

**NURSING PROGRAM**

HANDBOOK

4500 Steilacoom Blvd. SW

Lakewood, WA 98499

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Welcome from the Dean of Nursing Programs

On behalf of the Nursing faculty and staff, welcome to the Clover Park Technical College (CPTC)

Nursing Program! We are committed to providing you with a quality educational experience and are here to guide and support you on your path to become a compassionate, empathetic caregiver.

The Clover Park Technical College Nursing Program has a rich history, which has expanded over fifty years. The Practical Nurse program was started in 1961 with just one instructor. Today, Clover Park Nursing Programs include: Nursing Assistant, Practical Nurse program and the LPN-RN programs with numerous dedicated faculty.

Our nursing program is designed to improve your critical-thinking skills, develop evidence-based practice and guide you in the art and science of nursing. You will have the opportunity to learn theory in the classroom and practice newly learned skills in the comfort of the laboratory setting. Under the supervision of clinical faculty, you will participate in the care of patients at local industry partner facilities. All of these components will help prepare you for the national licensure exams (NCLEX).

We are excited that you have chosen Clover Park Technical College Nursing Programs as the next step in your future. Remember, we are here to encourage you, lead you, and walk your academic path with you. The work will be hard, but you ARE up for the task!

Welcome and get ready for your next adventure!

Tiffany G. Smith-Fromm, MN, RN

Dean of Nursing Programs

Clover Park Technical College

4500 Steilacoom Blvd SW

Lakewood WA 98499

(253)589-6022

[tiffany.smith-fromm@cptc.edu](mailto:Myra.griffin@cptc.edu)

Introduction to the Nursing Program Student Handbook

As you dive into your nursing education, we want to ensure that you have all of the information needed to be successful in the nursing program. This handbook is supplement to the college catalog and the general policies that govern Clover Park Technical College. The purpose of this handbook is to provide you with information specific to the policies and procedures of the nursing programs at CPTC and to provide you as a student with information specific to the rights and responsibilities that you have while attending the program. The handbook provides resources and guidance for the student to meet program requirements. The student is encouraged to refer to this handbook frequently.

Program and Policy Changes

Our student handbook is used to communicate important guidelines to our students. It is very important that students have the ability to help develop and have input in the current and future policies, procedures and guidelines outlined in this document. Students will have that ability by way of their class representatives to make any concerns known. Class representatives are invited to participate in team meetings where we discuss these policies and other important programmatic issues. Meetings are one – two times per month.

**Each student, who wishes to enroll in either nursing program, will be required to sign an affidavit of understanding indicating that they have read, understand and agree to abide by all nursing program policies and procedures.**

These policies are all subject to change. Students will be notified in writing of any revision prior to implementation. If you have any questions regarding a specific class, please speak with the faculty member of that course. Our primary goal of this program is to see your successful completion of nursing school and to become a fellow member of the nursing profession.

Clover Park Technical College Accreditation

Clover Park Technical college is accredited by the Northwest Commission on Colleges and Universities, an institutional body recognized by the Council for Higher Education Accreditation and the United States Department of Education.

Washington State Board of Nursing

Clover Park Technical College Practical Nursing Program is approved by the Washington Board of Nursing (WABON). The LPN-RN program is in Phase III (initial approval) of the accreditation process through WABON. The LPN-RN program at CPTC has been given permission to accept students per WAC 246-840-510 (6).

NLN Commission for Nursing Education Accreditation

The Clover Park Technical College Practical Nursing program is accredited by the National League of Nursing Commission for Nursing Education Accreditation (CNEA). The LPN-RN program has been accepted as a Pre-Accreditation Candidate through CNEA and has three years to receive final accreditation. CNEA is located at The Watergate, 2600 Virginia Avenue, NW, Eighth Floor, Washington, DC 20037. <https://cnea.nln.org/>. The LPN-RN program will begin pre-accreditation candidacy in Fall 2023.

The Nursing Programs Vision

**We are committed to cultivating tomorrow's nursing leaders. Our graduates will be culturally conscious, confident, progressive nurses who compassionately care for themselves and our diverse community.**

Nursing Programs Mission

**Our mission is to provide a student-centered career pathway through holistic professional nursing education.**

End-of-Program Student Learning Outcomes

|  |
| --- |
| 1. **Individual-Centered Care**: Utilize critical thinking to provide excellent individual-centered care to our diverse community. |
| 1. **Professional Nursing Practice**: Demonstrate professional nursing standards through continuous learning and self-care. |
| 1. **Leadership and Collaboration**: Create an inclusive and collaborative environment through the development of leadership qualities and culturally conscious attitudes. |
| 1. **Information and Technology**: Implement evidence-based information and technology that supports healthcare teams and their decision- making process. |
| 1. **Safety**: Integrate the nursing process to promote safe, high-quality care of individuals and their communities. |
| 1. **Communication**: Employ strong therapeutic communication skills to promote the health and wellness of individuals in various settings. |

Student Learning Outcome Metrics

These outcomes will be measured by these program success indicators:

1. NCLEX pass rate of at least 80% for both PN and RN graduates.
2. Program Completion Rate within 18 months of program start of at least 75% for both pathways.
3. 80% graduates reporting that they are working as Licensed Practical Nurses within 6 – 12 months of graduation.
4. 80% graduates reporting they are working as a Registered Nursing within 6 – 12 months of graduation.
5. Graduates reporting satisfaction with the CPTC nursing program – 90% of those responding
6. Community stakeholders, employers, and clinical partners reporting satisfaction with graduates from the CPTC Practical Nurse program – Advisory Board members report satisfaction with graduates they have employed.

Reviewed: 4.6.2020, 7.6.2020, 9.28.2020, 1.4.2021, 4.4.2021, 7.6.21, 3/8/2022, 08/21/2023, 08/19/2024

Curriculum Framework

The Clover Park Technical College Nursing program faculty built its content-based curriculum utilizing the framework of the National League of Nursing (NLN) and Quality and Safety Education for Nurses (QSEN) competencies. Other resources used were Bloom’s Taxonomy, the Washington State Department of Health Scope of Practice Decision Tree (2017), and the Washington State Administrative Code for Nursing Education (WAC 246-840-500 to 246-840-583).

The nursing courses are organized into three areas that lend to the learning needs of the practical nurse and registered nurse. The theory portion of the curriculum presents topics based on the nurse’s ability to be able to provide care that encourages independence, understand nursing judgments, use of evidence-based practice to ensure safe, quality care, and collaboration with other members of the healthcare team to provide holistic care. The skills courses allow for the development of kinesthetic skills that allow the student nurse to practice the hands-on, practical requirements and nursing knowledge in a skill-based laboratory. Lastly, the clinical rotation and simulation laboratory experience provides the students with an opportunity to apply both knowledge of theory and practical hands-on skills in the direct care of clients. The scope of practice of each pathway are woven into the curriculum, with the nursing process serving as the cornerstone of teaching and learning.

The course learning outcomes are progressive in competence from quarters for both nursing pathways and are tied directly to the end-of-program student learning outcomes (EPSLOs). Each course and its activities support achievement of the outcomes of both the Nursing Program and Clover Park Technical College. Achievement of the course learning outcomes is measured through effective, valid, and varied assessment and evaluation methods.

National League of Nursing. (2014, September). Retrieved from <http://www.nln.org/professional-development-programs/teaching-resources/practical-nursing>

QSEN.org. (2020). QSEN Competencies. Retrieved February 11, 2020, from <https://qsen.org/competencies/pre-licensure-ksas/>

Washington State Department of Health. (2017, March 3). Scope of Practice Decision Tree. Retrieved from <https://www.doh.wa.gov/Portals/1/Documents/Pubs/669305.pdf>

Washington State Legislature. (2019, December 19). PRACTICAL AND REGISTERED NURSING. Retrieved February 11, 2020, from <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-840>

Revised 1.2020, 3.3.2020

Reviewed 2.10.2020, 5.11.2020, 7.27.2020, 11.2.2020, 2.8.2021, 5.9.2021, 8.9.2021, 3/9/2022, 08/21/2023

General CPTC Policies and Guidelines

## CPTC Student Handbook

The nursing program at Clover Park Technical College adheres to and complies with all policies, procedures and guidelines that are outlined in the [CPTC Student Handbook](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.cptc.edu/sites/default/files/2022-09/2022-2023%20Handbook%20FINAL-compressed_1.pdf). It is important as a student of CPTC to be familiar with the following policies:

### Discrimination and Sexual Harassment (Title IX)

Clover Park Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, gender identity, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities or services.

CPTC complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

The following individual has been designated to handle inquiries regarding nondiscrimination, equal opportunity, affirmative action or the ADA policies for Title IX/504 compliance issues:

HR Director/Title IX Coordinator

4500 Steilacoom Blvd. SW

Lakewood, WA 98499

Bldg 17, 114

(253) 589-5533

To view the College’s complete policy and complaint procedures related to nondiscrimination, please visit the CPTC Policies and Procedures webpage: [www.cptc.edu/policies](http://www.cptc.edu/policies)

### Disability Resources for Students (DRS)

CPTC is committed to providing accommodations to students with documented disabilities. Accommodations are determined on a student-by-student basis and should be requested, when possible, six weeks in advance of the beginning of the quarter. Lack of advance notice may delay the availability of an accommodation. Complete CPTC policies and procedures related to disability resources for students are available online.

### Student Concerns

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure or regulation, or to resolve any alleged case of inequitable treatment. The college encourages informal resolution of disputes whenever possible, which means following the nursing program policy surrounding student concerns, and also maintains fair and equitable procedures for formally expressing and resolving concerns. (See [Academic Concern Process](https://www.cptc.edu/sites/default/files/2022-02/Student%20Concern%20Academic%20Flowchart_2022.pdf)) Student rights are protected in the concern/appeal process and the college must ensure that a student will not suffer repercussions because they choose to file a concern/ appeal in good faith. All concerns can be reported by visiting <https://www.cptc.edu/better-cptc> and filling out the applicable concern form. The form will be automatically sent to the appropriate person/office to respond and investigate the concern in a timely manner.

### Inclement Weather

CPTC is rarelyclosed due to inclement weather. In the event of possible school closure due to weather, listen to local media reports on school closures. **Announcements of college closures are separate from those of local school districts. If it is announced that Clover Park** **School District is closed that does not mean the college is closed.** Watch for college announcements and phone numbers to call in the event of emergencies.

CPTC will notify students of delayed start or closure by notices on the website, or students can sign up for e-mail, voicemail, or text notification on their phones. CPTC makes every attempt to post delayed opening announcements by 5 a.m. on the CPTC website and on the weather line. Refer to the college web site or call **253**-**589-5707** for updated weather information. If CPTC has delayed opening or early cancellation all classes and clinical will follow the delayed opening or early cancellation schedule. Students are still expected to be at class or clinical on days with delayed opening; however, students must exercise judgment about safe driving conditions. If

the student is unable to attend class or clinical during inclement weather, the student must notify all of the instructors for that day by the preferred method stated in the syllabus.

If a class or clinical is cancelled due to inclement weather, the instructor will notify students of an assignment to be completed to recapture the missed learning opportunity. The additional assignment must be completed (and the course percentages adjusted) in order to pass the course. If the student does not turn in the assignment by the due date specified by the instructor, this may be considered a failure in the clinical rotation. <https://www.cptc.edu/risk/emergency-management>

Clover Park Technical College Nursing Program Information

To successfully begin in the nursing program, there are things that you will need to know. We want to communicate with you, our students, in various ways so that we know you have the information you need to finish the program. Below is information that will get you started on the correct path.

## Expenses

### PN Program

|  |  |  |
| --- | --- | --- |
| Practical Nursing Certificate- ***Estimated*** Tuition Costs and Fees | | |
|  | Resident | Non-Resident |
| Tuition | $4,500 | $10,610 |
| Nursing Fees | $3,150 | $3, 150 |
| Other College Fees | $580 | $580 |
| Supplies | $500 | $500 |
| Total | $8,730 | $14,730 |

### RN Program

|  |  |  |
| --- | --- | --- |
| LPN-RN Program (Associate’s)- ***Estimated*** Tuition Costs and Fees | | |
|  | Resident | Non-Resident |
| Tuition | $4,900 | $12, 470 |
| Nursing Fees | $2,850 | $2,850 |
| Other College Fees | $570 | $570 |
| Supplies | $500 | $500 |
| Total | $8,820 | $16,390 |

Financial assistance is available for students and can be found at <https://www.cptc.edu/financial-aid>.

## Textbooks

The CPTC nursing program utilize ATI for most all courses. However, occasionally, a faculty member may want a student to purchase a textbook. If this is the case, please purchase the most updated edition of the textbook. Additional information is typically found in the syllabus and any questions related to this can be directed to your nursing faculty. If a student chooses to use an older edition of the textbook, the student is held responsible for any discrepancies in testing, research, or papers related to the use of the older edition. The term “held responsible” means the student may lose points on a test or paper due to using information from the older edition rather than purchasing the edition used in the course.

## Student Uniform

### Classroom dress and appearance

Please be sure to wear appropriate clothing while on campus. Even if you are in lecture class, you never know who may visit. Being comfortable is good but be sure to watch low cut shirts or pants that show your undergarments.

### Lab/Simulation/Clinical dress and appearance

The complete official CPTC student uniform is to be worn whenever the student is on duty at a clinical site, unless instructed differently by the instructor. The student will be required to wear the uniform during simulation, lab class, or make-up experiences in the lab or any facility in relation to the program. The uniform is to be worn only for nursing program activities.

## Communication

### General

* Students are responsible for communicating with the Instructional Program Assistant, any changes in their name, address, personal email address or telephone number within 10 business days. This ensures that we have the appropriate information on file in case of emergencies.
* Communication amongst faculty, staff and students in the nursing program will be conducted through official ***CPTC email address*** and the ***Canvas Learning management*** system. It is a professional expectation that all parties check their emails and canvas accounts regularly and respond responsibility (at least every 48 hours, weekends do not count).
* Students are welcome to request an appointment with their faculty by using either email or speaking face-to-face with them. Please remember that all faculty have many students and that they want you to be successful. Grace and patience are always appreciated.

