNP, Post-Master General) as well as the Progression Plan (Full time or Part time). For the Full-Time student, the DIVE series will begin in their second year, spring term. For the Part-Time student, the DIVE series will begin in their third year, spring term. These are designed to help students develop specialty-specific clinical skills through hands-on workshops and seminars designed to achieve essential competencies and proficiencies.

- There are 3 DIVE events for the FNP and PMHNP students, and only 1 DIVE for the PM General student.
- Once a student attends DIVE series I (timed to start in Spring with N518), they will follow for 2 subsequent terms (DIVE 2 in Summer and DIVE 3 in Fall).
- Spokane students will stay in Spokane for the Spring and Fall DIVE event.
- Vancouver students will stay in Vancouver for the Spring and Fall DIVE event.
- Tri Cities and Yakima students will travel to Spokane for the Spring and Fall DIVEs.
- All DNP students will go to Tri Cities during Summer term.
- DNP Post-Master General students will only attend the summer DIVE, held in Tri Cities.
- Students are responsible for their own travel and lodging. If there are any concerns about attendance, please contact the DNP Program Director.

Unsatisfactory Student Performance

During the semester, if a student is doing unsatisfactory work, the instructor will complete a [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 should take to resolve the issue. PIP copies may be made for required documentation within a student file, and both the instructor and the student should keep a copy of the PIP for their own records. Students are required to discuss PIPs during their annual review with their faculty advisor.

Clinical activity deemed unsafe will also result in the student completing a clinical incident report. Information on incident reports is found in [Section VII](#) of this handbook.

Students who receive a grade of I, 72% or less (C- or less), or a withdrawal for a course are not considered to have passed that course in a satisfactory manner. Students must complete additional steps to be approved to maintain their standing in the program.

Additionally, students who withdraw from two or more courses with a "W" grade posted on their transcript must demonstrate good academic standing prior to the withdrawals and petition for permission to continue in their degree plan.

To petition to continue, students must adhere to the Graduate Progression Appeal Process section below. The Graduate Admissions and Progression (GAP) Committee is the governance body that reviews those requests. Students may not register for future nursing courses until completion of GAP Committee review and formal reinstatement in the program.

Graduate Progression Appeal Process

The GAP Committee at the College of Nursing is tasked with acting on matters related to academic progression, academic problems, and reinstatement of graduate students. The committee reviews each student that appeals through the below process:

1. The student should connect with their Academic Coordinator to review the appeal process and make an alternate plan of study if necessary. Coordinators are available to review readability of the progression letter.

2. The student will create a progression letter to the GAP Committee. That letter should include:
 - a. course(s) for which they received an unsatisfactory grade
 - b. a statement providing a perspective of why they did not receive a passing grade, and their plan of action to be successful if recommended to continue
 - c. any other information they would like the GAP Committee to know
3. This letter should be submitted to their Academic Coordinator by the day prior to the scheduled GAP meeting.
4. The GAP Committee will weigh all input and communicate their decision as a recommendation to the Program Director.

The GAP Committee is tasked with determining an outcome to this review, including the potential for dismissal. This determination is based on policy, PIPs, the student letter, and other potential documentation.

DNP Dismissal

The principal conditions for continued registration/enrollment of a DNP student are: the timely and satisfactory completion of the university and degree program requirements; continuing to meet the technical standards of the program; fulfillment of minimum progress requirements; and meeting standards of professional behavior. The guidelines that follow specify procedures for dismissal of DNP students who are not meeting these conditions.

A student will be recommended for dismissal from the DNP program should they fail to adhere to the regulations and policies set forth in this handbook and WSU regulation. Reasons for dismissal include, but are not limited to, the following conditions for the student:

- Failing to maintain minimum GPA requirements
- Failing to maintain satisfactory enrollment due to excessive leave of absences, incompletes, withdraws, or otherwise exceeding the maximum allowable time frame
- Failing to maintain Clinical Passport compliance related to admission, continuous enrollment, or other requirements from Clinical Affairs
- Engaging in a pattern of professional misconduct or a single serious incident of misconduct.
- Failing to meet the [technical standards](#) of the program
- Being on Academic Probation and not meeting probationary requirements, such as not completing the probationary plan.
- Not adhering to WSU policies as detailed in the [Student Handbook for Community Standards](#). Those include:
 - Alcohol and drug policy compliance
 - Harm (or potential harm) to others
 - Sex & gender-based violence or harassment
 - Academic Integrity (cheating, plagiarism, fraud, etc.) violations
 - Patterns of clinical placement concerns or a single egregious concern (i.e. a background check failure)
 - Other violations (theft, trespassing, hazing, etc.)

