



EDMONDS COLLEGE
NURSING

Edmonds College
Nursing Student
Handbook

2025-26

Table of Contents

[Welcome to Edmonds College Nursing Program](#)

[Mission and Core Themes](#)

Edmonds College
Nursing Program

[General Program Policies](#)

Statement of Non-Discrimination
Equity, Inclusion, and Belonging
Student Rights, Freedoms and Responsibilities
Program Communication
 Triton Mail
 Nursing Student Canvas Site
 Slack
Student Identification Numbers
Academic Calendar
Children on Campus
Gifts

[Academic Policies](#)

Program Outcomes
Program of Study
Admission
Progression
Learning Contracts and Probation
Voluntary Withdrawal
Involuntary Withdrawal or Dismissal
Readmission
Transfer
Graduation
Licensing
Complaints and Grievances
 Nursing Program Process Complaints Grievances
 Edmonds College General and Grade Complaint Procedures
 Title IX Complaints
Student Records
 Contact Information
 Nursing Program Records

- College Records
- Personal References
- Student Employment While Enrolled
- Essential Abilities
- Reasonable Accommodations for Disabilities Student Services at Edmonds College
- Student Evaluation of Nursing Program
- Employment as a Nursing Technician

Course Policies

- Grading
- Attendance
- Late Work, Remedial Work, Make Up Assignments
- Missed Examinations
- Theory Courses
 - Online Course Policies
 - Academic Writing and APA Style
 - Zoom testing policy
- Lab/Clinical Courses
 - Math Proficiency
 - Emergency/Bad Weather Cancellation
 - Lab Policies
 - Simulation Lab Policies
 - Clinical Policies
 - Clinical Skills Policy
 - Medication Administration
 - Medication Errors
 - Just Culture
- ATI Testing
 - Non-proctored Exams Proctored Exams
 - Remediation
 - ATI Comprehensive Predictor

Health and Safety Policies

- Emergency Preparedness
- Clinical Passport
 - Castlebranch
 - Immunization and TB Documentation
 - CPR Requirements
 - Criminal Background History

- Drug Screens for Clinical
- Insurance
 - Health Insurance
 - Malpractice/Liability Insurance
- Invasive Procedures Informed Consent Injury/Exposure
 - OSHA Guidelines for Exposure to Body Fluids
 - Student Exposure Procedure
- Pregnancy
- Restrictions Due to Illness
 - COVID Guidance

Student Conduct Policies

- Academic Integrity
 - Online Integrity Contract
- Dress Code/Personal Appearance
- HIPAA
 - Computer Access to Patient Charts
- Standards of Practice
 - Scope of Practice Decision Tree
- Ethical Standards
- Electronic Device Policy
- Social Media Policy
- Professional Boundaries
- Professional Behaviors and Safe Practice Guidelines
 - Professional Values and Behaviors
 - Unsafe or Unethical Conduct
- Substance Abuse and Impaired Practice

Contracts, Agreements, and Forms

- Contact Information
- Risks and Hazards
- Informed Consent for Invasive Procedures
- Authorization for Release of Information to Clinical Site
- Authorization for Release of Information for References
- Handbook Attestation
- Photo and Video Release (online)

[Welcome to the Edmonds College Nursing Program](#)

The Nursing Student Handbook outlines the policies and procedures applicable to both the Practical Nursing (PN) Program and the Licensed Practical Nurse to Registered Nurse (LPN to RN) Bridge Program. Most of these policies pertain to students in both programs, although the handbook will highlight any differences.

This handbook is divided into five sections: General Program Policies, Academic Policies, Course Policies, Health and Safety Policies, and Student Conduct Policies. While these policies align with Edmonds College's (EC) overall policies, there are additional regulations specific to the Nursing Program. It is essential for students to familiarize themselves with the content of this handbook, including any information found in the hyperlinks (displayed in blue).

The Director of Nursing and faculty members are available to clarify any policies or procedures listed in this handbook. For college-wide policies, please refer to the Edmonds College Student Handbook. This Nursing Student Handbook includes policies specifically relevant to nursing students.

The Edmonds College Nursing Program reserves the right to modify any statements in this handbook regarding rules, policies, curricula, and courses. Such changes will take effect as determined by the appropriate faculty and administrative bodies and will apply to both current and future students. Faculty will communicate any handbook modifications to students in writing at least two weeks prior to implementation. Nothing in this handbook should be interpreted as creating a contractual agreement between a student and Edmonds College.

Students will be required to sign an attestation confirming that they have read and understood the handbook and agree to follow the Nursing Program's policies and procedures.

[Mission, Core Themes, and Program Description](#)

[About Our College - Mission](#)

Mission and Core Themes

The Edmonds College Mission Statement is: Teaching | Learning | Community

Guided by innovation, equity, inclusion, and a global perspective we are committed to...

- Academic Excellence
- Student Success
- Community Engagement

Vision

Transforming lives through exemplary, nationally recognized educational and career pathways

Values

The Board, employees, and students of our college value:

Collaboration and Communication

- We promote respectful collaboration, communication, and interaction among students and employees.
- We develop and maintain a safe, healthy, and professional environment that fosters creativity, innovation, learning, and personal growth.

Responsibility and Accountability

- We manage our resources with efficiency and integrity to ensure the long-term health of the college.
- We infuse sustainable and transparent practices throughout all aspects of the college's operations and programs.

Innovation and Creativity

- We continuously seek opportunities to improve the quality of our lives, the college, our community, and the world.
- We explore, create, and evaluate in order to improve.

Diversity, Respect, and Inclusion

- We celebrate the individuality and diversity of our students and colleagues, as well as the diversity of our college, community, nation, and world.
- We require equity and mutual respect.

Nursing Program Mission and Program Description

Edmonds College Nursing Department Mission Statement

The Edmonds College Nursing Program is committed to excellence and to fulfilling the college mission. Our mission is to educate caring, technically competent, technologically literate, and culturally competent nurses who are prepared to practice with commitment and integrity in diverse and changing healthcare settings. The College's core themes provide the foundation for our program's mission, outcomes, and curriculum.

Program Description

Edmonds College's innovative nursing programs are part-time and have a strong e-learning component. The program design provides access to nursing education for diverse populations who may not be able to enter traditional full-time nursing programs easily, offers career pathways for incumbent healthcare workers, and meets the needs of healthcare employers for highly qualified nurses. Our program

provides a consistent educational focus, encouraging students to develop the knowledge, habits, and skills necessary for lifelong learning. This program addresses the priorities of the National Academy of Medicine, the National League for Nursing (NLN), and the Washington Center for Nursing (WCN), as well as the needs of local healthcare employers.

EC Nursing Students integrate theory and practice throughout the program. The program offers online theory courses, which meet the needs of nontraditional students with work and family obligations that preclude them from attending a traditional full-time program. Students apply their theoretical knowledge during laboratory experiences on campus and in clinical settings, such as caring for patients in long-term care facilities, acute care hospitals, and community agencies.

Graduates are encouraged to pursue further education to the baccalaureate level. The LPN to RN Direct Transfer Agreement (DTA) streamlines this process.

Our faculty believes that education is a process through which a person assimilates knowledge, develops skills, establishes values and professional ethics, and realizes their potential. The faculty believes in respecting students' unique qualities and learning needs, and strives to provide a supportive and challenging learning environment that stimulates inquiry, knowledge synthesis, and critical thinking. As faculty, our commitment to our students is to be honest, treat them with respect, be accountable for our actions, and strive to do our best.