### Chain of Command

All students are expected to address issues in writing regarding exams, homework assignments, grades, clinical, lab, or simulation with the assigned faculty member. In writing can include email. If the issue is not resolved, then the student is expected to address those issues with the Lead Faculty of the nursing program. The lead faculty for the nursing program is Irada Dadashova. Her email is [irada.dadashova@cptc.edu.](mailto:irada.dadashova@cptc.edu)

If the issue is still unresolved, then the student should take their concerns to the Dean of the Nursing Program. All issues must be addressed in person or an agreed upon space such as zoom. Students should email requesting a meeting to address issues. Just as in industry, we expect students to follow the chain of command. Not doing so can create additional unintended issues. Not following the chain of command may result in disciplinary action in the form of the programs progressive guidance policy.

### Canvas

Faculty and staff use the **Canvas** learning management systems to post course syllabi, class schedules, course documents and communicate with student(s). Written communication will occur through student email and/or Canvas. It is strongly suggested that you print out course documents **prior** to coming to class. Faculty will not routinely provide printed handouts of presentations or course materials. If you do not have access to a computer or internet at home, there are computers and printers available for student use in the library. Please do not ask staff members to copy or print documents for you.

### Student Representatives

Clover Park Technical College nursing program values the input of students in the systematic evaluation process. Student Representatives from each cohort are invited to actively participate in the nursing program team meetings and are helpful in giving the program feedback on their experiences. These students exchange information between the nursing department team and their cohort. The process for choosing student representatives is as follows:

* At the beginning of quarter one or two students will be elected from their cohort to serve as student representatives.
  + Students may be nominated by their peers and/or nominate themselves.
  + Students enrolled in that cohort will vote for their choice of student representatives.
  + The two candidates with the highest votes will serve as the student representatives for that cohort through program completion.
* The two student representatives will be asked to participate in team meetings and will also be a part of the student nursing club as officers. Representatives may divide the duties as is needed.
* If a student is unable to continue to serve as student representative the cohort will be asked to select a new representative.

### Letters of Recommendation and References

Students are often in need of a letter of recommendation or a reference from faculty for scholarships, educational advancement, or employment opportunities. Students should first obtain consent from the faculty member and the submit an updated/current resume and information on how/to whom the letter should be addressed. Students should allow a minimum of 14 days for preparation of the recommendation.

## Student Employment

Students are advised to carefully weigh employment, as the nursing program has a very demanding curriculum. It is highly recommended that students attending school ***full-time*** limit their outside jobs to 24 hours per week during the school year and are responsible for ensuring that the job does not interfere with their student responsibilities. If a student chooses to work more than 24 hours per week and is not successful in the program, this may jeopardize the student’s ability to be successful in future courses. Students who plan to work part-time are encouraged to work in a health care setting for added experience. *PLEASE NOTE: Clinical hours may include evening, night, and weekend shifts, and due to the limited clinical experiences, no changes to the clinical rotation schedule will be made for students who are employed.*

Additionally, students will not be allowed to work a night shift prior to clinical due to alertness and safety issues. This means that if it comes to a faculty’s attention that a student worked night shift and then came to clinical or simulation, the student will be sent home. A progressive guidance will be issued to that student for this behavior. This behavior could lead to patient safety issues, clinical placement loss and more. *PLEASE, DO NOT work before coming to clinicals. There should be at least 10 hours between shifts.*

The student must be able to work any date and time as assigned during this final quarter. Students must understand the nursing program does not control clinical experience dates and times, and the student must agree that clinical and, if offered, practicum hours cannot be flexed around a student’s personal schedule.

Clinical dates and times may be subject to change while in the program, and all students need to make family arrangements to be able to attend evening or night shift clinical when required.

## Faculty and Program Evaluation

### Student Evaluation of Faculty

Students have the opportunity to evaluate teaching and clinical faculty at the end of each quarter. Faculty will see statements made by students, but students are not explicitly identified. These evaluations are important to faculty, especially those in the tenure process and are reviewed by the Clover Park Technical College tenure committee and Board of Trustees. All faculty evaluations provide important feedback for program and curriculum improvements.

### Student Evaluation of the Program

Students will have an opportunity to evaluate the program on two occasions. The first will be just prior to graduation through an exit survey, which will be given to graduating students. Furthermore, about 6 -12 months after graduation, graduates of the program are contacted by Clover Park Technical College’s Nursing Program for an alumni evaluation.  It is important that all graduates provide this survey information as it is necessary for program accreditation, and this survey is the primary reason for requesting that the Nursing Instructional Program Assistant, Sean McCullough, [sean.mccullough@cptc.edu](mailto:sean.mccullough@cptc.edu) be kept informed of changes in the primary email address.

## Professionalism – Accountability, Behavior and Ethics

### Student Accountability

The Washington State Nurse Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. Each nursing student is legally accountable to the level of her/his preparation and *does not function under the licensure of another nurse*. Accountability is the quality or state of being responsible and answerable for one’s decisions, actions, and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their patients and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner. Furthermore, the Washington Nurse Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times.

For the Clover Park Technical College nursing student, accountability means that she/he will be, at all times, willing to learn and practice nursing with commitment and with personal integrity. It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice. In nursing, we all share a common goal of providing the highest quality of care to all individuals entrusted to our care. Additionally, standards of practice have been developed by professional organizations, such as the American Nurses Association, which serve as guidelines in maintaining quality practice.

Students are further expected to be able to carry out the job duties of the licensed practical nurse or registered nurse in a safe manner. Please refer to the [Student Nurse Physical and Psychological Policy](#bookmark=id.44sinio).

### Nursing Ethics

All nurses should be familiar with the Provisions of the Code of Ethics, which is written by the American Nurses Association. The Code of Ethics is based upon belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the code and their interpretations provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

The provisions are as follows:

* The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
* The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
* The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
* The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
* The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
* The nurse through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
* The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
* The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
* The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*Reference: American Nurses’ Association Code of Ethics, 2015*

### Behaviors and Responsibilities

Students are expected to adhere to the following behaviors that fall within nursing standards, which include but are not limited to:

* Using critical thinking skills in determining one’s actions in the clinical setting
* Demonstrating empathy in the care of others
* Accepting responsibility and accountability for one’s own actions and legal/ethical issues, including preparing sufficiently for class and clinical
* Considering all information obtained regarding the patient’s status as strictly confidential, in accordance with HIPAA (Health Insurance Portability and Accountability Act) policy. See [Social Media Policy](#_Social_Media_Policy).
* Adhering to the School’s dress code and having a neat, clean appearance
* Attending orientations, class and clinical, arriving and leaving as scheduled
* Taking exams as scheduled and completing assignments on time, including patient/client care
* Being honest, respectful, sensitive and nonjudgmental of differences at all times
* Responding appropriately and in a timely fashion to constructive criticism and feedback from faculty, clinical site staff, and peers
* Giving prior notification in writing or voice mail to faculty if unable to meet commitments and following up with faculty regarding potential make up requirements
* Demonstrating teamwork and helping behavior for colleagues using empathy and care
* Respecting others’ space and time through the demonstration of such actions as turning off cell phones, avoiding disruptive sidebar conversations, and refraining from texting others in class and clinical settings
* Being responsible for his/her own learning and help promote an atmosphere that facilitates maximum learning for his/her classmates. See [ADA Accommodations Policy](#_ADA_Accommodations_Policy). A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor’s time
* Recognizing that nurses and nursing students have professional boundaries and that it is possible to be either over involved or under-involved with patients. Strive to inspire the confidence of clients, treat everyone they encounter professionally, and promote the clients’ independence
* Maintaining proper communication by checking email daily
* Demonstrating nursing standard behaviors and attitudes at all times

If students are found to not adhere to the standards listed above, the program faculty and staff will operate using just culture by following the progressive guidance policy outlined in this handbook.

### Unacceptable Classroom and/or Clinical Site Behavior

The following are items that constitute unacceptable behaviors:

* Any conduct in the classroom, lab, simulation, or clinical area that is illegal or in conflict with accepted standards and ethics of the nursing profession and/or jeopardizes safety of self or others
* Contacting a clinical site directly without program approval.
* Violation of the Washington Administrative Codes (WAC) for nursing, which describes unprofessional conduct.
* Use of or being under the influence of alcohol or drugs during school, lab, simulation, or clinical hours. This includes prescription narcotic medications or marijuana.
* Failure to follow policies of CPTC, or failure to comply with requests from faculty and staff in accordance with CPTC policies.
* Any action which violates confidentiality of HIPAA rights of a patient/resident, a clinical facility or its staff, or another student.
* Failure to maintain “professional boundaries.”
* Conflict with a staff member at a clinical site, which is reported to the faculty (i.e. refusal to follow directions for patient care, or inappropriate conduct).
* Failure to come to clinical prepared including inadequate knowledge of treatment, medications, or plan of care AND inappropriate dress and appearance.
* Unprofessional communication behaviors (examples: personal texting, Face Book; using profane language with patients, visitors, staff, or faculty)
* Failure to treat others with respect, honesty and dignity
* Failure to implement appropriate action to ensure safety of patients/clients
* Additional behavior(s) deemed unprofessional by faculty including being disruptive and or refusing to follow faculty directions.
* Misrepresentation of physical presence or participation in clinical experience
* Causing or potentially causing physical harm
* Interfering with the learning of others
* Repeated tardiness or absences without cause. See [Attendance Policy](#_Attendance_Policy)
* Use of cell phone, or other electronic device, while on duty at clinical site without instructor approval.

Students may be referred to the CPTC Student Conduct Officer if the nursing progressive guidance policy has been exhausted.

### Immediate Dismissal

Additionally, students could be immediately dismissed from the program for the following actions:

1. Falsifying of documentation (i.e. patient assessment, administration of medications, treatments, or any aspect of patient care) at the clinical facility or in report to the clinical instructor or nurse
2. Failure to report an error or omission in medication administration, patient care, or documentation
3. Failure to report patient care provided and/or assessment
4. Plagiarism or falsification of information in written clinical assignments
5. Passing medications without an instructor approval
6. Unethical or illegal conduct in the clinical area
7. Serious threat to a patients’ safety
8. Unprofessional conduct, including violations of professional boundaries
9. Violation of standards of confidentiality in relation to patient, staff, clinical facility, or another student (HIPAA criteria)
10. Violation of patients’ rights or dignity
11. Violation of nursing WACs describing unprofessional conduct
12. Functioning outside the student role
13. Demonstration of any other behavior/performance which is a serious violation of principles/practices taught in basic nursing courses
14. Performance of any aspect of a client’s care without checking MD orders or patient care
15. guidelines according to correct procedure
16. Performance of any procedure or medication administration requiring instructor supervision without the instructor being present
17. Performance of any nursing procedure that has not yet been taught and competency assessed in the classroom and/or nursing lab
18. Failure to complete basic nursing care for assigned clients

## Student Progression, Failures and Testing

### Registration and Scheduling

The CPTC nursing program is a limited enrollment program. The nursing programs controls who can register for nursing courses. Generally, the nursing faculty advisor, Khairo Bray will visit nursing classes to help students get registered for the next quarter. Please follow the calendar and schedule of clinical courses given by the nursing program and NOT the CPTC general schedule.

### Student Grading

The student’s assessment/evaluation is based on meeting individual course student learning objectives during the program and having met “End of Program Student Learning Outcomes (EPSLOs)” by the time he/she/they has/have completed the program. Students need to be aware that they will have multiple instructors throughout the program and each instructor has academic freedom in their course. It is important to read each course syllabus as policies will vary for each course. Students enrolled in the nursing program must maintain 78% or better grade point average and/or “Pass” in **each and every** nursing course in order to continue progression to the next quarter of the program.

All students attending the Nursing Program may be provided with academic supports in quarter one and two of the program. In order to progress in the program, students will be required to take assessments at the beginning of quarter one, the end of quarter one and two, and attend additional support classes each week until a qualifying assessment score is obtained.

If a student fails a clinical rotation (including simulation), the student has failed the entire clinical course and may not be able participate in further clinical rotations that quarter. The student must apply for re-entry and take the entire clinical course, regardless of what point in the quarter the student failed their clinical rotation. A competency assessment may be required to determine if student is safe in the patient care environment. ***Inability to pass this competency exam may result in student not being allowed to continue in course and/or re-enter program.***

### Late Work Policy

**Overview:**

This policy outlines the guidelines for submitting assignments in the nursing program (course or handbook?). Recognizing the demanding nature of nursing education, we have established a flexible approach to accommodate unforeseen circumstances while maintaining academic integrity. This late work policy aims to strike a balance between ***flexibility and accountability***, recognizing the unique demands of nursing education. Students are advised to manage their time effectively, plan, and seek assistance when facing challenges to ensure successful completion of the program. Additionally, ***this late work policy does not include assignments related to skills in lab, simulation or clinical.***

**Soft Due Dates:**

Assignments will have weekly "soft" due dates, allowing students to submit work within a reasonable timeframe to keep students on track throughout the nursing program.

Soft due dates are weekly due dates where submissions are strongly recommended. These due dates will apply to weekly assignments and other regular assessments, subject to faculty discretion.

Late submissions will receive a penalty of 10% deduction for each week beyond the soft due date, up to a maximum penalty of 30%.

**Hard Due Dates:**

A hard due date will be enforced in week 4 for work assigned from week 1 to week 4. Another hard due date will be enforced in the last week of the quarter for work assigned from week 5 to the completion of the quarter. The hard due date signifies the end of the grace period for weekly assignments.

**Submissions beyond the hard due date will receive zero credit.**

**Exceptions:**

In cases of documented medical emergencies or unforeseen personal circumstances, students may formally request an extension beyond the hard due date. The request must be submitted to the instructor as soon as possible. Instructors will review extension requests on a case-by-case basis and may grant an extension of up to one week for approved reasons.

**Communication:**

It is the responsibility of the student to communicate any challenges or difficulties affecting their ability to submit assignments on time. Instructors are encouraged to maintain open communication with students to address concerns and provide guidance on managing coursework.