The Program Director will meet with the student to review concerns and documentation prior to requesting dismissal. They will also consider if the student is disqualified or eligible to reapply to the program. Examples leading to disqualification may include, but are not limited to, patient safety concerns, unsafe or threatening behavior, or similar issues.

If dismissal is requested, the Program Director will inform the student with a written email. A copy will be included in the student's file. The Program Director also will inform the student if they are eligible to reapply or disqualified from future applications for admissions.

If dismissal is not requested, the Program Director will provide the student with a written warning via email and include a copy in the student's file. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical site. The Program Director will work with the Department Chair to discuss the remediation plan, resources requirements, and other parameters. Remediation may 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 for that course.

Readmission to the program will be determined by the availability of seats in that semester. A student will be readmitted when a seat becomes available, with notification going to their WSU email. 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, if applicable), they will follow the [return to practicum following academic gap policy](#).

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 graduate 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 graduate nursing education.

Students are strongly advised to seek guidance from their campus Academic 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. WSU's [Academic Integrity policy](#) will be strongly enforced in all College of Nursing programs. 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 faculty.

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 Washington Administrative Codes (WAC): [Acts of Dishonesty WAC 504-26-202](#) and [Cheating WAC 504-26-010](#). Additionally, [Violations and Possible Sanctions](#) outlines potential WSU sanctions for Academic Integrity Violations. 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 addition to sanctions that WSU may require of the student, the CON will also provide any of the following sanctions as deemed appropriate by course faculty: re-write the assignment, demonstrate knowledge through a make-up assignment, fail the assignment, be removed from class/clinical setting, and/or fail the course. In some cases, the violation may lead to the student's dismissal from WSU College of Nursing.

College of Nursing Policies

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

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. 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) also will confirm that waiving the course will not affect graduation nor academic requirements. Next, the Program Director or Department Chair may/may not approve the waiver request based on course instructor recommendation.

Specialty Track Transfer Policy

Students may request to change specialty tracks within the DNP program. To do so, they must follow the [policy 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](#).

Students who need to move from their initial, admitted location must inform their Academic Coordinator and the DNP Director immediately. A change in clinical placements may not be possible. Additionally, movement out of state will significantly impact the student's ability to have any placement due to local-only affiliation contracts.

- If the move is within OR, WA, or ID: email the Academic Coordinator, Clinical Coordinator, and DNP Director
- If the move is to somewhere outside of OR, WA, or ID: email the Academic Coordinator and DNP Director

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 should not have clinical placements in the departments or floors where they are employed. Students are responsible for notifying the [Clinical Affairs Office](#) should such a conflict arise. Students cannot accept payment for internships/projects while earning credit for coursework within any facility as they are in “student status.”

Clinical at Student's Place of Employment

Clinical hours in the workplace follow strict requirements. Students may complete clinical hours within the organization where they are employed but not within the same unit or under the same supervisory area, and no reimbursement will be given for [clinical/practicum hours](#). DNP Projects may be arranged in the student’s employment setting under strict guidelines from faculty. None of the hours associated with the project can be reimbursed by the employer. The project team must include others who do not normally supervise a student as an employee.

The unit where the student works or the individual in charge of their usual work performance cannot be used as a clinical site or clinical preceptor. Students may, however, work in a different area/unit of their employment site in a non-paid position. For example, if the student is an ICU nurse at Hospital X and wants to complete a clinical/practicum at a clinic associated with that hospital, then the student can complete the total required program hours at that site. A student cannot complete a clinical rotation in a site where a family member or close friends work. Further, no family member, close friend or peer WSU DNP student can be an approved preceptor. No exceptions are made to this policy.