General Program Policies

Statement of Non-Discrimination

Edmonds College does not discriminate on the basis of race; color; religion; national origin; sex; disability; sexual orientation; age; citizenship, marital, or veteran status; or genetic information in its programs and activities. [About Our College - Nondiscrimination Information](#)

Equity, Inclusion, and Belonging

At Edmonds College, particularly within the Nursing Department, we are dedicated to ensuring the success of all students and fostering a diverse, equitable, and inclusive campus community. Our program's goal is to create an educational environment that actively supports the success of every student.

For more information about our policies and programs, please visit the Equity and Inclusion page on the Edmonds College website. [Equity and Inclusion | Edmonds College](#). Additionally, refer to the syllabus for each course to learn about specific policies and requirements related to respect, diversity, and inclusion

Student Rights, Freedoms and Responsibilities

Student Rights, Freedoms, and Responsibilities are detailed in the [Student Code of Conduct—Edmonds Community College—Acalog ACMS™](#).

Nurses play a vital role in promoting wellness, preventing illness, restoring or maintaining health, and assisting patients in dying with dignity and respect. The Nursing Program holds students to the same standards of legal, ethical, and professional conduct as licensed nurses. The Nursing Program acknowledges that nursing students possess specific rights, which come with corresponding responsibilities essential for their successful progression in the program, as stated in [WAC 246-840-519](#): Below is a table outlining these student rights and responsibilities.

Students have the right to:	And a responsibility to:
1. Be treated with respect, civility, and dignity.	1. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
2. Equal and fair treatment regardless of race, color, creed, age, gender, national origin, or disability.	2. Respect individual rights, recognize the impact on others, and take responsibility for their actions. Review the EC Nursing Student Handbook and Equity and Inclusion Edmonds College guidelines and follow program policies.
3. Accurate and precise information about course requirements, learning objectives, and instructions.	3. Know and understand the contents of each syllabus. Actively participate in class, skills lab, simulation experiences, and the clinical setting. Ask for an explanation of any unclear course requirements, learning objectives, or instructions. Review Triton Mail, Canvas messages, and Slack communication regularly and respond accordingly.
4. Actively participate in an orderly and non-distracting classroom, lab, simulation environment, or clinical setting.	4. Avoid distracting others. Be actively engaged in course materials and activities. Come prepared for class, skills lab, simulation, and clinical experiences.
5. Receive thorough and prompt feedback on work.	5. Turn in assignments on time. Read the feedback and make requested changes in future assignments. Acknowledge that grading and thorough feedback take time to complete. Review Triton Mail, Canvas messages, and Slack communication regularly and respond accordingly.
6. Receive assistance understanding rights and resources for support through difficult situations.	6. Communicate with course lead faculty and/or assigned faculty. Utilize EC resources such as the Learning Resource Center, Writing Center, Library, Services for Students with Disabilities, and EC counseling services, as needed. See available student services in every course syllabus, in the Nursing Student Handbook, and Student Services Edmonds College
7. Participate in curriculum development, implementation, and evaluation.	7. Provide feedback to faculty and the program directors. Complete all faculty evaluations, course feedback and evaluation surveys, and student satisfaction surveys.

8. Know and be informed of the admission, progression, remediation, and graduation criteria.	8. Know and abide by the Nursing Student Handbook's admission, progression, remediation, and graduation criteria.
9. Access to their grades and records and confidential treatment of those grades and records.	9. Keep track of points received for assignments and know their total points received throughout the quarter(s). Listen attentively and respectfully express their own opinion if they disagree with the faculty. For specifics, refer to the complaint policy in the Nursing Student Handbook, Canvas, and the Online Support - Student Complaint Procedure Edmonds College .
10. Notification of pending failure to progress for academic, professional, or health reasons.	10. Appeal such a decision if considered by the involved student to be unfair on specific grounds. See Grading Guidelines and Complaint Policy in the Nursing Student Handbook and Online Support - Student Complaint Procedure Edmonds College for specifics.
11. Participate in governing actions of the college and Nursing Program.	11. Provide student representation on college committees, share information with peers, and provide feedback to faculty and program director using formal (surveys) and informal (discussions and meetings) means.
12. Learn about policy changes through verbal and written channels before the effective date.	12. Respond to proposed changes through appropriate channels before the effective date, verbally (such as in-class meetings) and written (via email). Evaluate the changes continuously, providing feedback through proper channels (feedback to faculty and program director and surveys).
13. Complete the nursing certificate or degree program and apply for licensure.	13. Comply with the State of Washington Board of Nursing requirements for the licensing examination.
14. Be treated as an aspiring professional nurse.	14. Perform within the approved nursing student's scope of practice. Review and follow EC Student rights and responsibilities, nursing program policies in the Nursing Student Handbook, and clinical site student expectations. Review professional behavior guidelines, including the ANA Nurses' Code of Ethics. Review WA BON Scope of Practice Decision-Making Tree.
15. Participate in a high-quality reputable nursing education program.	15. Take appropriate action to ensure the safety of patients, self, and others. Report, in confidence, violations of college and nursing program policies that may harm the reputation of the college and nursing program or lead to unsafe nursing practice with the potential to harm patients, self, or others.

Program Communication

Students can contact faculty, staff, and administrators in the EC Nursing Program via phone, email, or Slack, with email being the preferred method of communication. Faculty members outline their specific communication guidelines in each course syllabus. Regardless of the communication method used, the

professional communication principles outlined in the Professional Behaviors section of this handbook remain applicable.

Students must send all communication regarding student participation in Nursing Program activities using email, not Slack. These activities include requests regarding assignments or course activities, student progression in the program, and other school-related business. Slack should only be used for time-sensitive communication with instructors, such as during clinical sessions or to report absences due to illness or tardiness.

Each faculty member has a mailbox located in the Print and Mail Center in MLT 100C. Students can use this mailbox to submit hard-copy documents or forms.

The Director and faculty strive to respond to messages within 24 hours, Monday through Friday. While they may choose to respond in the evenings or on weekends, they are not obligated to do so.

Student Contact Information

Nursing students are required to maintain their most current address, phone number(s), and preferred email address on file with the nursing program and in ctcLink. [ctcLink | Edmonds College](#). This information will be accessible only to program faculty, staff, and the Director and will be kept confidential in accordance with FERPA regulations.

Additionally, we request that students provide the name, phone number, and preferred email address of an emergency contact. We will only use this information in the event of an emergency and will handle it by FERPA guidelines, ensuring confidentiality.

Nursing Program and Faculty Offices	Hazel Miller Building 102	425-640-1017
HHS Division Office	Snohomish Hall 260	425-640-1712

NAME	POSITION	EMAIL (@edmonds.edu)
Kyra McCoy MSN, RN, CNE	Director of Nursing	kyra.mccoy
Jennifer Casperson. MSN, RN, CPN, CHSE	Full time Faculty	jennifer.casperson
Terri Glazewski, MSN, RN	Full Time Faculty, NA Program Director	terri.glazewski
Taylor Smith, MN, RN	Full time Faculty	taylor.smith

Penny Watridge, MN, RN, CIC	Full time Faculty	penny.watridge
Rachel Zhang, MSN, RN	Full time Faculty	rachel.zhang
Zerai Asgedom, MPH, RN, CMSRN	Associate Faculty	zerai.asgedom
Lyndsey Bickel, BSN, RN	Associate Faculty,	lyndsey.bickel
Adina Bilibin, BSN, RN	Associate Faculty	adina.bilibin
Megan Chapin, BSN, RN, CEN	Associate Faculty	megan.chapin
Alex Speaks, BSN RN	Associate Faculty	alex.speaks
Julia Erickson	Nursing Navigator	julia.erickson

Triton Mail

Edmonds College provides each student with a Triton email address, which will be the only email address used by the Director for official program communications. Students are encouraged to forward any emails from their Triton address to a personal email address for convenience. For more information about Triton Email, please visit the Triton Email page on the Edmonds College website [Triton Email | Edmonds College](#). Additionally, the college will use the address you provided on ctclink for all official communications with students. [ctclink | Edmonds College](#)

Nursing Student Canvas Site

Canvas is the learning management system used at EC. The nursing program has a student information site on Canvas that students can access throughout their enrollment. This site includes important details about the program, policies, curriculum, and other valuable information.