### Didactic Course Grading

1. The nursing program requires each student to maintain 78% (2.7) or better in **each** course. The nursing program follows CPTC’s grading scale and can be found in the CPTC catalog:

| Percentage | Letter Grade | Points |
| --- | --- | --- |
| 93-100 | A | 4.0 |
| 90- 92 | A- | 3.8 |
| 88-89 | B+ | 3.3 |
| 83-87 | B | 3.0 |
| 80-82 | B- | 2.7 |
| 78-79 | C+ | 2.3 |
| 73-77 | C | 2.0 |
| 70-72 | C- | 1.7 |
| 66-69 | D | 1.0 |
| 65 and below | F | 0.0 |

1. If the student’s average falls below 78% during any course, the student should contact the instructors to discuss the grade. The instructors will assist the student to explore means for improvement (i.e., improvement in study habits, note taking, tutoring options, etc.).
2. Any student whose final grade in a course is below 78% may not register for courses offered during the next quarter. (See Policy on Re-entry)
3. The student is expected to maintain a record of their grades in each course in order to be aware of their standing. A student who is concerned or has questions about their progress may make an appointment to meet with the course instructors during office hours.
4. The syllabus for each course is the “contract” between the student and faculty and clarifies expectations for the course.
5. The Instructor of each academic course will specify the grading criteria for that course.

***Finally, attendance is mandatory at the ATI review course in the third for PN’s and in the fifth quarter for RN’s. Failure to attend all sessions may result in failure of a nursing course.***

### Clinical Grading

1. The grade for each clinical is based on the student’s meeting course objectives as

listed in the syllabus. Each clinical course includes two or more specific clinical rotations. The clinical evaluation form is utilized as the grading tool.

1. A clinical evaluation tool will be completed for each clinical experience – students will be rated

Satisfactory, Developing, Needs Improvement, and Unsatisfactory**.**  Anystudent receiving ‘unsatisfactory’ will not pass that rotation and clinical course.

1. A competency assessment may be required at any time to determine if student is safe in the patient care environment. Inability to pass this competency exam may result in student not being allowed to continue in course.
2. The instructor assesses the student’s performance using ***direct observation, written assignments, and nursing staff feedback***. Feedback from nursing staff may be communicated either verbally or in writing to the faculty. In the event that the instructor is notified verbally, the instructor will evaluate the situation and document the information. Any student who receives a patient safety clinical failure report from a clinical site may fail the clinical course.
3. The instructor will inform the student if he/she/they is not making satisfactory progress prior to the end of the clinical rotation. For clinical rotations that are only one-week in duration, a warning of unsatisfactory progress may not be possible. It is the student’s responsibility to be aware of the objectives and expectations for each clinical rotation and the student’s responsibility to meet those objectives.
4. A student will either be removed from the clinical site immediately or may be allowed to remain in the clinical site with limited scope of practice based on performance or behaviors either observed by faculty or reported by staff at a site where the faculty is not physically present. This may impact the student’s ability to pass the clinical course.
5. The instructor at each clinical site exercises professional judgment while considering the program curriculum in determining the student’s evaluation/grade.
6. All required written assignments must be completed satisfactorily in order for the student to receive a passing grade for the experience.

### Grade Appeal Procedure

The nursing program complies with the grade appeal process of Clover Park Technical College, which can be found at https://www.cptc.edu/student-concern-faq.

**Extra Credit:** There is no extra credit offered in any nursing program course.

### *Graduation*

Once students have successfully completed the end-of-program student learning outcomes as documented in the Clover Park Technical College Nursing Program curriculum, they are eligible to graduate from the program. Graduates are strongly encouraged to participate in the Pinning Ceremony and in the general college graduation ceremony. Students MUST submit a “[Degree/Certificate Application](https://cptc.co1.qualtrics.com/jfe/form/SV_1Lf95rErNOuefaZ)” by the deadline set by Clover Park Technical College in order for their degree or certificate to post to their transcripts prior to being eligible for WA State PN or RN licensure. Information on this process is given to students in their final quarter of the program.

### **Academic Withdrawal and** Readmission

Students will be given the opportunity to re-enter the program so long as they were not dismissed due to an unprofessional behavior. Other situations such as medical reasons, family reasons or academic failure are acceptable for returning to the program. ***Students will be given the opportunity to apply for a spot in the next cohort.*** If too much time has passed, a student may need to show competency of skills to re-enter.

### Program Dismissal

If a student has been dismissed from the CPTC nursing program because of an unprofessional or egregious behavior, failure to follow a plan of progressive guidance or their Behavioral Contract for performance improvement (See [Progressive Guidance Policy](#_Progressive_Guidance_Policy)), they will not be eligible to request readmission to the program.

### Student Concerns

The nursing program faculty and staff recognize that students may have concerns about a variety of issues on occasion. Following the guidelines listed below will help expedite a resolution:

#### Instructional Concerns

The Nursing Program will adhere to the Clover Park Technical College academic concern process. Information on the process can be found at here on the [Student Concern Academic Flowchart](https://www.cptc.edu/sites/default/files/2021-10/Student%20Concern%20Academic%20Flowchart_2018.pdf).

#### Non-Instructional Concerns

1. Direct discussion with a faculty or staff member with whom the student has a grievance.
2. If a resolution cannot be reached, then a discussion with the nursing faculty lead.
3. If a resolution cannot be reached, a meeting can be requested with the Dean of Nursing Programs.
4. If a resolution cannot be reached, a meeting with Dean of Student Success may be requested.

**NOTE:** While we highly encourage students to use the appropriate chain of command when tackling grievances with faculty, students may always use the A [Better CPTC](https://www.cptc.edu/about/policies/conduct/better-cptc) form to submit an issue formally.

#### Student Grade Appeal Process

If a student feels their academic failure is due to a lack of the program’s policies and procedures being conducted equitably, the student may appeal their grades following the [Clover Park Technical College Process.](https://www.cptc.edu/sites/default/files/2021-10/StudentConcernProcess_Oct24_2016.pdf)

### Student Dismissal Appeal Process

If a student feels their dismissal from the program was not supported by the CPTC nursing program policies or procedures, they may appeal their dismissal in writing within five days of receipt of their dismissal letter to the Dean of Nursing Programs and Dean of Student Success. Each Dean will review if the dismissal was in accordance with program policies and guidelines. The student must include the following information in their appeal:

1. The factors of which the dismissal was based (Why student was dismissed; what behaviors did you fail to do or meet to result in a dismissal from the program).
2. The factors of which the student is making their appeal (Why the student believes they should be re-instated; what policies and procedures the student believes were not followed).

The student will be notified in writing of the outcome of their appeal. The decision rendered by the Dean of Nursing Programs and Dean of Student Success and applicable nursing faculty will be considered the final decision.

If the dismissal, or the appealed dismissal, is upheld, it is the student’s responsibility to withdraw from all classes as soon as possible.

Additional information about Clover Park’s complaint processes can be found here at [Students Concerns/Academic Appeal](https://www.cptc.edu/sites/default/files/2021-10/StudentConcernProcess_Oct24_2016.pdf).

### Testing Procedures and Expectations

#### Testing Guidelines

To assure an equitable testing atmosphere the following guidelines are followed:

* Quizzes, tests and exams are assessments of individual knowledge. Collaborating, unless authorized by the instructor, is considered cheating and will be dealt with according to Clover Park Technical College policy.
* All student possessions must be left at the front or sides of the room including backpacks, handbags, and cellphones.  The nursing program will supply scratch paper or white boards and calculators, if needed.
* The student may not access any educational, test preparation or study materials at any time during the exam.
* The student may not disclose information about the items or answers seen in the examination (this includes posting or discussing questions on the internet or social media websites.)
* The student may not tamper with the computer or use it for any function other than taking the examination.
* The student may not seek help from another party in answering items (in person, text or by email) during your examinations (including any breaks given)
* The student may not engage in any disruptive behavior at any time while testing.

#### Classroom Testing

Each classroom test will have a designated period for completion. If a student is tardy, total time granted for completion of the test will be given at the instructor’s discretion.If a student is unable to take a scheduled exam, it is the student’s responsibility to notify the instructor via email and schedule another date to take the exam.  If absence is anticipated on a planned exam day, then student must schedule the exam 2-3 days prior to the scheduled exam date. If absence is emergent or unexpected, then the exam needs to be taken within 7 days after the originally scheduled exam date. Students may not review their test unless all the students enrolled in the class have taken it. See [Testing Policy](#_Testing_Policy).

#### Standardized Testing

A number of proctored exams through a standardized testing company will be administered quarterly during the course of the nursing program. Some of the tests are proctored onsite, and some tests the students may take on their own computer at home. Information will be given about the tests during the assigned quarter.  Students should take scoring on these tests seriously as they provide reliable information on performance in comparison with students of similar levels across the country. Scoring on these tests may be considered by faculty for determination of re-entry of a student requesting readmission following a withdrawal.

## Clinical Information

### Clinical Site Requirements

When students apply to the program, they must submit proof of the following clinical requirements.

1. Current **American Heart Association** **Basic Life Support – Health Care Provider** CPR Card. This card must be current throughout your enrollment in the program.
2. Current immunizations – All immunizations must be completed at the time of application to the program.
3. M**easles, Mumps, & Rubella (MMR)**
   1. 2 MMR doses of vaccinations **or**
   2. Proof of immunity by titer of each of the three components-Rubella, Mumps & Measles. (Lab report required)
4. **Varicella (Chicken Pox)**
   1. 2 doses of the Varicella vaccinations **or**
   2. Positive antibody titer (lab report required)
5. **Hepatitis B**
   1. 2-3 vaccinations **and**
   2. Positive HepB sAB antibody titer (lab report required)
6. **TB Skin Test (2 Step) Provide one of the following:**
   1. Negative 2 step test (2 separate tests done 1-3 weeks apart) within the past 12 months (you must show placement date and read date for both of the 2 steps)
   2. **Or** Past negative 2 step test PLUS all subsequent annuals (latest test must have been done with the past 12 months) or
   3. If positive results, clear Chest X-Ray report within the past 3 years and a current year symptom-free report from your healthcare provider or
   4. Negative QuantiFERON Gold Blood test. You must submit a copy of the laboratory report to meet this requirement.
7. **Tetanus, Diphtheria & Pertussis (TDaP)**
   1. There must be documentation of a TDaP vaccination. If the TDaP vaccine was administered more than 10 years ago, you must also submit a recent TD booster.
8. **Influenza**
   1. Submit documentation of a seasonal flu shot administered after October of the current year.
9. **COVID** 
   1. Clinical sites now require the student to be fully vaccinated with the COVID vaccine. **Fully vaccinated means completion of vaccine and a period of two weeks has passed after the last dose of the vaccine.**
10. Each student nurse will be given a list of required immunizations during the application process.
11. Proof of compliance is required before students are eligible to begin the program.
12. A complete immunization record is required for the student clinical passport. Students should keep a personal copy of all immunization records and not request copies from the nursing program office during the program or after graduation.
13. Updated proof of current immunizations is required yearly.
14. Proof of Personal Health Insurance and/or “Student Injury Only Insurance Plan”.
15. Site Specific Documentation will be collected as needed.
16. Drug screening results (if applicable)
17. Accommodation documentation must be updated quarterly and provided to each instructor and/or clinical site prior to asking for implementation of accommodation.
18. Release of Information
    1. Students must complete a **Consent for Release of Information** (Appendix A) to allow the program to submit required clinical onboarding documents and information to the clinical partners for the purpose of health screening and security clearance. Information that will be released includes, but is not limited to: immunization status, background check results, personal demographic and contact information, and proof of training completion compliance (i.e. CPR).
19. Background check
    1. All students must complete the Department of Social and Health Services (DSHS) background check AND the Washington State Patrol Background check. Long term care facilities are required to run the DSHS background check on students. Disqualifying crimes for long term care can be found at: [DSHS WA](https://www.dshs.wa.gov/sesa/background-check-central-unit/disqualifying-list-crimes-and-negative-actions)  (https://www.dshs.wa.gov/sesa/background-check-central-unit/disqualifying-list-crimes-and-negative-actions). Students must complete an online DSHS application available at: [Fortress WA](https://fortress.wa.gov/dshs/bcs/) (https://fortress.wa.gov/dshs/bcs/). Upon completion of the form, the required DSHS code and your date of birth will be forwarded to the facility.
    2. Returning students must pass a background check through Complio, which includes Washington State Patrol. This will be run yearly while a student is in the program.

***Please Note:***

*Immunizations, CPR and background check must be current, up-to-date, and not expired during the entire time you are in the program. If the student does not maintain current documentation, the student will not be allowed to participate in clinical experiences, which may result in a failing grade for that clinical course.*

*The only acceptable CPR course is Basic Life Support for HealthCare Provider approved by the American Heart Association. Students will not be allowed to attend clinical without a valid, current and approved CPR card, and up-to-date immunizations (including a current PPD Test).*

### Clinical Guidelines

Clinical sites are a valuable component to the nursing program. All clinical assignments are coordinated through CPTC nursing Clinical Placement coordinator. No student is to contact a facility directly to arrange a clinical rotation or to make changes to their assignment or schedule. Failure to comply with this may result in a clinical failure.

During your clinical rotation, the following are things to keep in mind:

1. Patient assignment will be determined in collaboration with the clinical instructor and the department or facility supervisor/charge nurse.
2. Faculty are responsible for the overall supervision and evaluation of the student and must confer with each preceptor or interdisciplinary mentor and student at least once before the student learning experience, at the mid-point of the experience, and at the end of the learning experience.
3. Clinical dates and times are subject to change without prior notification based on site availability and student learning needs. Changes can and have occurred during the middle of a quarter.
4. Students will not be allowed to participate in clinical rotation if appearance does not meet program requirements, including but not limited to wearing name tag and complete uniform. Please reference CANVAS for the most current information on clinical sites and clinical schedule. Students are responsible for checking the schedule prior to each rotation, assignments may change without notice.
5. Students may be assigned clinical sites that are located up to 50 miles away from the school and may require payment of bridge tolls. Clinical assignments for students may start as early as 5:45 am and end as late as 11:00 pm.
6. No changes are to be made to the clinical rotation schedule without the approval of the program dean.
7. Students are expected to participate with staff members in all routine activities on the unit as well as taking responsibility for assigned clients. Working on non-clinical home work is not allowed while at any clinical site.
8. Pre-conference and post-conference are considered part of the clinical experience and attendance is mandatory.
9. Students should bring their lunch or plan to buy their lunch in the facility cafeteria (as available). Students at hospitals may not leave the facility at lunch time or during breaks*.* Students must always check with instructor before leaving a facility for whatever reason.
10. Tobacco use in any form is not allowed. *If smoking odor is detectable on clothing or a tobacco product is noted in the mouth, a student may be asked to leave the clinical site and may constitute a failure.*
11. There are no lockers available for student use. Personal items carried to the clinical locations are at your own risk. Label books, stethoscope, scissors, or other personal items clearly with your last name.
12. **Cell phones and/or personal electronic media are prohibited on the floor at clinical sites without instructor approval**
13. The clinical schedule follows school holidays and closures.