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 Experiential Learning spaces. If a building or room has a non-food/beverage policy, that policy 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 process for site requirements or for cause

SECTION V: STANDARDS OF CONDUCT FOR STUDENTS

Students enrolled in the College of Nursing are subject to standards of performance and ethics of the profession. Violations of conduct include issues related to professionalism, communication, dishonesty about compliance status, anything within [The Code of Ethics for Nurses with Interpretive Statements](#), and/or the standards in this handbook.

Further, as a whole, WSU students must adhere to the general rules and regulations of the Standards of Conduct for Students as set forth in [WAC 504-26](#). 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.

DNP Professionalism

Professionalism is an expectation of doctoral-level professional nursing students. Professional behavior guidelines are intended to ensure safe, ethical, respectful, and professional conduct by DNP nursing students. The following additional guidelines will apply to the educational preparation, experience, knowledge, and conduct of the professional DNP nursing student enrolled at Washington State University College of Nursing.

Any significant or consistent issues with professionalism will result in a Performance Improvement Plan (PIP) and the student being put on Professional Probation. Continued failure to adhere to any component of this policy or student handbooks will result in academic counseling, review by the GAP Committee, and possible failure of the course and/or dismissal from the DNP program.

In addition to the general graduate student expectations mentioned in this handbook, the following behavior standards are expected of WSU DNP students. Failure to meet these standards may be grounds for dismissal:

Presence Standards

- Be present on campus to meet the academic and research expectations of the degree program.
- Keep appointments with CON staff and faculty or reach out in advance if you have to reschedule. Keep rescheduling to a minimum.
- Maintain mature, sensitive, effective, and professional relationships with patients, students, faculty, staff, other professionals, and clinical training site personnel under all circumstances, including highly stressful situations.
- Appear focused and engaged in class meetings as evidenced by: having video on when possible (if sharing space with others who can't/don't consent then leave video off) and not being distracted by other tasks, phone calls, texts, or work.

Emotional Standards

- Continually perform self-assessment and seek out additional supervision whenever the students' role in the care for a patient is inadequate because of lack of knowledge or experience.
- Be able to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to the program or coursework.
- Be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy.
- Acknowledge that values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others.
- Be able and willing to examine and change behaviors when they interfere with productive individual, team, or patient care relationships. Take personal responsibility for learning without deflecting or blaming.
- Demonstrate an eagerness to learn - be proactive and seek clarification regarding challenges or confusion in a timely manner.

Academic Standards

- Successfully complete suggested action plans or interventions to correct knowledge or skill deficit areas. These are created to prevent harm to patients or jeopardize relationships with clinical training site partners.
- Meet professional expectations set forth by the college or a practice site (such as timely completion of co-curricular and progression plan requirements, advising, required on-boarding activities, trainings, arrival and departure time, dress code, or similar requirements).
- Meet DNP program's Technical Standards, with or without accommodations.
- Do not abuse or excessively use course Withdrawals or Leave of Absences.

Communication Standards

- Have a courteous, respectful, timely, and non-disruptive communication with and demeanor to all members of the CON community and beyond. Respect boundaries around the timing and mode of communication. This includes contacting only during normal business hours, contacting CON staff and faculty only through their WSU information (unless otherwise permitted), and being reasonably patient when waiting for replies.
 - Contacting outside of WSU modalities (via texting or with a personal phone) is only to be done with permission, and permission may change at any time. Such contact should also only be done if there is an educational need in order to adhere to FERPA.

Throughout the admission process and while progressing through the nursing programs to graduation, all CON students must conform to reasonable standards of performance and behavior related to communication, behavior and emotions, professional conduct, and technical skills. Students who fail to conform to reasonable standards of performance and behavior in the classroom, online, in clinical agencies, as well as on campus and within the community, may be dismissed from the program.

Attendance

Attendance is determined by the faculty of the course. *Unless otherwise stated by the course faculty in the individual course syllabus*, the CON has a mandatory attendance policy regarding all course, clinical, practicum, laboratory, simulation, and their respective orientations.

Students are expected to be prompt and regular in attending all scheduled learning activities, including face-to-face classes, laboratory, simulation, and clinical/practicum experiences as well as all online discussions or meetings. Any unexcused absence may result in a failing grade and/or the student placed on Academic or Professional Probation.