Slack

In addition to Canvas, students and faculty will use the messaging app Slack for communication. [Slack](#). This app is available on both phones and computers. Students are required to download Slack, as instructors will use it to communicate time-sensitive information regarding classes or clinicals. The Director will create a Slack channel for each cohort using your Triton email addresses, allowing you to text without sharing your cell phone numbers. Students may also use Slack to communicate with each other.

Please remember that the principles of professional communication, as outlined in the Professional Behaviors section of this handbook, apply to all communications on Slack.

Student Identification Numbers

Edmonds College students are assigned a ctcLink ID number when they first apply to the college. The ID number is personal identification information that students should keep private. Students will need their ID number to log in to ctcLink and access personal information, such as class schedules and grades. Students must also know their ID number to register for classes each quarter and access Canvas. The default for students' Personal Identification Number (PIN) is their 6-digit birthdate (MM/DD/YYYY). Students need this and their ID number to access their personal information at EC. Click on the link for more details about your student accounts: [Triton ID and Student Accounts | Edmonds College](#)

Academic Calendar

The Academic Calendar at Edmonds College contains important dates and information, including observed holidays, college closures, registration deadlines, final exam dates, and grade availability. [Academic Calendar | Edmonds College](#). It is the responsibility of each student to stay informed about the dates and information outlined in the academic calendar.

In addition, each course will have a calendar available on Canvas and in the syllabus. Please note that course calendars are subject to change throughout the quarter. Students are responsible for staying updated on important dates and deadlines and should regularly check the course calendar for any changes.

Children on Campus

Children are not permitted in the nursing lab or at clinical sites, as it could be dangerous, and supervision is not available when students are engaged in class activities. The only exception is for the pediatric assessment lab. Additionally, children are not allowed in classrooms unless they have received specific approval from the faculty member in charge of the class or in cases of emergency, and only for a limited and specified duration.

Gifts

Instructors cannot accept student gifts as it violates ethics regulations for state employees.

[Academic Policies](#)

Program Outcomes

Practical Nursing Certificate Program

Upon completion of the EC PN Program the graduate will meet the following outcomes:

1. Demonstrate professional collaboration and communication with healthcare team members.
2. Demonstrate therapeutic and culturally competent communication to provide person centered care to patients, families and communities.
3. Apply clinical judgment and the nursing process to provide safe evidence-based care to diverse patients across the lifespan.

4. Integrate quality improvement, healthcare informatics and scholarship activities to enhance patient care within the healthcare system.
5. Demonstrate caring and integrity by understanding and upholding ethical and legal principles of the nursing profession.

LPN to RN DTA

The LPN to RN DTA is an extension of our PN program. Upon completion of the EC LPN to RN Bridge Program the graduate will meet the following outcomes:

1. Collaborate with the healthcare team to manage complex patient care needs across health systems.
2. Provide person-centered care by prioritizing culturally appropriate communication to plan and deliver care for culturally diverse patients, families, and communities.
3. Integrate clinical judgment and the nursing process to plan, provide, and evaluate safe, evidence-based care to diverse patients throughout the lifespan and across health systems.
4. Employ quality improvement strategies, healthcare informatics, and scholarship activities within multiple practice areas to enhance patient care.
5. Adhere to legal and ethical principles to act with caring and integrity, providing care and advocacy for diverse patients, families, and communities.

Program of Study

The [Edmonds College](#) catalog outlines the coursework required to graduate with the PN Certificate and LPN to RN DTA. The program webpage, [Practical Nursing \(PN\) | Edmonds, WA | Serving Seattle & Washington State | Edmonds College](#), provides more information about the program of study.

Admission

General College Admission


Per WAC 131-12-010, Edmonds College has an open admission policy. [Admission and Tuition | Edmonds College](#) will give you more information. Students are admitted after the Chief Admission Officer or other designee determines that the student meets the following criteria:

- Is competent to benefit from course offerings of the college and
- Would not, by his or her presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution and
- Is eighteen (18) years of age or older, or
- Is a high school graduate (or GED equivalent).

Nursing Program Admission

The nursing program has admission requirements that exceed those necessary for general college admission. An applicant must be admitted to Edmonds College to be eligible to apply to the nursing program, and admission is free. The nursing program accepts applicants once per year. The admission process for each program is outlined below.

Admission Process

Applications are due mid-June for a fall start in the PN program. The program uses a holistic admission process. Here is a link to the rubric for Practical Nursing  Applicant_Holistic Scoring Rubric 2025.pdf .

PN Program Admission Requirements:

- Minimum 2.5 cumulative GPA in prerequisite courses with no less than 2.0 in any one course
- Minimum six months recent patient care experience and contact information for person who can verify this experience
- TEAS Test
 - *Recommended* scores: Total Score at Proficient Level (58%) or above and Reading Comprehension Score >50%
 - If a student has taken the NLN-NEX, PAX or HESI exam, they may submit that in lieu of the TEAS
- Contacts for two people who can provide a professional recommendation (recommender cannot be a member of the applicant's immediate family)
- Submission of a proctored essay

Prerequisite Course Requirements (updated 02/2023):

- ENGL& 101 -- English Composition 1 | 5 credits
- MATH 146 -- Statistics | 5 credits
- CHEM& 121 -- Introduction to Chemistry | 5 credits
- BIOL& 211 -- Majors Cellular Biology | 5 credits*
- BIOL& 241 -- Anatomy & Physiology I | 5 credits**
- BIOL& 242 -- Anatomy & Physiology II | 5 credits***
- PSYCH& 100 -- General Psychology | 5 credits

can substitute BIOL& 160 - General Biology w/ Lab, 5 credits **can substitute BIOL& 231 - Human Anatomy w/ Lab, 5 credits *can substitute BIOL& 232 - Human Physiology w/ Lab, 5 credits*

The admissions committee consists of the Director, nursing faculty, and the nursing navigator. This committee reviews each application we receive for completeness and for the criteria listed below on the PN Applicant Holistic Admission Rubric.

Following application review and deliberation, the Director notifies the accepted applicants at the beginning of August for a mid-September start. The Director also notifies alternates to be placed on a waiting list should one of the applicants selected for admission decline the offer. Finally, the Director notifies applicants who were not accepted of the committee's decision and lets them know how they can strengthen their application for consideration in future cohorts.

Applications received after the deadline will not be considered in the admission cycle for the following year, applicants will have to reapply. *Late applicants would only be reviewed for the current application cycle if there are not enough qualified applicants to fill the cohort.* In this circumstance, the late application would go to the bottom of the waiting list and given consideration *only after* all qualified applicants who met the deadline have been admitted and the cohort still has openings.

There are times when a student will defer their admission to the next year or step out of the program and return the next year. The program will reserve 5 of the 40 admission slots for returning students from the previous admission cycle. If those slots are not filled by returning students, they will be filled by applicants from the current year's application cycle.