#### ***Medication Administration***

The administration of medications in a patient care setting is a fundamental role of the nurse. The Clover Park Technical College Nursing Program is committed to the education of its students to safely and properly administer medications in the clinical practice setting.

Students must demonstrate competency in laboratory setting before performing skill on live patient. The role of nursing instructor on clinical site is to provide direct and/or indirect supervision of students in all clinical activities and to ensure patient safety.

Prior to administration of any medication, students are instructed throughout the program in theory, lab and clinical/simulation rotations on the following principles of medication administration:

1. Complete a drug profile for *each* medication to be administered that includes the following information:
   1. generic and trade name of drug
   2. classification of the drug
   3. action of the drug
   4. side effects
   5. drug interactions
   6. nursing implications
   7. client teaching
2. Correct reading and verification of the transcription of doctor’s orders by comparing the MAR to the original doctor’s order prior to preparation or administration of medications.
3. Check for and verify client allergies.
4. Obtain a current set of vital signs (i.e. blood pressure and pulse if giving lopressor) and pertinent laboratory tests available (i.e. blood sugars if giving Insulin, etc.).
5. Utilize the 3-safety checks when preparing medications for administration.
6. Utilize the 5-rights of medication administration for each medication prepared and given to a client. (You should be able to recite the 5-rights if asked).
7. Utilize the 3-safety checks to correctly identify the client by asking client to state his/her name, date of birth, and comparing the medical records number on the name band to the MAR each time before administration. In Geriatrics, verification will be made with staff who knows client. In clinics ask for date of birth with name.
8. Demonstrate the ability to calculate medication doses.
9. Accurately prepare injections choosing the correct syringe and needle size for the age, condition, and selected method and site.
10. Safe use of Automated Drug Dispensing Services, such as Pyxis, and other medication dispensing systems.
11. Performs client teaching for each medication, as requested.
12. Remain at the bedside while client takes medications.
13. Be supervised at all times while providing medications.
14. Document medications immediately following administration on MAR and applicable chart forms according to facility policy.
15. Make pertinent observations after medication administration (i.e. effectiveness of pain medication) with appropriate follow-up documentation.

#### Students Errors and Alleged Diversion

In the event of a medication error, a near miss involving medication administration, or an alleged drug diversion by a student nurse, the policy on “Reporting Clinical Errors, Near Misses, and Just Culture” will be followed. See Clinical Error and Near Miss Reporting Policy.

#### ***Nurse Technician***

Per WAC 246-840-(840-905), students are able to obtain a position as a nurse technician after satisfactory completion of at least one academic term of a nursing program.

To be eligible for employment as a nursing technician a student must meet the following criteria:

(1) Satisfactory completion of at least one academic term (quarter or semester) of a nursing program approved by the commission. The term must have included a clinical component.

(2) Currently enrolled in a nursing commission approved program will be considered to include:

(a) All periods of regularly planned educational programs and all school scheduled vacations and holidays;

(b) Thirty days after graduation from an approved program; or

(c) Sixty days after graduation if the student has received a determination from the secretary that there is good cause to continue the registration period.

(d) Current enrollment does not include:

(i) Leaves of absence or withdrawal, temporary or permanent, from the nursing educational program.

(ii) Students who are awaiting the opportunity to reenroll in nursing courses.

#### ***Infectious Disease***

Nursing is a dangerous profession. Risks include, but are not limited to HIV/AIDS, Hepatitis B & C, Tuberculosis, Influenza, C-differential, Staphylococcus, Streptococcus and other viral or bacterial pathogens. The goal is to accept the risk and then train to minimize risk. Nevertheless, risks remain. A student must be willing to accept the risks. Healthcare personnel will not be excused from caring for a patient with a communicable disease on their own request. Healthcare workers who may be immunosuppressed or have a clinical condition, which may confer an increased risk should provide a written statement to that effect from their private physician.

Students may be required to care for patients who are unidentified carriers of infectious diseases.  Therefore, to minimize exposure to pathogens, students must follow the universal precautions as currently recommended and expected when taking care of patients at the bedside.

#### Nursing Physical/Functional Job Requirements per Industry Standards

Nurses have expectations that must be adhered to in order to perform the job as a nurse. The following are the physical/functional requirements expected by the students at CPTC to perform as a student nurse. The percent (%) equals the amount of time the nurse is expected to perform these skills:

| ***Requirement*** | ***Frequency*** | ***Percentage of time*** |
| --- | --- | --- |
| Posture/movement/balancing | Continuously | 66-100% |
| Hand/finger dexterity | Continuously | 66-100% |
| Eye/hand coordination | Continuously | 66-100% |
| Reaching/grasping (below shoulder level) | Continuously | 66-100% |
| Repetitive motions (substantial movement of wrists, hands, fingers) | Continuously | 66-100% |
| Standing/walking | Continuously | 66-100% |
| Hearing/seeing/smelling/talking | Continuously | 66-100% |
| Contact with physician/patient/family | Continuously | 66-100% |
| High attention to detail/mental focus | Continuously | 66-100% |
| Noise | Continuously | 66-100% |
| Stringent hygiene standards | Continuously | 66-100% |
| Fast pace/high stress environment | Frequently | 34-65% |
| Crouching/crawling/kneeling/squatting | Frequently | 34-65% |
| Pushing/pulling (10-30 pounds) | Frequently | 34-65% |
| Day/night/weekend/flexible shifts | Frequently | 34-65% |
| Exposure to blood-borne and other pathogens | Frequently | 34-65% |
| Chemical hazards | Frequently | 34-65% |
| Climbing stairs | Occasionally | 1-33% |
| Reaching/grasping (overhead/extension) | Occasionally | 1-33% |
| Sitting | Occasionally | 1-33% |
| Stooping (bend at waist) | Occasionally | 1-33% |
| Twisting (back/neck/waist/knees) | Occasionally | 1-33% |
| Acute medical situations | Occasionally | 1-33% |
| Frequent training/retraining | Frequently | 66-100% |
| Management of people/resources | Occasionally | 1-33% |
| On-call/overtime/shift reduced or cut | Occasionally | 1-33% |
| Regular travel between facilities | Occasionally | 1-33% |
| Mechanical hazards | Occasionally | 1-33% |
| Electrical hazards | Occasionally | 1-33% |
| Fumes/odors/gases/mist | Occasionally | 1-33% |
| Temperature extremes (hot/cold) | Occasionally | 1-33% |
| Inside/outside environmental conditions | Occasionally | 1-33% |

# ADA Accommodations Policy

The nursing program follows the CPTC policy on disability resources and accommodations. CPTC wants to help all students succeed. Disability Resources for Students (DRS) is dedicated to ensuring access and inclusion to academic programs and college-sponsored events for students at Clover Park Technical College. DRS serves students with temporary and/or permanent physical, health, learning, sensory and/or psychological disabilities. Access and inclusion is a collaborative effort.

**Procedure**

It is important for students requesting accommodation to do so in a timely manner as some requests can take several weeks to arrange. Students requesting services for the first time are required to meet with CPTC’s DRS Coordinator 253-589-5548 or [Disability Resources](mailto:disabilityresouces@cptc.edu) (disabilityresouces@cptc.edu). Students will need to provide documentation from a qualified professional verifying the existence of a disability and its potential impact on academic success. Accommodations are determined on an individual basis based on the documentation provided. Possible accommodations include but are not limited to:

* Exam accommodations
* Alternatively formatted class materials such as textbooks in Word docs, PDFs, MP3, Braille and/or large print
* Sign Language interpreting
* Alternative classroom furnishing

1. Students are responsible for providing documentation of accommodation need to each instructor for each course they are requesting the accommodation at the beginning of each quarter they are enrolled in or as soon as the accommodation letter is completed by the DRS Coordinator.
2. Accommodation documentation must be updated quarterly and provided to each instructor prior to asking for implementation of accommodation.

3**.** Please be aware that accommodations are not retroactive

The complete Clover Park Technical College Policies and Procedures for Reasonable Accommodations for Students with Disabilities under ADA/504 is available through the DRS coordinator

Please note accommodations offered while in the program may or may not be offered by NCLEX administrators. Approval for NCLEX accommodation should be initiated well in advance as this could significantly delay taking of the NCLEX.

Revised 4.6.2020, Reviewed 1.6.2020, 4.6.2020, 7.6.2020, 9.28.2020, 1.4.2021, 4.4.2021, 7.6.2021, 9/18/2022, 08/21/2023, 08/16/2024

# Admission Process Policy

Clover Park Technical College serves a very diverse population. The nursing program experiences and encourages diversity within the program.

1. Beginning in school year 24 – 25, students will be admitted based on a holistic admissions process developed by the faculty. Information for this process will be available at least 90 before the application cycle opens.
2. Up to 60 PN students are admitted in the fall and spring of each year.
3. Up to 24 LPN-RN students are admitted in the fall and spring of each year.
4. Students being admitted to the program must attend a mandatory orientation, which is held prior to the start of the program.
5. Students seeking admission by transfer from another approved nursing education program, or readmission for completion of the program, shall meet the equivalent of the program’s current standards.

**Procedure**

Please refer to website for further information [Nursing Program](https://cptc-my.sharepoint.com/personal/tiffany_smith-fromm_cptc_edu/Documents/Handbooks/Nursing%20Program) (http://www.cptc.edu/programs/nursing)

Questions? Contact: [Nursing Program Contact](mailto:nursingprogram@cptc.edu) (nursingprogram@cptc.edu)

Reviewed 1.6.2020, 4.6.2020, 7.6.2020, 9.28.2020, 1.4.2021, 4.4.2021, 7.6.2021, 9.18.2022

Revised 4.24.2020, 08/21/2023, 08/16/2024

# Attendance Policy

Absences and/or tardiness is not acceptable in the workplace and does not demonstrate professional behavior. Attendance is required for **all** clinical, simulation and lab days. Any absence must be approved by the instructor and may jeopardize progression in the program if this results in instructor being unable to adequately evaluate the student. Any clinical or simulation absences in the last week of the quarter must be approved by the nursing program dean and may require documentation. Extended absence of more than one day per quarter must also be approved by the nursing programs dean and may require written documentation. Absences of more than one day may require extending enrollment time in the program.

**Procedure**

Failure to adhere to the following guidelines could result in clinical failure:

1. In the event of illness, students must notify the clinical instructor 1 hour before the shift.
2. For community clinic rotations only, in the event of illness, the student should call the community instructor before their shift begins to report an absence at least 1 hour before shift.
3. Absences, including tardiness, may jeopardize progression in or successful completion of the program.
4. Unexcused absences may result in failure of the clinical course- Unexcused absences include
   1. Tardy/late without prior notification of instructor
   2. No call/no show to clinical, simulation or lab
   3. Not in full uniform including but not limited to program appropriate, CPTC uniform patch, and ID badge
   4. Screening management system not complete and up to date
   5. Not checking schedule and knowing location of rotation prior to day of rotation

See course syllabi for specific course/facility objectives and student evaluations.

Revised 4.13.2020, 9.27.2022, 08/16/2024

Reviewed 1.13.2020, 4.13.2020, 7.13.2020, 10.5.2020, 1.11.2021, 4.11.2021, 7.13.2021

# Clinical Practice Expectations Policy

Clinical and/or direct patient care experiences are faculty planned and based on program outcomes and goals and educational preparation and skill level of student. Faculty are responsible for planning, overseeing and evaluating student clinical and practice experience. Nursing students must meet the WAC 246-840-531 requirements for the clinical hours based on their program.

* The number of clinical or direct patient care experience hours must be:
  + (i) At least three hundred hours for licensed practical nursing education programs;
  + (ii) At least five hundred hours for associate degree nursing education programs;

**Procedure**

**Clinical Rotations**

Clinical provides the opportunity for the student to provide care for clients in long term care, acute and community settings. This experience involves direct client care, nursing procedures and administration of medications to clients throughout the life span with a focus on safe nursing practice, nursing process, communication, documentation and client teaching. The students are expected to identify and apply basic principles of care for selected clients from a variety of cultures across the age continuum who present with a variety of medical-surgical disorders, diseases and mental illness. The student will participate as a member of the health care team on a student nurse level utilizing principles of CPTC Nursing Program.

**Faculty to student ratio**

Maximum of one faculty to ten students in clinical settings involving direct patient care. Maximum of one faculty to fifteen students in practice setting that are observational.

A lower ratio of faculty to student may be required for students in initial or highly complex learning situations or when student tor patient safety warrant.

**Mentors**

* Mentors may be used to enhance clinical or practice learning experiences after a student has received instruction and orientation from faculty who assure student is adequately prepared for clinical or practice experience. A mentor is not to be assigned more than one student. A mentor must have an unencumbered nursing license at or above the level for which student is preparing and have experience in facility and specialty area of at least two years. The mentor cannot be related to or be a personal friend of the student.
* Interdisciplinary mentors who have experience and educational preparation appropriate to the faculty planned student learning objectives may be used. The mentor is to receive orientation covering course objectives and student learning objectives and the expected role of the faculty, mentor and student. Faculty are responsible for the overall supervision and evaluation of the student and must confer with each mentor or interdisciplinary mentor and student at least once before the student learning experience, at the mid-point of the experience and at the end of the learning experience.

Reviewed 1.13.2020, 4.13.2020, 7.13.2020, 10.5.2020, 1.11.2021, 4.11.2021, 7.13.2021, 9.18.2022, 08/16/2024

Revised 4.24.2020, 9.18.2020, 3/15/2022, 08/21/2023

# Distance Learning Policy

It is essential that distance learning, whether being provided in a time of state of emergency or as part of hybrid education, meet the established learning outcomes and expected quality of the course(s).