Unless otherwise stated, students are expected to be prompt and regular in attending classes, turning in assignments on time, and in taking exams when scheduled. Faculty may establish additional rules for attendance and make-up exams, these changes will be clearly articulated in writing.

Communications

The College of Nursing uses electronic means to disseminate information and communicate. This information may be important and/or time sensitive. Thus, timely review and response to email messages is vital to success for all members of the College of Nursing. Please see student expectations, etiquette, and procedures [in the policy here](#).

Electronic Communication and Social Media

Electronic systems are 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 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 HIPAA 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 National Council of State Boards of Nursing (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 from the Marketing Director
- Disseminating official information

Non-Integrity Academic Grievance Procedure

Differences of opinion between students and their instructors 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. If either the faculty or the student would like a third party to be in attendance at that open discussion, CSE advisors are available.

If complaints with the instructor directly are not resolved by that open discussion, the student may initiate a formal grievance within 20 business days following the end of the semester. 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.

Students must follow the typical “chain of command” when following the grievance procedure: course faculty, then Level Lead, then Program Director, then Department Chair, then the Dean of the College or designee. If the concern is related to clinical placements, the Level Lead will include the Director of Clinical Affairs in the 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.

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 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



If the concern is from a student at a campus other than Spokane, the concern will also be brought to the attention of the Campus Academic Director at the same stages as the Program Director.

SECTION VI: CLINICAL POLICIES

[Practicum/clinical experiences](#) are an important aspect of education as a DNP student in the College of Nursing at WSU. It is the practicum/clinical settings that provide students an opportunity to apply theoretical and evidence-based knowledge gained in other courses, adding hands-on patient care experiences to develop and advance nursing practice. The emphasis in the Graduate Practicum/Clinical experiences is on the development of clinical and professional expertise necessary for comprehensive primary care practice or population practice in a variety of settings.

Clinical Passport

The College of Nursing calls the combination of proof of licensure, immunizations, required trainings (e.g. CITI modules), and certifications (e.g., CPR.) the “Clinical Passport.” This combination of requirements is part of our contractual agreement with agencies and therefore is a clinical requirement for every student. For specific Passport requirements, please access the [Graduate Passport Requirement](#) website.

All students must keep their passport documents up to date at all times while in the program. While we understand your RN employer may provide some of these renewals or immunization updates, students may be required to obtain updates outside of what is offered by your employer to ensure your Passport is always up to date.

Vaccine and Clinical Requirements – DNP

Please note that the [WSU Health Sciences Vaccination and Health Screening Admission Policy](#) applies to DNP 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.

To provide clinical and project opportunities to students, the CON coordinates and executes clinical training agreements with healthcare partners. In these agreements, the CON agrees placed students will meet specific onboarding requirements. Clinical sites may have varying and more stringent requirements beyond those mandated for all students above.

The College of Nursing partners with CastleBranch to track student immunizations/tests and other required information needed for clinical compliance. Upon acceptance to the nursing program, you will receive information on how to create a CastleBranch account and how to upload documents to complete all requirements.

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 you will be asked to upload the correct document. Please take care of these emails immediately as your clinical and project placement requires 100% compliance to attend. Please check your spam folder or adjust your filter settings to allow for communications from CastleBranch.

It is the student’s responsibility to respond to any verification/credentialing questions by either Clinical Affairs or CastleBranch. All updates for immunizations, tests, and other Passport requirements must be completed by the date given to you from the Clinical Affairs Office. Passport requirements must be current (compliant) at all times while in the DNP program.

A delinquent requirement, including falling into overdue status, will affect your clinical and project attendance. **Students will lose their placement in the clinical agency, be removed from the placement immediately and/or is unable to count course hours while out of compliance with requirements in CastleBranch.** Students are unable to makeup hours while out of compliance. Failing to adhere to compliance deadlines will affect student course completion and program progression. Any student who does not meet deadlines or falls into overdue status will receive a PIP from the director of clinical placements and affiliations. Students cannot return to clinical placement immediately until the Onboarding Coordinators release the student via email communications to faculty of record, faculty track lead,

assigned clinical faculty evaluator, and program director while copying the student. Registration for the following semester will be blocked or cancelled if students do not provide required documentation (for all except RN licensure and influenza immunization which fall under varied schedules). Any student who does not meet deadlines or falls into overdue status will be issued a PIP by the Director of Clinical Placements and Affiliations. To assist in preventing falling out of compliance, Clinical Affairs staff are available to answer proactive questions about compliance requirements.