LPN to RN Program Admission Requirements:

The program uses a holistic admission process, here is a link to the rubric for the LPN to RN DTA rubric:

The program uses a holistic admission process. Here is a link to the admission rubric for the LPN to RN DTA [PDF LPN to RN Bridge Holistic Admission Rubric.pdf](#)

The admissions committee consists of the Director, nursing faculty, and the nursing navigator. This committee reviews each application we receive for completeness and for the criteria listed below.

Admission requirements include:

- A current, unrestricted LPN license in the State of Washington
- Evidence of at least one year of recent clinical experience as an LPN
- Evidence of a 2.5 GPA in all core nursing courses
- A Professional Resume [PDF LPN to RN Bridge_Resume Rubric.pdf](#)
- A Video Essay [PDF LPN to RN Bridge_Video Essay Rubric.pdf](#)
- A Writing Sample [PDF LPN to RN Bridge_Writing Sample Rubric.pdf](#)
- Additional factors scored on the holistic rubric:
 - Veteran or active duty military status
 - Fluency in a language other than English
 - Completion of PN Program at Edmonds College
 - Previous degrees awarded

Applicants to the LPN to AN DTA program must complete the coursework specified by the LPN to AN DTA/MRP [Practical Nursing Program to Associate in Nursing DTA/MRP Statewide Major Related Program \(MRP\)](#). Many prerequisite courses for the degree are typically completed in the PN programs. Below is a comprehensive degree plan:

Prerequisites required for a PN Program	
Generic DTA requirements	LPN to AN DTA/MRP requirements
Communication Skills (5 credits) Must include at least five (5) credits of English composition.	<ul style="list-style-type: none"> 5 quarter credits English Composition (ENGL& 101)
Quantitative/Symbolic Reasoning Skills (5 credits) Five (5) credits of college-level mathematics (a course with a Mathematics prefix numbered 100 or above) that furnishes the quantitative skills required in the commonly recognized Educational transfer pathways toward a baccalaureate degree.	<ul style="list-style-type: none"> 5 quarter credits Statistics (MATH& 146)
Social Sciences (10 credits) Selected from at least two disciplines. No more than 10 credits allowed from any one discipline.	<ul style="list-style-type: none"> 5 quarter credits General Psychology (PSYC& 100) 5 quarter credits Lifespan Psychology (PSYC& 200) <p><i>Advising note: PN programs requiring Chemistry as a prerequisite to Anatomy & Physiology may replace Lifespan Psychology with Chemistry, and move Lifespan Psychology to the prerequisites for RN progression.</i></p>
Natural Sciences (15 credits) Selected from at least two disciplines. No more than 10 credits allowed from any one discipline. At least 10 credits in physical, biological and/or earth sciences. Shall include at least one laboratory course	<ul style="list-style-type: none"> 5 quarter credits General Biology (BIOL& 160) or 5 quarter credits Majors Cellular (BIOL& 211) 5 quarter credits Anatomy and Physiology with lab (BIOL& 241) 5 quarter credits Anatomy and Physiology with lab (BIOL& 242)
Practical Nursing Core (maximum 45 credits)	<ul style="list-style-type: none"> 45 maximum credits in Practical Nursing Core with guidance from the statewide Learning Outcomes
Total PN Certificate	80 Credits
Required courses and credits to complete the Associate of Nursing DTA/MRP	
Generic DTA requirements	LPN to AN DTA/MRP requirements
Foundations of Registered Nursing 3 credits	<ul style="list-style-type: none"> 3 quarter credits of Registered Nurse's Role in Holistic Health Assessment and Care with lab

Communications 5 credits Credits may be used for an additional composition course or designated writing course or course in basic speaking skills	<ul style="list-style-type: none"> 5 credits in additional composition, writing or basic speaking
Social Sciences 5 credits	<ul style="list-style-type: none"> 5 quarter credits in Psychosocial Issues in Healthcare (SOC 250). <i>Can be taken before admission or during the program.</i>
Humanities 15 credits	<ul style="list-style-type: none"> 5 quarter credits in Ethics and Policies in Healthcare (HUM 250) <i>Can be taken before admission or during the program.</i> 10 credits in humanities taken from the general distribution list associated with the Direct Transfer Agreement
Natural Sciences 15 credits	<ul style="list-style-type: none"> 5 quarter credits in Nutrition (NUTR& 101) 5 quarter credits in Introduction to Chemistry (CHEM & 121) 5 quarter credits in Microbiology (BIOL& 260)
Nursing Core for Associate in Nursing MRP/DTA (<i>taken after admission to the program</i>)	<ul style="list-style-type: none"> 30 quarter credits in the Associate in Nursing core curriculum in addition to those included above.
Total AN DTA/MRP Credits	73 quarter credits
Total Credits for LPN to AN DTA/MRP	153 maximum quarter credits

Requirements to be Completed After Admission to the Nursing Program

All newly admitted students must complete several important tasks to maintain good standing with the program and to start school with their admission cohort.

- First, students must submit official transcripts for any prerequisite courses taken (this requirement does not apply to students who completed their prerequisite courses at Edmonds College).
- Second, students are required to submit their clinical requirements before the first day of school (please refer to the section on Clinical Passport requirements below).

Failure to complete these tasks may result in the rescinding of the offer of admission, allowing the next person on the waiting list to be admitted. The admission letter sent to each applicant clearly states this policy.

Students planning to continue to a Bachelor of Science in Nursing program must meet the requirements of the school to which they intend to apply. Students planning to continue their education in

Washington, please see the LPN to RN DTA agreement, [Effective Fall 2022, for the Practical Nursing Program to Bachelor of Science in Nursing \(BSN\) Statewide Major Related Program](#). Please refer to the program webpage for more information. [Licensed Practical Nursing \(LPN\) | Edmonds, WA | Serving Seattle & Washington State](#)

Progression

All nursing programs offer courses in a sequential manner, with each course building on the knowledge gained from previous ones. To progress through the curriculum, students must demonstrate satisfactory academic performance by achieving the following criteria:

- Attain a minimum grade of 80% (equivalent to a 3.0) in theory courses.
- Achieve an acceptable grade of 80% or above in lab and clinical courses.

Students may repeat a course once to earn a passing grade. If a student needs to repeat a theory course, they must also retake the corresponding lab/clinical course and if the student repeats a clinical course, they must respect the theory course. Due to the program's part-time structure, participants must wait until the course is offered again, which typically occurs a year later. Readmission will be subject to specific criteria and will be granted only on a space-available basis. Students may only be readmitted to the program once following a course failure.

If a student promptly informs the faculty or program director of any extenuating life circumstances that may affect their academic performance, the faculty/director will work with the student to seek a successful outcome. Possible interventions include remediation, retaking a course, academic probation (including learning contracts), or allowing the student to withdraw from the program and re-enter at the same point the following year.

Dismissal from the program occurs under the following conditions:

- Failing the same nursing course twice.
- Failing two separate nursing courses within the same quarter.
- Failing two nursing courses throughout the program.

Learning Contracts and Probation

Nursing students are learners who gain knowledge and skills as they progress through their educational program. The Edmonds College Student Code of Conduct, the Nursing Student Handbook, and course syllabi provide guidelines and standards for safe and effective behavior throughout this learning process. Both the college and the Nursing Program hold students accountable for adhering to these guidelines and standards, which are aligned with their expected competency levels as they advance in the program. If a student fails to meet these expectations, the Nursing Program will implement procedures for a learning contract or probationary status. [Student Code of Conduct - Edmonds College - Modern Campus Catalog™](#)

Learning Contracts

A learning contract is an agreement between a student and an instructor. Faculty implement learning contracts when a student's performance or behavior requires immediate attention to meet the expected competency level in a nursing course. This contract outlines the specific areas that need improvement, establishes goals and an improvement plan, and sets deadlines for achieving those goals.