**Procedure**

**Quality assurance**

Distance learning will be provided utilizing the current software (i.e. Zoom, Microsoft Teams) as prescribed by Clover Park Technical College. Although recordings of lectures may be made available for reference, it is the expectation that all course lectures will be provided live with a student/faculty interaction component. Learning outcomes and methods of assessment for distance learning classes will mirror the approved outcomes and method of assessment for face-to-face classes.

Syllabi and course curriculum are reviewed annually for all nursing courses by the nursing program curriculum committee. This review includes learning outcomes, methods of assessment and instruction, end of program student evaluations and faculty course evaluations. Included in the student and faculty evaluations will be an indication of whether evaluated course was taught face to face or via distance learning. Students and faculty will be asked to identify barriers to learning as well as strengths of each course. This data will be utilized for comparison of face to face and distance learning classes.

The nursing program dean or faculty lead will complete a classroom observation of each course and/or faculty a minimum of once per year. Tenure-track faculty additionally have several classroom observations completed quarterly by tenure track committee members. For distance learning courses the Clover Park Technical College Online Classroom Observation Assessment form is utilized. The Nursing Program Dean will review the completed observations and Student Evaluation of Learning and Teaching (SETL) with the individual faculty member at a minimum of annually.

**Security**

Clover Park Technical College does not have any open distance learning classrooms. Utilization of the waiting room and an access password is required to ensure only students on the course roster or invited guests are allowed access. Recording of distance learning classes is permitted if only sharing with students in the same class section via CANVAS. Recorded content with student identifying information may NOT be shared outside of that class/section. For best practices while recording- student names are not recorded and during student speaking the recording should be stopped for interactive discussions or faculty may read questions/comments from the chat feature without using the student name.

Should faculty choose to record a live classroom, the information below will need to be in the syllabus for that course:

Our class sessions may be audio visually recorded for students in the class to refer back to and for enrolled students who are unable to attend live. Students who participate with their camera or utilize a profile image are agreeing to have their video image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during a class and participate orally area agree to have their voice recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the “chat” feature, which allows students to type questions and comments live.

To ensure security during testing and testing integrity students will test on campus for proctored exams.

**Service support for students and faculty/maintenance**

Faculty were provided in person training on utilization of Zoom in Spring 2020 and upon hire. Faculty and students may access online resources at the links listed below. Students may receive assistance utilizing the college IT virtual assistance. Students and faculty may also receive assistance through the college’s e-learning department.

[Zoom Training](https://cptc.sharepoint.com/sites/Staff/SitePages/Zoom-Training.aspx)

[Microsoft Teams Information](https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software)

[Learning Resource Center and eLearning](http://www.cptc.edu/online)

Clover Park Technical College Internet Technology department is responsible for maintenance of the distance learning software platform.

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Reference- WAC 246-840-546 “Distance learning nursing education course or courses offered by approved nursing programs” <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-546>

Reviewed 1.27.2020, 4.27.2020, 7.20.2020, 10.19.2020, 1.25.2021, 4.25.2021, 7.20.2021, 08/16/2024

Revised 8.2020, 9.18.2022, 08/21/2023

# Dress Code Policy

**Classroom dress and appearance**

The nursing program expects students to appropriately represent the nursing profession and the program while on campus. Clothing should be in good repair. The faculty will counsel any student whose dress is considered inappropriate and may ask the student to leave. Examples of inappropriate dress include any clothing that reveals cleavage (including when leaning over), reveals the waist area, the gluteal cleft, undergarments, or any part of the body that would not be appropriate to see when working in a professional environment and/or has offensive language or references alcohol, tobacco or drugs.

**Lab/Simulation/Clinical dress and appearance**

The complete official CPTC student uniform is to be worn whenever the student is on duty at a clinical site, unless instructed differently by the instructor. The student will be required to wear the uniform during simulation, lab class, or make-up experiences in the lab or any facility in relation to the program. The uniform is to be worn only for nursing program activities.

The student uniform is a program specific color. For PN students, the color is **Grape.** For LPN-RN students, the color is **Pewter**. Students should purchase enough uniforms to allow for frequent laundering and ironing.

The student’s clinical, lab, simulation, or classroom Instructor will counsel students, if necessary, and may dismiss any student who does not follow the dress code guidelines. If student is dismissed from clinical, lab and/or simulation student will be marked as absent for this time period.

**Procedure**

If a student arrives at clinical in a uniform that is missing an item or is inappropriate, the faculty member may ask the student to leave clinical that day. This will result in missed clinical time for the student.

**Appearance requirements**

These requirements must be adhered to anytime student is in CPTC uniform. Students will also adhere to any additional clinical/agency/facility specific policies regarding dress code. Students who are not in compliance may be sent home.

Men & Women

1. Uniform top must have CPTC Logo sewn on Left Shoulder two inches below shoulder seam. The uniform must be clean, pressed, and in good repair at all times. Pant legs must not touch floor in accordance with infection control standards. Uniforms must fit like business attire. Pants must be at the waist, and the center seam may not sag toward the knees.
2. Undergarments not visible through pants (no thongs or revealing undergarments)
3. Lab or warming jacket (designated program color) (optional), with CPTC Logo sewn on Left shoulder two inches below shoulder seam)
4. Hair must be off the shoulders, clean, conservatively colored and groomed.
5. Men must be clean-shaven or have neatly trimmed facial hair. One to a few days of facial hair growth is not allowed as it can interfere with fitting of mask.
6. Fingernails must be clean and not exceed ¼ inch past end of fingertip. Nail polish is limited to clear, French, or neutral shades of polish.
7. Artificial/acrylic nails are not permitted.
8. Jewelry is limited to:
   1. Watch with second-hand
   2. One wedding ring without sharp edges
   3. One pair of conservative color and style stud earrings up to 6 mm in size
9. Visible body piercings, other than the one pair of earrings addressed in #8c. Piercings other than the one pair of earrings must be removed for clinical/lab. If student has a visible piercing that cannot be removed, they must discuss this with the instructor prior to first clinical/lab day.
10. CPTC photo ID badge at all times
11. Shoes with socks must be professional, clean, comfortable with closed toes, rubber soles or slip proof, and in good repair.
12. Discernible cologne, perfumes, after shave, lotion, powder, body or hairsprays may not be worn.
13. Personal hygiene and oral care must be exemplary. Students are expected to be showered, neat and odor free.
14. Chewing gum is not permitted at clinical or lab at any time as this interferes with effective communication.
15. The scent of tobacco smoke is not to be detectable at any time on body or clothing.
16. Long-sleeve shirt or turtleneck (optional)
17. Watch with second hand
18. Stethoscope

Revised 3.7.19, 9.18.2022

Reviewed 1.27.2020, 4.27.2020, 7.20.2020, 10.19.2020, 1.25.2021, 4.25.2021, 7.20.2021, 08/21/2023, 08/16/2024

# Drug and Alcohol Policy

The purpose of this policy is to ensure the safety of students and patients in every learning setting that Clover Park Technical Nursing Program provides.

**Procedure**

1. If an incident occurs and there is probable cause and/or reasonable suspicion to believe that the student is under the influence of alcohol and/or drugs while in the classroom or clinical setting, another drug and/or alcohol screening may be conducted.
2. Refusal to be tested may be grounds for dismissal from the program.
3. The student dismissed from the program for drug or alcohol use, or for refusal to take a for-cause drug or alcohol test may not reapply for admission to the program unless he/she has successfully completed a drug/alcohol rehabilitation program. This admission is subject to placement by a clinical agency.
4. Students with verified positive test results for alcohol, any illegal drug or the abuse of prescribed or over-the-counter medication or mind-altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, students will not be allowed to participate in clinical activities, thus they may not meet the clinical objectives required for successful completion of the nursing program.
5. If a student, who has been readmitted into the nursing program after successfully completing a rehabilitation program, fails a subsequent drug or alcohol test, the student will be dropped from the program and will be disqualified for readmission.
6. All information regarding drug and alcohol testing and resulting actions (i.e., rehabilitation, dismissal) will be kept confidential and maintained by the Nursing Program Dean.

Created 9.18.2022

Reviewed 08/21/2023, 08/16/2024

# Graduation Policy

Only students who have completed all course requirements for their program and all college requirements will be eligible for graduation.

**Procedure**

Once CPTC transcript evaluator has reviewed student’s record, the Nursing Program Dean will review for completion of program requirements, sign and submit required documentation for students to apply for NCLEX exam with the Washington State Board of Nursing.

Revised 1.4.19

Reviewed 1.27.2020, 4.27.20, 7.20.2020, 10.19.2020, 1.25.2021, 4.25.2021, 7.20.2021, 08/21/2023, 08/16/2024

# Incident Reporting and Tracking Policy

The purpose of this policy and procedure is offer a climate of “just culture” in the event of errors that assists students and faculty to review all levels of care, determine possible cause, and identify any systematic issues or contributing factors. These are issues, which could be addressed to work towards change to reduce or eliminate future patient safety errors. This policy falls in accordance of WAC 246-840-513.

*Examples of errors or near misses include, but are not limited to: medication errors (i.e. any violation of 7 rights of medication administration), miscommunications (i.e. failure to communicate necessary information, shift reporting errors), documentation errors (i.e. wrong chart, wrong information), and/or treatment errors (i.e. wrong site, wrong treatment applied, wrong patient).*

**Definitions**

**Near Miss**

* An adverse event that was caught just before the treatment was given and/or task initiated and could have been harmful or fatal.

**Error**

* An act of omission or commission that contribute or could contribute to an unintended result.
  + **Normal Human Error**- an inadvertent action caused by the failure of a system to facilitate people making good decisions, or a slip, lapse in judgment, or a simple act of omission. Action- Console the individual, discuss what led to the error and how to prevent it in the future.
  + **At Risk Behavior Error-** errors made by people when the risk is not recognized; or the risk is believed to be minimal, or the risk is justified based on presenting circumstances. Action- Counsel or remediation, increased supervision during high-risk activities, complete student plan for success
  + **Reckless Behavior Error-** conscious disregard of substantial and unjustifiable risk. Action- Sanction- may be dismissed from program.

**Unreasonable Risk of Harm**

* An act or failure to act, which is below the standard of care for what a reasonably prudent nurse would be in similar circumstances, thereby creating a risk of harm to the patient, whether or not actual harm resulted.

**Patient Harm**

* Anything that impairs or adversely affects the health, safety or well-being of the patient. Harm includes physical, mental, emotional and sexual abuse, exploitation, neglect or abandonment.

The Clover Park Technical College Nursing Program faculty are committed to the principles of Just Culture. Students are to report all safety issues in clinical facilities, whether real or perceived, to their instructors who will assist them to notify the appropriate staff person and complete any required documentation. Students, who make errors, experience “near misses” or witness other nurses or students make errors are strongly encouraged, even expected to report the incident to their instructor immediately with the purpose of fixing system problems and/or allowing others to learn from our mistakes. The clinical instructor in expected to notify the Nursing Dean within 24 hours of the error.

Just Culture is a system used to implement organizational improvement by decreasing the focus on errors, outcomes and assigning blame, and increasing the focus on reducing risk through system design and managing behavioral choices by individuals.

**Principles of Just Culture in Clinical**

* Fosters a learning environment that encourages the reporting of errors and near-misses.
* We expect students to be consistent and honest in their behavior.
  + Make the best choice
  + Learn from mistakes
* Holds students accountable for their performance but does not hold them accountable for circumstances or system flaws that are beyond their control.
* Supports critical analysis and constructive feedback.
* Lends itself to continuous quality improvement in work processes and systems that improve patient safety through feedback to facilities.

Clover Park Technical College utilizes a tool that allows for the practice of Just Culture, see Appendix B. The primary responsibility of the student and instructor is to take care of the patient’s immediate medical needs and notify the patient’s primary RN and physician.

**Procedure**

The Clover Park Technical College nursing program shall report to the commission, events involving a student or faculty member the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substance within the 48-hour time frame.

The nursing program will keep a log of all events reported by a patient, family member, student, faculty or health care provided resulting in patient harm, an unreasonable risk of patient harm, or allegations of diversion and medication errors.

The log must include:

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

***Clinical Instructors*** are responsible for reporting the information above to the Nursing program Dean immediately but not beyond 24 hours of the event.

The nursing education program shall use the principles of just culture, fairness, and accountability in the implementation and use of all incident reporting logs with the intent of

1. Determining the cause and contributing factors of the incident
2. Preventing future occurrences
3. Facilitating student learning and
4. Using the results of incident assessments for on-going program improvement.

Furthermore, the nursing program will report any errors, near misses or divergence events to the Nursing Care Quality Assurance Commission with 48 hours of the event.

Reviewed 2.3.2020, 5.4.2020, 7.20.2020, 10.26.2020, 2.1.2021, 5.2.2021, 8.2.2021, 08/16/2024

Revised 9.18.2022, 08/23/2023

# Leave of Absence (LOA) Policy

A student may request a leave of absence when life circumstances interfere with the student’s ability to continue in the program; however, the **student must be passing all enrolled courses at the time of the request of the LOA**. LOA may be requested for life circumstances such as pregnancy, medical condition of self or family, spousal deployment, death of immediate family members or other unexpected occurrence.

**Procedure**

LOA may be requested one time during the program and may be granted for up to one year.

Request for LOA must be submitted in writing to the CPTC Nursing Program Dean with an explanation of the circumstances leading up to the request.

Students are responsible for contacting the nursing program dean when they are ready to return to school. Students may be required to demonstrate continued competency in skills and knowledge prior to being approved for registration.

Revised 1.7.2019

Reviewed 2.3.2020, 5.4.2020, 7.20.2020, 10.26.2020, 2.1.2021, 5.2.2021, 8.2.2021, 9.18.2022, 08/19/2024

# Pregnant Student Guidelines Policy

The reference materials for these guidelines are offered in the pamphlet (https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) “[*Supporting the Academic Success of Pregnant and Parenting Students*](https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf)*”* by the Department of Education, Office for Civil Rights, June 2013.

As with any student with a medical condition and following the policies of the Clover Park Technical College Disability Services, the pregnant student is required to produce medical documentation before any academic assistance (accommodations) will be considered and/or granted. Prior to any assistance being given, the paperwork must be approved by the Nursing Program Dean. Students are encouraged to meet with the Nursing Program Dean to discuss a plan for student success.