You must maintain current licensure as a Registered Nurse throughout your enrollment in the Graduate program. Further, you must hold a current, active, unencumbered Registered Nursing license in all states in which you complete any clinical activities

For those students in a nurse practitioner (NP) track, the Graduate curricula and these clinical/practicum experiences will meet the eligibility requirements for national certification. The progression of the nurse practitioner courses is defined by developmental prerequisites. NP students may not take courses out of the order identified by the specialty track.

To obtain clinical placement appropriate for the specialty track, students must work closely with the Clinical Placement Coordinator at their campus of registration. Students may only accept placements from their campus of registration. Students are asked to make clinical placement requests to the Placement Coordinators but ultimately will be assigned to an agency that 1) provides the appropriate learning environment; 2) has acceptable preceptor availability; and 3) is within reasonable distance for site visitation by a hired evaluator or faculty member.

While the Clinical Placement Coordinator works diligently to place students in their preferred or requested sites, this is not always possible, and the programs priority is to place students where the best available learning experience and preceptor availability is offered. Students who decline an available placement may have to withdraw from the clinical course, halt their program progression and resume the program at a later time when the clinical course is available again. Expectations and guidance will be provided by the faculty in the student's specialization for requesting clinical placements.

All Nurse Practitioner students should expect that some travel to clinical agencies in other communities will be required during their program as meeting rural and underserved needs is a hallmark of the WSU College of Nursing mission. Qualification for national certification as an FNP or PMHNP includes the requirement that you have completed a minimum of 600 clinical hours supervised by qualified preceptors in settings providing direct clinical care to patients and families within the scope of the specialty. WSU faculty members who are certified and licensed as nurse practitioners teach all courses that include clinical or practicum content in the nurse practitioner tracks to meet this qualification. See the section below about Preceptors to learn more about who may be qualified to serve as your preceptor.

In addition to specialty certification as a nurse practitioner, to qualify as a DNP graduate, you must complete a total of 1000 clinical/practicum hours which include your NP Clinical hours. As a DNP Population Health graduate, you will also need to complete 1000 hours of clinical practice, as with NP students, some of this time is completed in your DNP Project courses.

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. 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.

Travel Related to Clinical Placements

To expose our students to the variety of practice settings and specialty fields available to them as future healthcare professionals, we strive to provide diverse clinical experience locations. Some clinical placements are secured with our community partners across Washington state. Some placements will be located in Idaho, Oregon, and may include some distance to outlying rural areas as one way to accomplish the College of Nursing’s mission. Most clinical experiences require motor vehicle transportation. All students should accept that travel to clinical placements is part of the clinical placement experience. Students are responsible for their own housing, transportation and expenses associated with their required clinical experiences.

Clinical Site Requirements

Securing clinical site placement is a collaborative process. Success occurs as the result of a partnership between students, the administrative staff, and faculty. The college needs the student’s help to identify sites where each would like to be placed and the students need to stay in close contact with the Clinical Placement Coordinators throughout the placement process. Students may not be placed at preferred sites for reasons including but not limited to securing a clinical training agreement, the site’s inability to provide a clinical experience that allows for students to meet

outcomes and competencies, site placement availability, etc. Clinical Placement Coordinators work closely with course and clinical faculty (also known as clinical evaluators) in helping students to find appropriate sites to request. Clinical faculty/clinical evaluators must approve all clinical placements. In doing so they will consider the program outcomes, course outcomes, and the student's overall performance in course work and in previous clinical experiences.

Under some circumstances, faculty may direct students to complete a clinical experience at a specific site or within a specific time frame based on assessment of their progress in the program. When selecting an NP practice site to request, students must ensure that there will be opportunities for direct patient interaction with patients of all ages and healthcare needs (for PMHNP students this means direct, interactive care settings). As an NP student, students must be able to perform assessments, develop diagnoses, formulate treatment plans, and communicate with patients and families about those activities (in collaboration with the preceptor).