The student and instructor will have a private meeting to review the learning contract. The student will receive a copy of the agreement, and faculty will place a copy in the student's file. The contract is completed if the student successfully meets the established goals, and no further action is necessary. If the student did not meet the goals but shows progress toward them, the faculty may extend the contract into the next term. However, if the student does not meet the goals and is not making progress, they will be placed on probation.

Probation Contracts

The faculty establishes a probationary contract when a student fails to fulfill a learning contract, experiences learning difficulties in more than one course within a quarter, or demonstrates significant deviations from established guidelines or standards. Faculty may initiate a probationary contract without a prior learning contract if the circumstances warrant it. The student and instructor meet with the Director to review the probationary contract. The student will receive a copy of the contract, and a copy will be placed in their file by the faculty. The contract will remain in effect throughout the student's tenure in the program.

The contract specifies that continued deviations from established guidelines and standards may result in a failing grade on an assignment or exam, course failure, or program dismissal. Examples of behaviors that may lead to the establishment of a probationary contract include, but are not limited to:

- Non-compliance with program documentation requirements
- Repeated medication errors
- Repeated tardiness or absence from clinical or lab
- Insufficient preparation for clinical or lab
- Failure to complete written assignments promptly
- Failure to maintain competencies from prior quarters
- Demonstrate unprofessional or potentially unsafe behavior.
- Demonstrate unprofessional communication with administration, faculty, students, facility staff, or patients.
- Failure to communicate in a professional, timely, or appropriate manner
- Disrespect to peers, faculty, facility, or college staff, or administration
- Insubordination
- Lack of integrity in classroom, lab, or clinical matters, including dishonesty about incidents or errors, academic dishonesty, or not being forthright and responsible when mistakes occur.
- Breaches of confidentiality, HIPAA violations
- Violations of established facility/program or course policies or procedures.

Student dismissal from the program can occur without a learning contract or probationary contract in place. In situations where patient safety is in jeopardy, probationary status is not an option. Examples of such behaviors include patient abandonment and practicing outside the scope of practice for students. These constitute a violation of [WAC 246-840-519](#) for safe nursing practice and will result in immediate and final program dismissal.

Voluntary Withdrawal

A student may withdraw from any course at any time, in accordance with college policy. Withdrawals after the 10th day of the quarter (eighth day in summer quarter) result in a "W" grade on the transcript. [Enrollment Services: Withdrawal | Edmonds College](#) Students who wish to withdraw from the program, regardless of the reason, must submit written notification to the Director before the expected date of withdrawal. Students who voluntarily withdraw from the program will be eligible for readmission, subject to the policies outlined below.

- Step 1
- Students wishing to withdraw voluntarily must provide formal notification via email to the Director, the course faculty, and the Navigator.
- The notification will state the reason for withdrawal.
- They will complete an exit questionnaire or interview with the Navigator.
- Step 2
 - Faculty will define requirements for the student to return. Students must come to labs the quarter before returning to practice skills and complete a mandatory skills check-off before being allowed to return.
 - Determine a due date for communication about their return.
- Step 3
 - When they wish to return, they will write a letter/email to the Director and Navigator outlining:
 - The events that led to them leaving the program
 - Their goals are and their plan for success.
 - The remediation they completed, as well as what they still need to review before their return.
 - Have they passed the skills check-off?
 - Time table for returning

Involuntary Withdrawal or Dismissal

A student may be dismissed from the program at any time for unsatisfactory academic performance or personal misconduct. The criteria for dismissal include, but are not limited to, academic failure (refer to the progression guidelines above), a significant violation of student conduct, unsafe clinical practice, or a consistent pattern of behavior that does not comply with the ethical standards of the nursing program. The Director makes the final decision to dismiss a student from the program.

The EC Student Code of Conduct, due process, and disciplinary procedures are in the college catalog [Student Code of Conduct - Edmonds College - Modern Campus Catalog™](#).

Students may be dismissed from the program for unsafe or unethical behavior, regardless of their academic standing. Those who engage in unsafe or unethical conduct—defined in the section on clinical course policies below—will be removed from the clinical setting. Faculty will schedule a conference as soon as possible, involving the student, the nursing instructor, and the Director. The Nursing Department will adhere to the due process outlined in the code of conduct linked above.

If a student has been dismissed and wishes to return, a panel of faculty will review the circumstances of the dismissal to determine the student's eligibility for readmission. However, if the dismissal was due to moral or ethical grounds, or unsafe clinical practice, the student will not be eligible for readmission.

Readmission

Regardless of the reason, any student who withdraws from the nursing program is subject to readmission criteria. *Meeting the readmission criteria does not guarantee readmission.*

Readmission to the program is *always on a space-available basis*. It is subject to the student demonstrating that they have corrected the circumstances leading to the withdrawal/dismissal. Readmission is also subject to review by the Director and faculty. The student must meet all current program admission criteria. Note that re-entrance knowledge and/or skills proficiency demonstration may be required. Students cannot have outstanding fees or tuition. When a student seeking readmission is accepted into the nursing program, they must obtain a current Nursing Student Handbook and verify that all personal documentation and immunizations on file are up to date.

The faculty will require a student seeking readmission to demonstrate skills competency. The competencies required will depend on the quarter in which the student is seeking to return. Examples of this *may include, but are not limited to*, demonstrating assessment skills, clinical skills, medication administration, and mathematical competency.

The time the student has been out of the program may limit re-entry, as nursing knowledge must be current and up-to-date. If a student has been out of the nursing program for more than a year, they may be required to retake previously completed courses.

For a student who voluntarily withdraws from the program and later seeks readmission, the student shall write a letter to the Director (see above) which **MUST** include:

- The reason for leaving the program.
- An explanation of how the circumstances that led to the withdrawal have changed.
- Assurance that the students maintained nursing knowledge and skills, including details of the student's remediation activities.
- Identification of the academic quarter, year, and nursing courses the student wishes to reenter.

- A specific plan for completing the program.

For a student who is dismissed from the program and is deemed eligible for readmission, the student shall write a letter to the Director which MUST include:

- The reason for leaving the program, explicitly identifying the reason(s) for dismissal.
- An explanation of how the circumstances that led to the dismissal have changed.
- Assurance that the students maintained nursing knowledge and skills, including details of the student's remediation activities.
- Identify the academic quarter, the year the student wishes to reenter, and the specific nursing courses the student must take.
- A specific plan for completing the program.

Transfer

PN Program

A student who wishes to transfer into the PN Program with advanced placement must fulfill all program admission requirements. To apply, the student must submit transcripts from their previous nursing program, including course descriptions and syllabi for the courses for which they seek credit transfer. One of the two required letters of recommendation must come from the program director, while the other should be from a faculty member of the previous nursing program.

It is important to note that there may be limited advance notice regarding the student's admission status for advanced placement. Additionally, meeting the admission criteria does not guarantee acceptance into the program. Admission with advanced placement is based on available space and is subject to a faculty review process. To graduate from the college, the student must complete at least 30 college-level credits (100 level or above) at the institution.

LPN to RN Bridge Program

A student applying for this program is a transfer student. These students must meet all admission criteria for the program. The college will accept 45 core nursing transfer credits from the students' PN program as credit for prior learning, provided they pass the NCLEX-PN.