In accordance to Student Pregnancy Policy by the Office of Civil Right (OCR), faculty **must** excuse a student’s absences due to pregnancy or childbirth for as long as the student’s doctor deems the absences medically necessary. In addition, when a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.

CPTC nursing faculty cannot and will not require a pregnant student to obtain a doctor’s permission before allowing her to attend school late in her pregnancy unless the student is asking for assistance or has a “high risk” pregnancy. If the college instructor is worried about the health or safety of a student, it is perfectly acceptable for the instructor to inquire about the student’s limitation but only when it pertains to their classroom and the student’s successful completion of the course. CPTC Nursing program will not require a pregnant student to produce a doctor’s note in order to participate in school or academic activities unless the same requirement to obtain a doctor’s note applies to all students being treated by a doctor.

**Harassment**

Clover Park Technical College Nursing Program will not tolerate harassment of any form, especially towards pregnant women. Prompt and effective steps will be taken to reasonably end pregnancy-related harassment, prevent its recurrence, and eliminate any hostile environment created by the harassment. It is a violation of Title IX if sexual harassment or other pregnancy-related harassment by employees, students, or third parties is sufficiently serious that it interferes with a student’s ability to benefit from or participate in the school’s program, and the harassment is encouraged, tolerated, not adequately addressed, or ignored by school employees.

**Accommodations**

With proper documentation, students who are pregnant or have given birth within six months will be entitled to assistance/accommodations. The accommodations vary pertaining to the type of pregnancy, medical documentation, as well as the academic program the student is enrolled. To ensure a pregnant student’s access to an educational format, when necessary, a program must make changes to the regular schedule that are reasonable and responsive to the student’s temporary pregnancy status. For example, a classroom might be required to provide a larger desk, or allow frequent trips to the water fountain or the bathroom. Students need to make appointment outside of scheduled class time unless all allowed and documented by condition and physician.

As stated earlier, Title IX requires a school to excuse a student’s absences due to pregnancy or related conditions, including recovery from childbirth, with medical approval. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The **student** should be allowed to choose how to make up the work as long as it doesn’t create an undue burden.

**Procedure**

**The pregnant student has the responsibility to**

1. Review Student Pregnancy Policy.
2. Have Health Care Provider complete paperwork if accommodation is needed.
3. Submit paperwork to the Nursing Program Dean.
4. Upon approval, give documentation letters to instructors.
5. As changes occur in pregnancy and accommodations are upgraded, update steps 2-4.
6. Request assistance as needed due to pregnancy. See Appendix C - [Pregnancy Accommodation Request Form](#_Appendix_C)
7. Assist your instructor in charting an action plan for the semester, which includes deadlines and expectations.

**Instructor has the responsibility to**

1. Develop an action plan for the quarter with the student, include deadlines and expectations.

It may be necessary for an academic contract to be addressed in order to track deadlines and progression of course materials. It is advisable to agree on this course of action and implement this matter early on in the semester.

Students who have disclosed they are pregnant will not be asked to participate in known occupational hazards for pregnant women.

Known Hazards:

* + - 1. Infectious diseases

1. The pregnant student is strongly advised to get all applicable immunizations (Hep B, Influenza, MMR, Varicella)
2. Consistent adherence to universal precautions is strongly encouraged
3. Minimize work to home contamination (change out of clinical clothes before entering home, laundering and storing clinical and non-clinical clothing separately)
4. May modify clinical setting to reduce occupational exposure depending on immunity or stage of pregnancy.
5. High alert infectious diseases: CMV, Parvovirus B19, influenza.
   * + 1. Pharmaceutical agents
6. There are specific drugs that have been identified as impacting reproductive and fetal development. Pregnant students in the clinical setting will not be required to administer the following agents:
   * + - 1. Antineoplastic agents
         2. Aerosolized agents such as pentamidine, ribavirin
         3. Waste anesthetic gases (in operating rooms, recovery room and post anesthesia care units)
         4. Organic Solvents-many are teratogenic and embryotoxic (examples include acetone, benzene, chloroform, ethanol, methanol, formaldehyde, gasoline and industrial glues)

To limit exposure wear solvent resistant gloves and protective clothing.

* + - 1. Ionizing radiation sources (radiology, nuclear medicine, positron emission tomography, gamma-ray cancer therapy, and cardiac catheterization procedures all emit ionizing radiation)

Revised 3.7.2019

Reviewed 2.10.2020, 5.11.2020, 7.27.2020, 11.2.2020, 2.8.2021, 5.9.5051, 8.9.2021, 9.18.2022, 08/23/2023, 08/16/2024

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# Progressive Guidance Policy

At Clover Park Technical College, we value our industry and our obligation to uphold the standards of that industry. Nursing standards including professional behaviors is important as we teach our students how to be successful in the world or nursing. As such, the purpose of this policy is to fall in line with industry standards around a progressive guidance policy that is outlined and clear with regards to the behaviors that are inappropriate for the professional nurse.

**Procedure**

The following are the steps of progressive guidance for *unprofessional behaviors* as outlined above for students in the nursing program.

**Step 1: Counseling**

If an instructor identifies a student who is performing in an unacceptable manner, the instructor will have a conversation with the student. This conversation will identify the unacceptable behavior as outline in the student handbook and assess the understanding of the nursing program policies as well as any other contributing factors. The student and faculty will come to an understanding of the appropriate behavior moving forward. An email outlining the conversation will be sent to the student and the faculty lead of the program.

**Step 2: Verbal Warning**

If an instructor identifies a student who is performing in an unacceptable manner and the student has already been counseled at any time during the program, the instructor will meet with the student to discuss the behavior or deficiency. The verbal warning will be shared in an email to the student, the faculty lead, and the dean of the nursing program. The intent of the verbal warning is to document and address student behaviors that could jeopardize patient safety or are areas where the student has demonstrated behavior that deviates from safe nursing standards.

**Step 3: Written Warning**

If the student fails to meet the standard of behavior or performance as outlined in the **Step 2** or receives another **verbal warning,** a **Written Waring Form (WWF):** ([Appendix D](#_Appendix_D_–)) will be issued, signed by the student and faculty and given to the Nursing Program Dean to be placed in the student’s academic file. The student will meet with the faculty member issuing the Written Warning and the faculty lead. The student may have a person of their choosing attend the meeting.

**Step 4: Behavioral Contract**

Failure of the student to correct the behavior as outlined in the written warning may result in a behavioral contract ([Appendix E](#_Appendix_E_–)). The student will meet with the faculty lead, who will issue the Behavioral Contract and the Nursing Program Dean. The student may have a person of their choosing attend the meeting.

**Step 5: Dismissal**

Failure to abide by the Behavioral Contract or repeated violations of professional behavior guidelines may be grounds for **dismissal** from the nursing program, as determined by a vote of the faculty. The student will be asked to attend a meeting with faculty and program dean to discuss alleged violation. They may have a person of their choosing attend the meeting. If dismissed from the program for professional behavior reasons, the student is not eligible to apply for readmission to the program.

***Immediate Program Dismissal:***

Some behaviors are so egregious to warrant immediate dismissal from the classroom or clinical site and may result in dismissal from the program. If dismissed from the program, the student may not reapply for admission. The list of egregious behaviors includes but is not limited to:

1. Failure to maintain safe care.
2. Inappropriate activity between student, staff, faculty, patient or patient family.
3. Theft
4. Patient abuse
5. Student statements and/or actions demonstrating the potential to cause harm to self or others.
6. Unprofessional behavior as stated in this handbook.
7. Disrespectful behavior toward faculty, fellow students, or staff in any industry or academic area.
8. Academic integrity violations
9. Failure to follow the other policies in the Student Handbook for the Nursing Department.

Created 9.18.2022

Updated 08/23/2023

Reviewed 08/19/2024

# Simulation Policy

**General Information:**

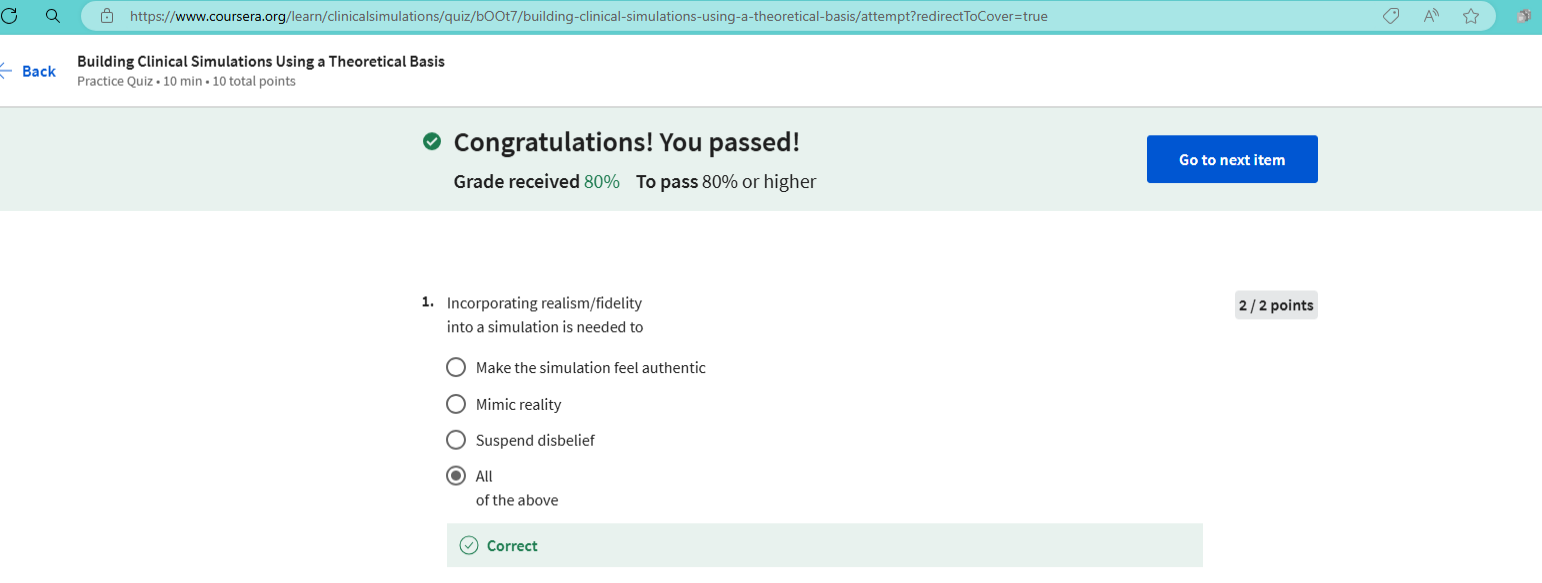
The Clover Park Technical College nursing curriculum is designed to improve critical-thinking skills, develop evidence-based practice and guide the student in the art and science of nursing will have the opportunity to learn theory in the classroom and practice newly learned skills in the comfort of the laboratory setting. Under the supervision of clinical faculty, students will also participate in the care of patients at local industry partner facilities. The Simulation Lab will provide a realistic, effective, and efficient learning environment for nursing students. All these components will help prepare students for the national licensure exams (NCLEX).

In simulation and in accordance with WAC 246-840-534, faculty use pre-determined scenarios to simulate specific medical conditions that the students may experience in their clinical rotations. Mid and high-fidelity human simulators are used to provide a realistic patient experiences. Simulating real life experiences for students in a safe learning environment is conducive to developing critical thinking, clinical reasoning, and clinical judgment skills. Simulation education brings together classroom learning, nursing skills, and real‐life clinical experience to allow the nursing student to "put it all together" in a safe learning environment for the purpose of safer nursing practice and improved patient care. A simulation event includes a pre‐brief, a scenario, and debriefing. A simulation day may include one or more scenarios preceded by a briefing and followed up with debriefing. The debriefing process is as important as the scenario itself because this is when important learning opportunities occur.

The purpose of this policy is to ensure the Clover Park Technical College nursing program is in compliance with *WAC 246-840-534: Use of simulation for clinical experiences in LPN, RN, or RN to BSN nursing education programs located in Washington state, a*s well as to provide guidance to the students and faculty utilizing simulation within the program.

**Procedure**

1. The CPTC nursing program shall have a budget to sustain simulation activity and support faculty training
2. The nursing dean and faculty are responsible to obtain and maintain adequate facilities, equipment, educational and technological resources to meet the intended objectives of simulation
3. Upon hire, all new faculty will be onboarded to the simulation equipment, space and scenarios available in the CPTC nursing lab by experienced simulation faculty
4. All faculty responsible for teaching, assessing and evaluating students in simulation will complete the Simulation Completion Training (See below). New simulation faculty will be assigned to an experienced and qualified faculty mentor for three weeks as a requirement of orientation before independently facilitating Student Simulation.
5. Southern Indiana Clinical Simulation Online Certificate Program (30 contact hours). Other resources include the Coursera Website:
6. Basic Simulation Lessons
   1. Access the Essentials in Clinical Simulations Across the Health Professions course in Coursera. The link is here: [https://coursera.org/share/c9c7d8f92e02ddabc8adb97280af6ba9](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcoursera.org%2Fshare%2Fc9c7d8f92e02ddabc8adb97280af6ba9&data=05%7C02%7CTiffany.Smith-Fromm%40cptc.edu%7C78a2539046b74c8462ea08dc979bb031%7C8aca85377c9a4248931ab2ae2e85dedd%7C0%7C0%7C638551942136241578%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ESxzxF2AdTLODsILeI9lIcAjhxBaT84D3YWnLGPmGYc%3D&reserved=0) . You will have to create a coursera account or log in with a gmail account to access the content. PLEASE DO NOT PAY FOR THIS. Choose the free option.
   2. Please complete all content in **modules 1, 2, 5 and 6**. Each module has a quiz to complete with a minimum score of 80%. You can take this multiple times. For each individual quiz, once you have passed, please take a screenshot of the completed score. You will have a total of 4. It should look like this:



* 1. Once you have completed the modules and passed Certificates of completion will be kept on file in the learning management system for the duration of faculty employment at CPTC.