Student site(s) should be a setting that will offer the population and scope of care consistent with the practicum course requirements. Clinical faculty, Placement Coordinators and/or program leads can assist students in determining this. In general, family practice primary care sites and any clinical experiences should have relevance to family practice (no OR, transplant unit, trauma nursing, flight/transport nursing; limited if any ER, acute care management units). Psychiatric mental health NP students should identify settings with psychiatric nurse practitioners or psychiatrists performing the full scope of psychiatric care (except for NURS 547, which allows students to be placed with master's level therapists or clinical psychologists).

It is important that students prepare early to ensure that clinical/practicum experiences will be successful. Students should identify clinical site possibilities *6-9 months* before planning to enroll in a particular clinical course. It may be especially difficult to locate preceptors who can provide internship experiences in pediatric (psychiatric or primary care) and obstetrical settings (for primary care) – the CON may need more than one to two semesters to arrange these. Students will receive site request instructions from the Clinical Placement Coordinators to assist you in identifying appropriate clinical sites.

Students may be required to travel and/or stay in outlying communities to secure appropriate clinical placement. We recognize that, while these sites provide excellent learning opportunities, leaving home and family may be difficult for the student. However, no student should be recruiting a site or a preceptor unless the student has been given permission to do so by the Clinical Placement Coordinator at the campus where the student is registered. In the past, clinical agencies have denied programs access to preceptors or the entire agency when students have done this on their own. Additionally, Clinical Placement Coordinators are unable to find alternative placements, so refusing a clinical site could lead to student progression delays. .

Most hospitals and large healthcare organizations and many other health care systems and private practices require that students complete a "Provider Staff" Privileging and/or Credentialing process before beginning any clinical rotation, which may require completion of additional items beyond those required as part of the Graduate Student Passport. For example, some sites require that you complete specialized HIPAA training, computerized charting training, and/or urine drug screening. Completion of these requirements is entirely your responsibility as a student. This process can take weeks to months and should be initiated as soon as a clinical site is obtained. If WSU has been able to obtain the information from the clinical site, specific site requirements and accompanying documents will be communicated to the student.

A preceptor may invite the student to participate in patient care at a secondary site such as a hospital, urgent care center or other agency the provider contracts with (rounds, surgery, treatments, obstetrics, etc.) as part of a clinical experience. If students are providing direct care at the secondary site, they must inform the WSU Clinical Placement Coordinator and complete the credentialing process with that facility as well as the primary site – before students can provide any patient care.

If students are accompanying the preceptor to the second site for observation only, students do not need to complete the credentialing process, unless the site requires students do so, and these hours will be above and beyond the total number of hours required for the course.

Clinical/Practicum Hours

In general, each specific course requires that students complete a minimum number of hours of clinical/practicum experience. The DNP program director, Track Coordinators for the Family and Psychiatric Mental Health NP and Population Health, and any individual employed by WSU to perform clinical supervision of NP students may assign additional practicum/clinical hours beyond those described in the syllabus to ensure students are meeting expected competency levels.

Definition of Clinical Hours

WSU and the organizations that offer certification examinations for graduates of NP and Population Health programs define clinical hours as: "hands-on assessment, diagnosis and treatment (including client health management and education)." Students cannot count hours in "observation", "operating room experiences", "continuing education activities", or other types of experience that do not involve care in keeping with this definition towards certification exam hours.

Oregon and Idaho

Students who live along the Oregon and/or Idaho borders may want to consider obtaining a license in Idaho or in Oregon to allow for additional opportunities for clinical rotations. Students living in Oregon and Idaho may request to complete clinical rotations in these states. The Oregon State Board of Nursing (OSBN) requires that students who are enrolled in out-of-state programs petition for approval to complete any clinical/practicum rotation in the state.