Graduation

Students who are eligible for graduation must submit their application. Graduation applications need to be completed online by the tenth day of the quarter in which the student intends to graduate. The Nursing Navigator is available to assist students throughout this process, and detailed instructions for completing the application can be found on the Credentials and Evaluation webpage. [Credentials and Evaluation—Graduation Application Process | Edmonds College](#). The graduate will not be eligible for licensure until the Board of Nursing receives transcripts that include the posted certificate.

The college holds commencement ceremonies in June, and students are encouraged to participate in them. Student Services will provide candidates with information regarding the commencement.

Nursing graduates will be honored at a traditional pinning ceremony. Graduating nurses may invite family and friends to join them in celebrating this special occasion. A highlight of the event is the presentation of the EC Nursing pin to each graduating student. The ceremony is individual to each class, with students participating in its planning.

Licensing

To become a licensed nurse after graduation, students must follow a specific process that involves completing and submitting certain forms to the appropriate agencies at the correct times.

During the final quarter of the nursing program, students will apply for licensure with the state and take the NCLEX exam administered by the National Council of State Boards of Nursing (NCSBN). The Director will assist students in completing the two applications required for nurse licensure. Students can find complete details about this process on the Nursing Student Canvas site.

To obtain a license, students must apply to the Washington State Board of Nursing (WABON). [Apply for a License | WA Board of Nursing](#). When applying, students authorize the college to send an official transcript to WABON upon graduation. This transcript must include the certificate or degree posted for the license to be issued.

Information about the NCLEX procedure, including how to download a candidate bulletin and register for the exam, can be found on the NCSBN website [NCLEX information](#). It is essential to read the bulletin and follow the registration instructions for the exam before graduation.

Students have the option to apply for a Washington State license or a multistate license. If a graduate wishes to practice nursing in Washington State, they must obtain a Washington State license. For those who intend to practice in Washington and/or other states, a multistate license (MSL) is necessary. This license is valid in participating National Licensure Compact (NLC) states. Students planning to work out of state are encouraged to check the relevant licensure and certification requirements for those states' [Board of Nursing Licensure Requirements | NCSBN](#).

Please note that EC has not confirmed that the PN Program or the LPN to RN Bridge Program curriculum meets the educational requirements for licensure or certification outside of Washington State. Students seeking initial licensure in another state can find contact information for nursing boards on the NCSBN website [Board of Nursing Licensure Requirements | NCSBN](#).

Complaints

The purpose of this section is to provide guidelines that help students express and resolve misunderstandings or complaints fairly and equitably. Students have the right to receive clear information and the fair application of college and nursing program policies, standards, rules, and requirements. They are also responsible for adhering to these policies in their interactions with college and nursing program personnel. These procedures promote informal resolution, encouraging constructive dialogue and understanding.

The policy outlined in this handbook aligns with the EC Procedure for Student Grades and General Complaints, specifically addressing procedures within the nursing department. [SS 5.01pr - Student Grade and General Complaints : Procedures - Modern Campus Catalog™](#) While the process remains the same regardless of whether the complaint pertains to an employee or a policy outside the nursing department, the specific dean or vice president handling the complaint will differ depending on the department involved.

General Complaints

A general complaint is any expression of dissatisfaction with the performance of a college employee or procedure. The nursing department generally encourages students wishing to express a complaint to do so within two weeks of becoming aware of the concern. The student must file a complaint within one academic quarter after the action that gives rise to the complaint. The appropriate Dean or vice president may suspend this rule under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties to the complaint.

Step One:

- The student is encouraged to consult with the faculty member/employee before initiating a complaint. Both parties should openly discuss the concern, attempt to understand each other's perspective, explore alternatives, and reach a satisfactory resolution. The nursing program acknowledges that, in some instances, students may be unwilling or unable to speak directly with the faculty member/employee involved.
- If the student determines that the complaint would be resolved more appropriately without the faculty member/employee concerned being involved, the student may contact the immediate supervisor of the faculty member/employee or the appropriate administrator/dean. If the complaint concerns a nursing department faculty member, the immediate supervisor is the Director. If the complaint concerns a nursing department employee, the immediate supervisor may not be the Director, but they can refer the students to the appropriate supervisor. If the complaint is regarding the Director, the immediate supervisor would be the Dean of the School of Healthcare and Human Services (HHS).

- If the student presents a complaint to the Director, and it is not resolved to the student's satisfaction, the student may bring it to the Dean of the School of Health Care and Human Services (HHS).
- If the student presents a complaint to the Dean of HHS and it is not resolved to the student's satisfaction, the student may bring the complaint to the Vice President for Instruction (VPI), who shall discuss the student's concern(s) and the options available to resolve the concern(s).
- If the student elects to proceed with a formal complaint, the student shall outline the complaint in writing, identify the dates and persons involved as accurately as possible, and submit the written complaint to the Dean of HHS or the VPI.
- Students must initiate complaints within one academic quarter following the incident.

Step Two:

- When the Dean or VPI receives a student's written complaint, they will forward it to the appropriate parties and the employee concerned for a written response within 10 instructional days (except during the summer because employees may not be available during the summer, in which case the responses will be made within 10 instructional days after the fall quarter begins). The Dean or Vice President shall keep all written statements, transcripts, and minutes associated with the complaint as a record of the proceedings.
- The Dean or Vice President will inform the student regarding the nature of the parties' written response. If the written response does not resolve the complaint to the student's satisfaction, the Dean or Vice President may convene a conference of all parties within 10 instructional days.
- After the conference, the Dean or Vice President will recommend to the President a resolution to the complaint.
- The President reviews the Dean or Vice President's recommendation. The President may amend, modify, reverse, or accept the proposed resolution. The President shall then implement the resolution and advise the affected parties.
- The President's decision is final. The college does not provide appeals or formal hearings to the Board of Trustees.

Edmonds College General and Grade Complaint Procedures

Students with grade disputes are encouraged to follow the EC Student General and Grade Complaint Procedures, located at [Online Support - Student Complaint Procedure | Edmonds College](#) and [SS 5.01pr - Student Grade and General Complaints : Procedures - Modern Campus Catalog™](#)

The Director of the Center for Student Engagement and Leadership, or a designee or a person chosen by the student, will act as an advocate to assist the student in completing the complaint process. The student may waive the right to an advocate.

Title IX Complaints

Complaints of discrimination or harassment, including sexual harassment, should be filed with the Title IX Coordinator at Edmonds Community College, located at 68th Ave. W, Clearview Building, Room 122, Lynnwood, WA 98036, as per the College's Nondiscrimination and Harassment Policy. Students can find this policy at [Title IX / Sexual Misconduct | Edmonds College](#)

Student Records

College Records

The Dean of Enrollment and Financial Aid Services oversees the administrative policies and procedures related to all student records and financial aid. Staff members responsible for supervising and coordinating record retention receive training in the Family Educational Rights and Privacy Act (FERPA), as well as archive processing and management. [FERPA | Protecting Student Privacy](#)

On the Enrollment Services website, students must complete two FERPA-related forms before the college can release any student information. One form is for parents who wish to access their dependent student's records, while the other allows students to authorize the release of their records. An Enrollment Services staff member is designated to track FERPA permissions and communicate this information to faculty. [Enrollment Services - Forms | Edmonds College](#)

Under FERPA guidelines, sharing directory information is permitted. Students can revoke their permission for the college to share directory information by completing a form available on the Enrollment Services website. [Enrollment Services - Forms | Edmonds College](#)

Transcripts of a student's academic records will only include information about their academic status and eligibility to continue at the college. Disciplinary records are maintained separately from academic records, and no mention of any disciplinary actions will appear on a student's transcript. The college takes special precautions to ensure that information from disciplinary or counseling files is not disclosed to unauthorized individuals.