1. All faculty using simulation will engage in ongoing professional development yearly in the use of simulation in nursing. This may include the following: online training, conferences, classes, books, scholarly articles, and other opportunities as approved by the program dean. Proof of ongoing simulation professional development will be kept on file in the learning management system for the duration of faculty employment at Clover Park Technical College.
2. Faculty to student ratios will be the same at the ratios identified in *WAC 246-840-532: Faculty to student ratios for clinical and practice experience in nursing education programs.* This is defined as: *“practical and prelicensure registered nursing education programs shall have a maximum faculty to student ratio of one faculty member to ten students in clinical settings involving direct patient care, and one faculty member to fifteen students at one time in practice settings that are observational, involve student precepted experiences, or are skills practice labs.”*
3. Students will evaluate the simulation experience after each simulation through a SIM evaluation assignment in the learning management system. Students also evaluate simulation through the student course evaluations at the end of the quarter.
4. Faculty will assess simulations scenarios using various methods of debriefing. Faculty also meet at the end of the quarter for a faculty debrief of simulation as a whole. Faculty will evaluate the effectiveness of the simulation scenarios and equipment as needed and at the minimum once a quarter. Changes will be made as needed to better meet student learning needs and align with student learning outcomes.

**Methods of Debriefing**

1. Plus/Delta (+/Δ)

Defines successful actions and results (plus +, meaning positive) or needing improvement in some way (delta Δ, the Greek symbol for change).

On a white board create two columns entitled + and Δ. The students and debriefing facilitator write down behaviors or actions that were positive in the plus column and behaviors or actions that should be changed or improved upon in the delta column.

|  |  |
| --- | --- |
| **+** | **Δ** |
| Identified client  Consistent hand hygiene  Client teaching/explanations with medications and treatments | No recapping needles  Disposing of sharps   Focus on clients concerns |

1. Advocacy/Inquiry method/Guided Reflections

Advocacy‐inquiry, sometimes called the “debriefing with good judgment” approach. This method decreases defensiveness in participants, while still allowing them to self‐reflect. It allows the facilitator to correct critical errors, without having the participants guess what the facilitator is thinking. This technique also identifies the student’s assumptions.

Additionally, the advocacy/inquiry approach allows for mutual respect of both the facilitator and students and helps reveal the students thought processes.

This method has three components which are used by the facilitator during a debriefing session.

1. Facilitator seeks to understand the actions of students based on their frame of reference (schema).

2. Facilitators approach is genuine inquiry about the actions and frame of reference. Facilitators uses advocacy‐inquiry as of method of understanding actions and frame of reference.

1. During advocacy, the facilitators states observations on students’ performance
2. actions.
3. During inquiry, the facilitator uses genuine inquiry or questioning to understand the student’s current frame of reference.
4. Examples:
5. An advocacy question, “I noticed that the team was staring at the monitor during the code instead of the client,” paired with an inquiry such as, “What was running through each team members mind as you were evaluating the monitor?”
6. An advocacy question, “I noticed that you decided not to give the prn medication that was ordered,” paired with an inquiry such as, “Can help me understand your reasoning?” Or “I wonder what your treatment strategies and priorities were at the time?”

**Simulation Process:** Faculty are to review all simulations before implementation with students.

The following guidelines will be used when developing, selecting, planning and implementing nursing simulations:

1. Assess the needs of the learner. Simulations will be based on the educational preparation and the skill level of the students.
2. Plan learning outcomes using the most appropriate fidelity situations for maximum realism. Simulations will be linked to program and course learning outcomes.
3. Facilitate learning by providing resources to students for simulation expectations prior to the day of simulation
4. Complete a pre-briefing with students prior to the simulation scenario. This may be the pre-briefing as written that accompanies a published scenario.
5. Allow student to repeat simulations as time allows to enhance learning
6. Faculty will deliver cues to the students during simulation as appropriate to increase simulation reality, or to help achieve learning outcomes
7. Complete debriefing with the students directly following the simulation utilizing plus delta debriefing method. During debriefing, evaluate the participant, facilitator, and the fidelity of the scenario. Debriefing will be used to encourage reflective thinking, develop critical though processes, and provide feedback
8. Simulations will be recorded and uploaded to Canvas for student review and reflection, if possible. Students are given an assignment in the learning management system to reflect on their simulation performance

Updated 08/23/2023, 08/19/2024

# Student Record Keeping Policy

Documentation regarding immunizations, background checks and clinical onboarding will be maintained by the student in Certified Background. It is the responsibility of the student to monitor and keep all documentations current.

The Nursing program will maintain a file for each nursing student in a locked file cabinet. Student files shall be available to the Nursing Commission staff during one site- surveys and/or investigations. Files will be destroyed upon graduation or one year after student has discontinued program. These files will contain the following items:

* Student contact information
* Emergency contact information
* Affidavit of understanding
* Model release
* Consent for invasive procedures
* Release of information for affiliated clinical sites
* Letters of Recommendation/References Information Release
* Program application
* Clinical evaluations
* Progress improvement plan if any
* Incident reports if any
* Progress reports if any
* Accommodation requests if applicable

**Procedure**

During mandatory program orientation nursing student handbook and policies and procedures will be reviewed, students will be required to sign affidavit of understanding. Revisions of the policies and procedures will be sent to students via Canvas and students will be asked to sign a new affidavit of understanding.

Students will be provided information regarding use of record management profile during first quarter. Students who do not complete and/or maintain currency of all required documents will not be allowed to attend clinical, which will result in a failure of the clinical course.

The Nursing Program administration will keep a log of any event involving a student or faculty member that the program has reason to believe resulted in a patient harm, significant risk for patient harm, or diversion of legend drug or controlled substance to report to the state Nursing Commission according to the WAC 246-840-513.  See [Incident Reporting and Tracking Policy](#_Incident_Reporting_and).

Revised 9.18.2022

Reviewed 2.24.2020, 5.26.2020, 8.3.2020, 11.16.2020, 2.22.2020, 5.23.2021, 8.23.2021, 08/23/2023, 08/19/2024

# Re-Entry Policy

Students who meet the following criteria are eligible to apply for re-entry into the nursing program:

* Has voluntarily withdrawn from the Clover Park Nursing program, OR
* Has failed to achieve 78% or higher or pass a pass/fail class in one or more nursing course during a quarter

**Procedure**

Re-admission will be considered based on space availability. No student is guaranteed re-admission. Priority for re-admission will be on a first come, first serve basis.

Students wishing to re-enter the program must:

* Notify the Nursing Dean of their intent via email.
* Pick up a permission to register form and a Complio extension form from the Instructional Program Assistant.
* Be current with all Complio requirements including:
  + immunizations
  + Tuberculin testing
  + American Heart Association BLS CPR
  + Healthcare insurance
* Pass a background check through Complio which includes Washington State Patrol. Additionally, must pass the Department of Social and Health Services background check prior to clinical rotations.
* Maintain a current, active, and unencumbered NAC or NAR license.

Students re-entering the program are responsible for ensuring they have retained the knowledge and skills obtained in previous quarters, as the program progressively builds on the knowledge and competency.

**Academic Failure**

Students who failed to successfully complete a didactic class with 78% or better or do not pass a pass/fail class cannot continue in the program. They may repeat that course the next time it is offered on a space-available basis by following the re-entry process outlined above. If they successfully complete the course upon a repeat, they can then continue in the program. Per CPTC policy a course may be repeated no more than twice. This means a student may take a course one time then repeat it, if needed, two more times for a total of 3 times. All courses and earned grades will remain on the student’s transcript. Please be advised that other colleges may not accept a grade earned in a repeated course.

**Patient Safety Clinical Failure**

If a clinical site representative reports a student action that reflects a patient safety concern the clinical instructor will investigate the incident and report to Nursing Program Dean. The clinical instructor who verifies or witnesses a patient safety concern, will determine how the incident will affect the student’s clinical grade. This may include a failing grade for that clinical course, and the student will not be able to continue in the program. The clinical site may also refuse to allow the student to continue at the site for liability reasons. A root cause analysis will be completed by the nursing program and the incident may need to be reported to the Washington State Board of Nursing (WAC 246-840-513).

Patient safety is of utmost import. If the student is eligible to re-enter the program, a competency assessment will be utilized to determine if the student is safe to return to the patient care environment. This competency assessment will be comprised of the skill verification competency tests utilized in the quarter one and two clinical skills laboratory classes. The competency assessment will be administrated and proctored by two nursing faculty members. The clinical instructor at the time of the clinical failure will not be eligible to be involved in the competency assessment process. Assessment will occur in the nursing laboratory classroom with no other students present, other than possible student volunteers serving as patient, in the area. Students being tested will be consulted regarding the selection of volunteer patients.

Inability to pass this competency exam may result in requirement to remediate skills by student re-enrolling in any quarter of the nursing program. Student will not be able to progress in the program until remediation is complete and competency has been demonstrated in the laboratory skill courses.

Revised 5.2.19, 11.18.19, 4.24.2020, 08/23/2023

Reviewed 2.24.2020, 5.26.2020, 8.3.2020, 11.16.2020, 2.22.2021, 5.23.2021, 8.23.2021, 08/19/2024

# Remediation Policy

Students are allowed up to 3 attempts for remediation of a skill during clinical and lab rotations. After each attempt, the student must remediate for 24 hours before re-approaching faculty for another attempt. The highest score of all attempts will be the final grade. If the student earns <78% of the total points for the skill, they must meet with the Faculty Lead and lab/clinical faculty to discuss a plan of action for success.

For each remediation attempt, there will be a 10% deduction from the total amount of points.

* 1st unsuccessful attempt: Additional support and resources

After the first failed attempt, faculty will have a face-to-face meeting and debrief with the student to review areas in need of improvement that contributed to the failure of the skill. Faculty will provide support and resources for the student to utilize during the 24-hour remediation period. *Observed practices are required for students to qualify for another skills attempt.*

* 2nd unsuccessful attempt: Formal Meeting

Faculty and student will meet with the Faculty Lead in a formal meeting. Together, faculty, student and Faculty Lead will provide feedback and create a plan of action utilizing the Remediation Form, providing support and resources for the student’s reference prior to the final attempt. *Observed practices are required for students to qualify for another skills attempt.*

* 3rd unsuccessful attempt: No further progression

Student will receive a “Fail” for the skill and therefore not progress in lab/clinic­al. Student will need to re-enroll the same lab/clinical quarter at a later time, determined by availability in the program at the time of re-entry.

Created January 2023

Updated 08/23/2023, 01/2024, 08/19/2024, 10/3/2024

# Students Rights and Responsibilities Policy

Clover Park Technical College Nursing Program follows the CPTC student policy. This information can be accessed on the [CPTC website](https://www.cptc.edu/about/policies) under Chapter 5.

Revised 3.7.19, 08/23/2023

Reviewed 2.24.2020, 5.26.2020, 8.3.2020, 11.16.20, 2.22.2021, 5.23.2021, 8.23.2021, 08/19/2024

# Social Media Policy

This policy applies to Nursing students who engage in internet conversations about or involving CPTC, clinical sites and/or didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**GENERAL INFORMATION:**

Social media are defined as mechanisms for communication designed to be disseminated through social interactions. Social media is commonly thought of as a group of Internet-based applications foundations that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Instagram.

Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and CPTC reputations.

As students you are expected to represent CPTC in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites be aware that this information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.

**Procedure**

* Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about CPTC, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a CPTC nursing student.
* Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of CPTC.
* Do not use CPTC logos and/or graphics, on personal social media sites. Do not use CPTC name to promote a product, cause, or political party or candidate.
* No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
* Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
* No student shall videotape/photograph professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed.
* If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on CPTC’s behalf.
* HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
* Channel any criticism of an agency, an individual, or an instructor through the Nursing Program Dean. In order to engender confidence and trust in our program, students should refrain from critical discussion outside the school or with other students. This includes any comments made on any social media outlet.
* Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

**Remember**

* There is no such thing as a “private” social media site. Search engines can turn up posts years after the Publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings.
* Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
* Future employers hold you to a high standard of behavior. By identifying yourself as a CPTC student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
* Adhere to all applicable college privacy and confidentiality policies.
* You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
* Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
* Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

**CONSEQUENCES**

* Violation of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences per clinical facility and/or school policy.
* Students who share confidential or unprofessional information do so at the risk of being dismissed from the nursing program.

Reviewed 3.2.2020, 6.1.2020, 8.10.2020, 11.30.2020, 3.1.2021, 5.31.2021, 8.23.2021, 08/23/2023, 08/19/2024

Revised 8.29.18, 9.18.2022

# Student Performance Evaluations Policy

Students are responsible for monitoring their progress and grades throughout the program and utilize resources or seek assistance as needed from faculty and/or staff.

Faculty are responsible for providing feedback to students and maintaining a current grade record in the learning management system.

**Procedure**

For in class lecture courses students’ performance will be measured as indicated in the individual course syllabus and recorded in the learning management system. Students must earn a minimum of 78% in all didactic classes. For didactic classes, students will be notified in writing via an academic warning letter during mid quarter if their grade has fallen below passing. The student will be required to meet with the faculty member that issued the warning.

For clinical, lab or simulation courses students will be evaluated by the instructor at the completion of the rotation. Significant issues or concerns that have been identified by the faculty during the rotation will be addressed as they occur and a progress report completed and filed in student record. Student must achieve “meets standards” in all competencies for all clinical rotations.

Revised 3.7.19, 08/19/2024

Reviewed 3.9.2020, 6.8.2020, 8.17.2020, 12.7.2020, 3.8.2021, 6.6.2021, 8.30.2021, 08/23/2023, 08/19/2024

# Testing Policy

The purpose of this policy is two-fold:

1. To give students the opportunity to spend some time thinking and decompressing after taking the exam and it gives the faculty the opportunity to review the exam and to review statistics.
2. The challenge piece of this policy is to allow students to have a voice in their learning and to keep an open, healthy, respectful dialogue going between faculty and students.

**Procedure**

1. **24 Hour rule following quiz or exam:** Students must refrain from contacting an instructor immediately after an exam or quiz with questions about the exam content, items, or results. Instructors must be given 24 hours following at exam or quiz to review the results and enter scores. Thus, there will be no discussion of exam items between students and faculty on the day the exam.
2. Challenges to the answer on an exam must be presented to the instructor in person no sooner than 48 hours following the exam/quiz. Students will be required to provide documentation from the course materials that supports their chosen answer. Students must request an appointment with the instructor; challenges presented by email will not be accepted.