Students MUST submit the petition to the appropriate Clinical Placement Coordinator at their campus of registration in a timely way; the Clinical Placement Coordinator will finalize the document and forward it to the OSBN. Petitions to complete clinical/practicum rotations in Oregon must be approved by the OSBN before students can begin the clinical/practicum experience (PMHNP students may NOT request Oregon placement for NURS 547). This process will take a minimum of two or more months; thus students should plan accordingly. If a student will complete a clinical rotation in Oregon, the student must review all information at the OSBN website. After reviewing the information and the forms, the student is to contact the appropriate Clinical Placement Coordinator who will help with submitting the forms. Information for each state board of nursing is below:

- [Oregon State Board of Nursing](#)
- [Idaho Board of Nursing](#)

Agency Contracts

WSU is required to have a contract (affiliation agreement) with all clinical sites before a student can begin a clinical rotation (whether this is NP clinical, Population health, or DNP project). When a student requests clinical site placement, the Clinical Placement Coordinators will review the status of the contract. The Contract Specialist will make every effort to ensure that a contract is in place in time for the start of the course.

However, if there is no contract in place when a student requests the site, they will not be able to complete a rotation at that site. The process of negotiating a contract will take 6-9 months to finalize. Placement coordinators will need to secure another placement.

Clinical Systems Management

Washington State University students enrolled in a variety of health professions' education programs use the EXXAT online database software system to document clinical experiences and hours. Administrative staff members use clinical tracking systems to manage student site requests and other information that supports student placement. Students will receive information about EXXAT along with a username and initial password shortly after enrolling at WSU.

The students are responsible for documenting any database hours or clinical experiences in a timely manner. This is a requirement up front and students must do it throughout the semester instead of waiting for the end of the semester to enter hours in bulk. Faculty utilize EXXAT for curricular feedback, ensuring students meet course competencies, and for site evaluations.

Clinical Faculty and NP Clinical Evaluator

Once a student's clinical site and preceptor is identified, the student will be assigned to be supervised by a College of Nursing faculty member or community-based Nurse Practitioner who is hired by WSU to be a Clinical Evaluator. Information about that evaluator and additional details [can be found here](#).

Additional information related to DNP clinical experiences include:

- [Preparation for Clinical Experiences](#)
- [Performance Evaluation](#)

Required Documentation and Progression

Before you can receive a grade for the clinical/practicum course work, you must: document all patient contact time and clinical experiences before the last date noted in the Course Syllabus. For accuracy, it is best practice to document clinical hours and client encounters within one week of rotation day. Ensure the completion and submission of an evaluation by each of your preceptors is in your clinical systems tracker.

To be eligible for the national licensing and certification exams as well as state licensure, a graduate must have evidence of recent courses in advanced pathophysiology, advanced assessment, and advanced pharmacology as well as the specialty clinical courses within 5 years of sitting for testing. Once you begin clinical/practicum course work in any track, on the way to your DNP, you must remain continuously enrolled in clinical/practicum course credits each semester until you complete your degree requirements (FNP students enroll in NURS 540 credits, PMHNP students enroll in NURS 599 credits, Population Health students enroll in NURS 583 credits).

Drug Screening Policy

The College of Nursing will engage in drug screening of students. [Please see the policy here](#).

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, 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.

- DNP Technical Standards [may be found here](#)

SECTION VII: ADDITIONAL INFORMATION

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. 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 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.

Licensure

To obtain a license as an Advanced Registered Nurse Practitioner (ARNP) or Advanced Practice Registered Nurse (APRN) after graduation, follow your state's application process. In general, you will need to be licensed as a Registered Nurse in any state where you wish to obtain an ARNP/APRN license.

- In Washington, you can access information and materials about the nurse licensing process at the [WA Department of Health](#) website.
- In Oregon, you can access information and materials about the process on the [OR State Board of Nursing](#) website.
- In Idaho, you can access information and materials about advanced practice licensure at the [ID Board of Nursing](#) website.
- If you plan to practice in a different state after graduation, contact the Board for Nursing in that state for details and forms. All state boards of nursing are listed on the [National Council of State Boards of Nursing](#) website.

National Provider Enumeration System

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of standard unique identifiers for health care providers and health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers. After a student has received their license to practice as a Nurse Practitioner, they are to visit the website to apply.

Other Student Resources and Information

It is HIGHLY recommended that students retain a copy of all reports on clinical experiences. Most employers will request documentation of a range of data points (such as number of clinical hours, number of patients in each age group, list of procedures etc.) from your supervised clinical time.