Nursing Program Records

The nursing program maintains limited student records stored in digital files on the college's secure server. The contents of the files *may include, but are not limited to*:

- Program application materials
- Correspondence to and from the student
- Official school/program documents bearing student signatures
- Copies of academic or disciplinary reports
- Copies of clinical evaluations

Personal References

With proper authorization, the faculty welcomes requests to provide personal references for students and will prepare honest, personalized letters of recommendation or reference information. Faculty base references (written and verbal) on the student's performance in the nursing program. It is preferable to select an instructor with whom you have worked closely. Please submit the request at least two weeks before the reference is needed. To comply with FERPA regulations, the faculty will ask the student requesting to complete, sign, and submit the Student Reference and Release of Information Form.

Student Employment While Enrolled

The faculty recognizes that many EC nursing students will be employed while enrolled in the program. However, students' work schedules must not interfere with their coursework, skills labs, or clinical responsibilities. The nursing program will not make adjustments to accommodate work schedules unless prior arrangements have been made with the faculty.

Due to the time required for clinical preparation, students are strongly encouraged to avoid working shifts that may hinder their ability to prepare adequately for clinical, theory, or skills lab courses. A clinical session should not be the student's second consecutive shift. If a student arrives for clinical and, in the clinical instructor's opinion, is not adequately prepared or is too fatigued to provide safe patient care, the instructor will send the student home for the day. This is considered an unexcused absence. Similarly, students who are unprepared to participate fully in classroom or skills lab discussions will be sent home and will also receive an unexcused absence.

When a clinical facility employs a student, they are not permitted to wear the EC nursing uniform, insignia, or name badge, nor use the abbreviation "S.N." after their name. Students must not accept work assignments that exceed their current level of licensure and scope of practice.

Essential Abilities

Nursing professionals have the responsibility to safely provide care for patients and are held to high standards. The [WAC 246-840-700](#): Standards of Nursing Conduct or Practice states, *"Each individual, upon entering the practice of Nursing, assumes a measure of responsibility and public trust and the corresponding obligation to adhere to the standards of nursing practice. The nurse shall be responsible and accountable for the quality of nursing care given to patients."* Nursing students, as well as practicing nurses, are held to the standards in rule and law.

Patient safety is a major concern in establishing requirements for the capabilities of student practical nurses. To function safely in the role of a student practical nurse, one must exhibit the physical, cognitive, and behavioral abilities that are required for satisfactory completion of all aspects of the practical nursing program. Practical nurses must also possess certain professional attributes that are of equal importance as knowledge and skills. The practical nursing program curriculum requires students to

engage in complex experiences necessary for the acquisition and practice of skills to provide nursing care and ensure the safety and well-being of patients, fellow students, faculty, and other healthcare providers.

The abilities essential to provide safe nursing care are outlined below and examples are given to illustrate each. These examples are not meant to be all inclusive of the duties required under each general category listed.

Students are required to perform all of these functions with or without reasonable accommodation:

Observation Function

- Use the physical senses to gather information. Examples include but are not limited to: Assess color changes in the skin, drainage, mucus.
- Hear blood pressure readings, heart and lung sounds through a stethoscope (assistive technology, such as a hearing aid, is acceptable to enable the student to achieve functional use of the senses).
- Palpate pulses and edema.
- Feel temperature changes on the skin.
- Smell odors.

Communication Function

The student is expected to communicate effectively both verbally and nonverbally. This includes the use of speech, body language, reading, and writing to communicate with patients, families, peers, faculty, and other healthcare professionals. Examples include but are not limited to:

- Discuss patient concerns and problems in a manner that can be comprehended by the patient. Demonstrate responsive, empathetic listening to establish rapport.
- Read patient records and references written in English.
- Discuss patients' condition with members of the healthcare team.
- Document nursing care clearly, accurately, and in English in a timely manner.
- Demonstrate professional verbal and nonverbal communication with peers, faculty, and the healthcare team.

Motor Function

Provide physical care to patients. Engage in physical activity for up to twelve-hour shifts, lifting, and moving patients on day, evening, or night shift. Students must be able to perform gross and fine motor movements to provide nursing care. Examples include but are not limited to:

- Perform CPR.
- Transfer incapacitated patients from chair to bed or chair to chair, through lifting a minimum of 25 pounds independently and 50 pounds with assistance.
- Manipulate equipment such as syringes, needles, intravenous administration sets, and glucometers used for patient care.

- Work with multiple tubes, drains, wound dressings, and monitoring equipment.
- Work for up to twelve-hour shifts in a situation where the majority of time is spent in physical activity including intermittent sitting, standing, stooping and bending, squatting, reaching, kneeling, and walking with full range of motion.

Intellectual/Conceptual Function

Synthesize information from a variety of sources and apply it when making decisions regarding patient care. Examples include but are not limited to:

- Calculate medication dosages and enteral/intravenous infusion rates. Measure and calculate intake and output.
- Evaluate the effectiveness of treatments based on the expected outcome.
- Prioritize needs for one patient and between multiple patients and establish plans of care. Determine when it is essential to obtain medical care for a patient.
- Organize data and form appropriate conclusions.
- Make correct judgment in seeking supervision and in consultation. Follow directions consistently and accurately.
- Quickly read and comprehend extensive written material.
- Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.
- Demonstrate ability to work in fast-paced facilities, effectively dealing with stressful situations and quickly changing environments.

Professional Conduct

Possess the ability to reason morally and practice nursing in an ethical manner. Examples include, but are not limited to:

- Learn and abide by standards of professional conduct: respect for others, confidentiality, accountability, and reliability.
- Possess attributes that include compassion, empathy, altruism, honesty, responsibility, and tolerance.
- Demonstrate integrity and honesty.
- Perform nursing activities within scope of practice.
- Demonstrate ability to deliver care across the age spectrum with cultural and ethnic sensitivity.
- Demonstrate emotional stability and maturity in interpersonal relationships with staff, patients and visitors.

Because nursing students are being prepared to perform a broad range of entry-level practical nursing skills, nursing students must be able to carry out these essential functions with or without reasonable accommodation. It is the responsibility of the student to determine what, if any, accommodations would need to be made. See the section below for reasonable accommodations.

Reasonable Accommodations for Disabilities

The EC Nursing Program is committed to providing equal access to its services, programs, activities, education, and employment for all students, including those with disabilities. To facilitate this, the program collaborates closely with Services for Students with Disabilities (SSD).

Students with either permanent or temporary sensory, physical, or psychological disabilities or learning differences who wish to request reasonable accommodations are encouraged to contact SSD. This initial contact will enable them to initiate the process of documenting their disability and assessing their eligibility for services before commencing the Nursing Program.

While students can initiate this process at any time, it is essential to note that the college cannot implement accommodations retroactively. Therefore, timely requests for accommodations are crucial. EC has specific policies regarding the documentation required to diagnose disabilities and a clear process for requesting accommodations.

For more information about EC's Services for Students with Disabilities, please visit the Services for Students with Disabilities page. [Services for Students With Disabilities](#).