Created October 2022

Reviewed 08/23/2023, 08/19/2024

# Withdrawal and Dismissal Policy

Students may voluntarily withdraw from the program at any time. Students are encouraged to check

withdrawal dates in the current college catalog for any financial obligations and refund policies. Furthermore, students who withdraw from any nursing course will need to request re-entry if desired. See [Re-entry Policy.](#_Re-Entry_Policy) If a student stops attending class or clinical, or who do not register for the next quarter without requesting a Leave of Absence, they are considered withdrawn from the program.

Students are expected to display the highest level of integrity in administering patient

Care/medications, observing, documenting, and in communication with peers, staff, and instructors in accordance with the CPTC Nursing Program Handbook. Students are expected to behave in a professional, respectful manner at all times.

**Procedure**

Students are expected to adhere to the nursing program handbook and the policies within. Failure to comply with these policies, nursing ethics, professional nursing behaviors or any behavior that warrants an immediate dismissal should be avoided. The most successful students know the policies and procedures of the nursing program and recognize their obligation to adhere them. Faculty and the nursing program dean with use this handbook and the policies within to establish whether or not a student will be dismissed from the program.

Students who withdrawal will need to follow the guidance within the nursing program handbook and adhere to the proper procedure.

Revised 9.18.2022

Reviewed 3.16.2020, 6.15.2020, 8.17.2020, 12.14.2020, 3.15.2021, 6.13.2021, 8.30.21, 08/23/2023, 08/19/2024

# Appendix A – Release of Information

**CLOVER PARK TECHNICAL COLLEGE**

**RELEASE OF INFORMATION**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorize Clover Park Technical College and/or its staff to provide all information contractually required by affiliated clinical sites.

I hereby release Clover Park Technical College and its staff from all legal responsibility or liability that may arise from the act here authorized.

This release of information is valid for the length of time I am in my program from the date of the student’s signature.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student

# Appendix B – Clinical Incident Tool

To be completed by faculty following a clinical incident or near miss event for determination of necessary action plan.

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of event: \_\_\_\_\_\_\_\_\_

**Part 1: Review of student behavior surrounding incident**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Human error/mistake (systems error or lapse in performance)** | **At Risk Behavior**  **(unintentional risk taking, risk was mistakenly justified or not known at the time of behavior)** | | **Reckless/Careless Behavior**  **(intentional, excessive risk taking, conscious choice to disregard known expected behavior)** | **Score** |
| **Criteria** | **1** | **2** | **3** | **4** |  |
| **Prior incidents on file** | No previous incidents or errors on file. No evidence of past reckless behavior. | One prior incident of at risk behavior, not similar to current situation. | Prior counsel for similar at risk behavior or error. | 2 or more previously documented incidents of similar nature |  |
| **Program level expectations** | Practiced to level of education. Had knowledge and ability to perform task. | Practiced beyond current level of skill and knowledge due to pressure or perceived pressure from qualified supervising nurse. | Practiced beyond current level of skill and knowledge without direct supervision of nurse. Not aware of educational boundaries. | Evidence of intentional practice above level of current status in the program, knowledge, and skills training. |  |
| **Adherence to nursing practice standard, policy, or provider order** | Unintentional deviation from policy –OR- no policy/standard/provider order available. | Policy or standard was not followed due to cultural norm, common for staff to deviate from policy, or order was misinterpreted. | Policy, standard, or provider order was in place but student perceived need to deviate for expectations of staff, patient, or faculty. Student failed to clarify expectations or utilize other resources. | Intentionally disregarded known policy, procedure, provider order, or nursing care standard. |  |
| **Decision to act** | Action was accidental, unintentional, or inadvertent | Student was faced with need to take immediate action or make decision in emergent situation. | Non-emergent situation and student decided to pursue action without weighing risk to patient. | Student put own interest before patient need or safety. Egregious behavior that would not be performed by a prudent nurse. |  |
| **Accountability** | Self-disclosed error, displayed honesty and identified plan to prevent repeated error | Admitted to incident readily when questioned. | Admitted to incident reluctantly or much later when confronted with evidence. Made excuses or placed blame on other circumstances to justify situation. | Denied responsibility or took action to conceal incident. Uncooperative with investigation or post-incident procedures. |  |
| **Total Score** | | | | |  |

**Part 2: Mark all that apply**

|  |  |
| --- | --- |
| **MITIGATING FACTORS** | **AGGRAVATING FACTORS** |
| Communication breakdown (shift report, language barriers, misunderstanding/terminology) | Student action or behavior demonstrated violence, cruel or heinous act |
| Missing/unavailable resources or supplies | Created excessive risk for more than one patient or staff member |
| Unclear policies, procedures, provider orders | Threatening, bullying, intimidating behavior |
| Chaotic environment, frequent emergencies or interruptions | Prior disciplinary actions or warnings on file |
| Lack of orientation, training, or education | Other: |
| Patient factors- combative, threatening, agitated, confused |  |
| Unit climate factors- staff conflicts, inadequate staffing |  |
| Other: |  |

**Score from page 1 Criteria: \_\_\_\_Number of Mitigating factors: \_\_\_ Number of Aggravating factors: \_\_**

**Part 3: Plan of Action**

|  |  |
| --- | --- |
| Criteria Score 5-7 **OR** 3 or more mitigating factors **AND** no aggravating factors  **Action: Console** | Provide comfort to student, no blame assigned. Review student action and resultant outcome. Discuss how to avoid error in the future. Identify systems issues that may need to be addressed. |
| Criteria Score 8-10 **AND** 2 or more mitigating factors **AND** no aggravating factors  **Action: Counsel** | Discussion with student regarding any at-risk behaviors. Increased clinical supervision and support in similar situations. |
| Criteria Score 8-15 **AND** no mitigating factors **AND** no aggravating factors  **Action: Remediation & complete Clinical Support Plan** | Completion of Clinical Student Support Plan and review of progress with faculty. Additional supervision during clinical experiences. |
| Criteria Score 16-20 **OR** 1 or more aggravating factors  **Action: Disciplinary** | Completion of Professional Behavior Letter of Warning and refer to Nursing Program Student Handbook regarding professional behavior violations. Student may be dismissed from program. |

**Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deliver completed form to Nursing Program Dean**

# Appendix C - Pregnancy Academic Accommodation Form

**Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The request for temporary medical accommodation must be submitted with the following stipulations. Failure to fully complete procedures may delay any assistance being requested.

* Documentation must be on **doctor’s letterhead** and have a medical diagnosis (pregnancy).
* Documentation must be signed by a medical doctor or appropriate specialist
* Documentation must include a “due date”

It is important to note that a change in accommodations may occur due to the progression of the pregnancy. Any requests for different accommodations must be submitted with additional documentation justifying/verifying the adjustment.

**Please select the accommodations requested:**

Excused absence Separate table and chair

Temporary disability parking Frequent bathroom breaks

Limited exposure to chemicals No lifting over ten pounds

Frequent breaks to walk around Permission to leave class suddenly

Permission to eat/drink in class No prolonged standing

Excused for tardiness

Additional Accommodations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the student classified in the “high risk pregnancy category? Yes\_\_\_\_\_No\_\_\_\_\_\_\_

Students who have disclosed they are pregnant will not be asked to participate in known occupational hazards for pregnant women.

# Appendix D – Written Warning Form

Written Warning Form (WWF) – Progressive Guidance, Step 3

|  |  |
| --- | --- |
| Student: | Date: |
| Course: | Faculty: |
| Brief Description of the Problem/Situation: | |
| **Nature of the Problem- Specify** | **Supporting Evidence & Handbook Reference** |
| * Attendance * Tardiness * Absent without 1 hour notice * Clinical Absence (after 1st absence in school year) * Other Absenteeism issue |  |
| * Unsafe Practice- Clinical, Lab, or Simulation environment * Unprofessional communication with instructor, nurse, or patient * No evidence of preparation for patient care * Other: |  |
| Other Professional Conduct Issue (identify from list in handbook) |  |
| Other: Such as, but not limited to refusal to meet with faculty regarding midterm grades, failed exam, or professional misconduct |  |
| **OPTIONAL** | |
| **Recommendations for Improvement:**   * Improve academic or clinical preparation * Life style changes * Reduce work hours * Communication skills work (written/verbal/non-verbal) * Other: | |
| **Support Referrals:**   * Campus support/student services * Writing center * Peer support/study group * Disability/access services * Program/course Faculty * Learning Resource center * Other: | |
| **MANDATORY** | |
| **Mandatory Remediation (as determined by instructor or faculty lead):**   * No further absences or late arrivals * Meet with faculty or Dean on regular basis until success achieved in course * No further episodes of lack of preparation * Other specific requirements: | |
| What is necessary to progress in the course/program? (skill to be passed, simulation repeat, points needed in course): | |
| **Student is responsible to complete any mandatory remediation items by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)**  **Failure to do so will result in a Behavioral Contract - Step 4- Progressive Guidance** | |
| **Student Comments:** | |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Outcome:**  Passed Course  Failed Course  Behavioral Contract (Step 4 Progressive Guidance)  Withdrew from Course/program |

# Appendix E – Behavioral Contract

Student Behavioral Contract – Progressive Guidance, Step 4

**Student Name:**

**Telephone:** **E-mail:**

**Nursing Instructor:**

**Nursing Course:** **Date**:

**Initial Meeting Attendees:**

**Copies: O Student O Dean O Instructor O Student File**

Initial Meeting Issues/Concerns

Situation

|  |
| --- |
|  |

Contributing Factors

|  |
| --- |
|  |

Short-Term Goals (i.e. “within 3 weeks”)

|  |
| --- |
|  |

Long-Term Goals (i.e. “by end of current quarter”)

|  |
| --- |
|  |

Plan of Action (including follow-up date)

|  |
| --- |
|  |

Departmental Supportive Measures

|  |
| --- |
|  |

Referrals

|  |
| --- |
|  |

**\_\_\_\_\_\_\_\_\_I agree to abide by the plan of action outlined on this document and work towards my stated goals. I understand a violation of these terms, or another warning for either unprofessional behavior or academic performance may result in dismissal from the nursing program.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

Evaluation of Resolution (completed by Nursing Program Dean)

|  |
| --- |
|  |

# Appendix F – Letter of Recommendation/References Information Release

I hereby authorize ­­­­\_\_Clover Park Technical College\_to provide the following information for this letter of recommendation:

**Release of information required:**

\_\_\_\_\_\_\_\_\_\_\_ Information about specific course taken

\_\_\_\_\_\_\_\_\_\_\_ Grades/GPA

\_\_\_\_\_\_\_\_\_\_\_ Other non-directory information

**Release of information student approval optional:**

\_\_\_\_\_\_\_\_\_\_ Observations with or of the student(s) in class participation

\_\_\_\_\_\_\_\_\_\_Personal acquaintance with or of the student(s)

\_\_\_\_\_\_\_\_\_\_ Program of Study

\_\_\_\_\_\_\_\_\_\_ Dates of enrollment

\_\_\_\_\_\_\_\_\_\_ Degree/Certificate received

\_\_\_\_\_\_\_\_\_\_ Honors

\_\_\_\_\_\_\_\_\_\_ Other Directory information listed below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

Directory Information at Clover Park includes: Student name, major field of study, eligibility and participation in officially recognized activities, organizations, date of attendance (quarter start and end dates only, not daily class attendance), honor roll, full/part-time enrollment status and degrees/awards received.

# Appendix G – Emergency Contact Form

**CONTACT INFORMATION**

**Please Print Clearly**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information (need at least one)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix H – Affidavit of Understanding

Policies for the nursing program are intended to assist the student to succeed in the nursing program and to prepare you for a nursing career as a Licensed Practical Nurse (LPN) or Registered Nurse (RN).

Please sign below to indicate that you have received and read the attached information, and that you will comply with the statement below:

*I acknowledge that I have read and understand the policies and procedures in the current Clover Park Technical College Nursing Program Handbook. I have received a copy of the policy handbook and have had the opportunity to ask questions. I understand that non-compliance with policies may result in dismissal from the program. A copy of the current Nursing Program Handbook is maintained on CANVAS. I understand these policies may be revised during my enrollment in the nursing program. Students will be advised of the changes and new affidavits will be signed when any revisions are made. I understand as a nursing student I must be able to attend clinical rotations as assigned. These rotations may occur any day, anytime between 5:00 am to 11:30 pm. Clinical schedules may not be published until the beginning of the quarter and changes may occur throughout the quarter.*

*I understand that clinical placement is dependent on approval of my placement at that facility. This approval may be impacted by non-compliance with immunizations and other onboarding requirements, issues identified on background check and/or prior employment at the facility. Denial for placement at any facility may impact ability to complete the nursing program.*

*I understand that I will be required to submit required documentation of current/up-to-date immunizations, a current* ***American Heart Association******Basic Life Support – Health Care Provider*** *CPR card. This must be completed within the first two weeks of enrollment in the program.*

*I agree to abide by the published policies in the CPTC catalog available on the website.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Print your name |  |  |  |

**This form must be signed and returned to the Nursing Program office for placement in your student information file.**

# Appendix I – Remediation Form

|  |  |  |
| --- | --- | --- |
| Student: | Date: | |
| Course: | Faculty: | |
| Skill Attempt:  of 3 | | |
| Failed skill: | | Contributing factors: |
| **Please attach skill check off form to this document for reference.** | | |
| NEXT STEPS: PLAN OF ACTION | | |
| **Recommendations for Improvement:**   * Improve academic or clinical preparation * Life style changes * Reduce work hours * Communication skills work (written/verbal/non-verbal) * Other: | | |
| **Support Referrals:**   * Campus support/student services * Peer support/study group * Disability/access services * Program/course Faculty * Learning Resource center * Other: | | |
| **MANDATORY** | | |
| **Mandatory Remediation (as determined by instructor or faculty lead):** | | |
| What is necessary to progress in the course/program? (skill to be passed, simulation repeat, points needed in course): | | |
| **Student is responsible to complete any mandatory remediation items by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)**  **Failure to do so will result in failure of vital clinical skill and, as a result, clinical rotation** | | |
| **Student Comments:** | | |

I agree to the remediation and action plan as outlined above and the timeline in which this must occur. I understand failure to remediate by the deadline as specified may result in failure of the skill and therefore clinical.

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_