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

Safety Information

In addition to any facilities or organization's reporting system, the College of Nursing must adhere to the process for two types of incident reports.

Incident reports: harm or near miss involving a patient

Complete the Nursing Commission Incident Report found at: <https://nursing.wsu.edu/nursing-commission-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**. The clinical faculty member of that student assists with that report and ensures that it was filed.
2. The faculty and preceptors at the College of Nursing then have 24 hours to report to the Nursing Care Quality Assurance Commission (NCQAC), 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 NCQAC 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, both case-by-case and annually.

Incident reports: injury involving a student, staff, or faculty member

Complete the WSU Incident Report found at <http://hrs.wsu.edu/managers/incident-report/>. This form is used throughout WSU to report a workplace injury or illness of a student, staff, or faculty **within 24 hours**. In accordance with [SPPM 2.24.1 \(Reporting Accidental Injuries and Work-Related Illnesses\)](#), faculty, staff, volunteers, and students are to promptly report all accidental injuries and work-related illnesses to their supervisor for evaluation and possible investigation.

1. Students must immediately report all classroom injuries to their instructor and seek medical treatment, if needed.
2. Faculty will send an email with details of the incident to the Program Director.
3. The **Program Director** will complete and submit an [Incident Report](#) **within 24 hours**.
 - a. NOTE: Major incidents resulting in serious injury (e.g. fracture or amputation), in-patient hospitalization, or death are to be reported immediately, per SPPM 2.24.1.
4. The Incident Report gets routed to Human Resource Services (HRS).
5. HRS will review and forward a copy of the report to the college's Dean.

For injuries occurring at a clinical agency, that agency's incident report form may also be required.



Glossary

- Center for Student Excellence (CSE) - This College of Nursing department supports students throughout their time in the program. Academic Coordinators and Success Coaches are in this department and the CSE is focused on providing support with class registration, academic success, resource referral, and policy interpretation.
- Clinical Affairs (CA) – This College of Nursing department supports students with immunization questions, CastleBranch and Clinical Passport questions, the medical exemption process, the onboarding processes, and clinical training agreements with partner agreements.
- Clinical experiences – These are for FNP and PMHNP students and are direct patient care clinical rotations in an organization.
- Clinical hours – These are hands-on assessment, diagnosis and treatment (including client health management and education) hours. They are not hours in observation, operating room experiences, continuing education activities, or other types of experience that do not involve care.
- Graduate Admissions and Progression (GAP) Committee – This College of Nursing committee is comprised of faculty and student representatives that review items related to graduate admission and time in the program. That includes cohort selection for incoming students, as well as reviewing appeals from students who do not progress in a timely manner and wish to retake courses.
- Performance Improvement Plan (PIP) – This form is something that College of Nursing members fill that goes to a student to provide timely feedback and notification of concerns. Concerns can be related to academic courses, clinical experiences, or professionalism. Knowing what concerns are early on allows students to course-correct and ultimately be successful in their program. In some cases, PIPs may be generated due to policy or timeline breaches, but the majority of PIPs are designed to be non-punitive and serve as an early communication tool.
- Practicum experiences – These are DNP experiences in an organization. These include Organization Leadership courses (576 and 553) with practicum experiences, as well as DNP project courses (518, 557, 558, 559) with practicum experiences. These also include DNP population health courses (556, 583).
- Practicum hours - Direct-care practicum hours are clinical experiences where nurse practitioner students are working directly with individual patients to provide health care in a clinical setting. Non-direct care practicum hours are leadership experiences or DNP project work that may involve healthcare organizations, community members, or patient populations but the student is not providing direct patient care. DNP students must have 1,000 hours of practicum experiences. For FNP and PMHNP students, these will be divided between direct-care and non-direct care practicum hours per our national guidelines for advanced practice nursing certification and the DNP degree. For PMG students, these will be composed of non-direct care practicum hours.
- Revised Code of Washington (RCW) – These are the compilation of all laws and regulations in Washington that are now in force.
- Washington Administrative Code (WAC) – These administrative codes are regulations of the Washington executive branch and are a source of primary law in the state. They guide many of the policies and procedures that the College of Nursing and WSU itself follow.