Student Services at Edmonds College

Academic Support

[Learning Support Center | Edmonds College](#): free tutoring for math, writing, and other classes
[TRIO Student Support Services | Edmonds College](#): tutoring and other support for students who are the first in their family to go to college
[Learning Support Center | eTutoring | Edmonds College](#): free online tutoring for math and writing
[Library](#): 24/7 live chat help for research and citations, free online access to ebooks, articles, and databases
[STEM Study Room](#): free drop-in tutoring for Math, Biology, Chemistry, Physics, Computer Science, and Engineering

Basic Needs Support (food, housing)

[Edmonds College Food Pantry](#): on-campus resource for students and employees facing food insecurity
[Support: Student Emergency Assistance Grant | Edmonds College](#): help with housing costs or other financial difficulties

Health and Well-Being

[Center for Student Cultural Diversity & Inclusion | Edmonds College](#): meet with a student success coach
[Counseling and Resource Center | Edmonds College](#): personal counseling and resources

[Wellness Center | Edmonds College](#): a quiet space to study, nap, or relax

Technology Assistance

[Edmonds College IT Help Center](#): help with Canvas, CTC Link, Google apps, and other technologies

[Canvas Log-in and Orientation](#): how to use Canvas and reset your password

[Academic Computer Services: Printing | Edmonds College](#): where to print on campus

[Tech Support and Resources - Facilities | Edmonds College](#): location and use of on-campus computer labs for use by students

Veterans Resources

[Veterans Resource Center | Edmonds College](#): services for Veterans including advising, help with use of VA training or benefits

Resources for Non-immigrant Visa Students

[Office of International Programs](#): advising and activities for non-immigrant visa students

Student Government and Campus Involvement

[Veterans Resource Center | Edmonds College](#): campus leadership opportunities

Student Evaluation of Nursing Program

Students can assist the faculty and the nursing program by providing honest feedback through various types of evaluations. The nursing program faculty use this information to improve the curriculum and instruction. The faculty administered these evaluations in a way that protects the anonymity of the participating students.

- The college conducts faculty evaluations according to a schedule outlined in the faculty contract. Students will complete these evaluations on Canvas during the quarter in which they are enrolled in the instructor's course.
- Online course evaluation surveys are developed for each nursing course and emailed to students at the end of each quarter.
- Faculty ask students to evaluate clinical sites in conjunction with the surveys.
- Simulation labs are evaluated separately from the course evaluations.
- Students complete a program satisfaction survey in the last quarter of their program. The Nursing Program sends graduates a graduate satisfaction survey 6-12 months after graduation.
- Students have the opportunity to meet with the course instructor and the Director.
- Surveys, evaluations, and discussions bring forward ideas for change, concerns, and constructive criticism from the class. They will also give students a voice in the curriculum and governance of the nursing program.

Employment as a Nursing Technician

Student nurses may work as Nursing Technicians as defined in [RCW 18.79.340: Nursing technicians](#).

- 1) "Nursing technician" means a nursing student employed in a hospital licensed under chapter 70.41RCW, a clinic, or a nursing home licensed under chapter 18.51 RCW, who:
 - a) Is currently enrolled in good standing in a nursing program approved by the commission and has not graduated; or
 - b) Is a graduate of a nursing program approved by the commission who graduated:
 - i. Within the past thirty days; or
 - ii. Within the past sixty days and has received a determination from the secretary that there is good cause to continue the registration period, as defined by the secretary in rule.
- 2) No person may practice or represent oneself as a nursing technician by use of any title or description of services without being registered under this chapter, unless otherwise exempted by this chapter.
- 3) The commission may adopt rules to implement chapter 258, Laws of 2003.

RCW 18.79.350 Nursing technicians — Nursing Functions.

- 1) Nursing technicians are authorized to perform specific nursing functions within the limits of their education, up to their skill and knowledge, but they may not:
 - a) Administer chemotherapy, blood or blood products, intravenous medications, or scheduled drugs, or carry out procedures on central lines;
 - b) Assume ongoing responsibility for assessments, planning, implementation, or evaluation of the care of patients;
 - c) Function independently, act as a supervisor, or delegate tasks to licensed practical nurses, nursing assistants, or unlicensed personnel; or
 - d) Perform or attempt to perform nursing techniques or procedures for which the nursing technician lacks the appropriate knowledge, experience, and education.
- 2) Nursing technicians may function only under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician. The supervising registered nurse must have an unrestricted license with at least two years of clinical practice in the setting where the nursing technician works.
- 3) Nursing technicians may only perform specific nursing functions based upon and limited to their education and when they have demonstrated the ability and been verified to safely perform these functions by the nursing program in which the nurse technician is enrolled. The nursing program providing verification is immune from liability for any nursing function performed or not performed by the nursing technician.
- 4) Nursing technicians are responsible and accountable for their specific nursing functions.

RCW 18.79.360 Applications for registration as a Nursing Technician — Fee.

[WAC 246-840-905: How to Register as a Nurse Tech](#) [Nurse Tech License](#):

- 1) Applications for registration must be submitted on forms provided by the secretary. The secretary may require any information and documentation that reasonably relates to the need to determine whether the applicant meets the criteria for registration provided for in chapter 18.130 RCW. Each applicant shall pay a fee determined by the secretary under RCW 43.70.250. The fee must accompany the application.
- 2) An applicant for registration as a nursing technician shall submit:
 - a) A signed statement from the applicant's nursing program verifying enrollment in, or graduation from, the nursing program; and
 - b) A signed statement from the applicant's employer certifying that the employer understands the role of the nursing technician and agrees to meet the requirements of subsection (4) of this section.
- 3) The secretary shall issue a registration to an applicant who has met the requirements for registration or deny a registration to an applicant who does not meet the requirements, except that proceedings concerning the denial of registration based on unprofessional conduct or impairment are governed by the uniform disciplinary act, chapter 18.130 RCW.
- 4) The employer:
 - a) Shall not require the nursing technician to work beyond his or her education and training;
 - b) Shall verify that the nursing technician continues to qualify as a nursing technician as described in RCW 18.79.340;
 - c) Shall advise the department and nursing program of any practice-related action taken against the nursing technician;
 - d) Shall maintain documentation of the specific nursing functions the nursing technician is authorized to perform; and
 - e) Shall provide training regarding the provisions of chapter 258, Laws of 2003, including procedures for filing a complaint with the department of health or the department of social and health services concerning violations of chapter 258, Laws of 2003, to all nursing technicians and registered nurses who shall supervise nursing technicians and document the training and make it available for any inspection or survey.

RCW 18.79.370 Nursing Technicians — Registration Renewal.

The secretary shall establish by rule the procedural requirements and fees for renewal of the registration.

Failure to renew invalidates the registration and all privileges granted by the registration. For renewal of registration, a nursing technician must attest that he or she continues to qualify as a nursing technician as described in RCW 18.79.340

Nurse Technician Approval Process

A Nursing Technician is defined as a nursing student employed in a hospital, a clinic, or nursing home, who is currently enrolled and in good standing in a nursing program approved by the commission and has not graduated; or is a graduate of a nursing program approved by the commission who graduated within the past thirty days. Students are eligible to apply for Nursing Technician Registration after successfully completing the second quarter of the program to work in a skilled nursing or outpatient clinic setting. To work in an acute care setting (hospital) students need to have successfully completed the third quarter. It is the student's responsibility, not the program's responsibility, to find an employer willing to hire them as a Nurse Tech within their scope of practice.

Students interested in becoming a Nurse Tech will need to submit the most recent copy of their Clinical Skills Tracker and Education Verification form (available for download from the WA State DOH website) to the Director. The program will keep this for reference of the skills (nursing functions) that are in the student's scope of practice. Students will then download from the WA DOH the Employer Verification form and follow the directions on the WA DOH website for the online application. [Nurse Tech License](#)
[The WA Board of Nursing](#) The WA State Nursing Commission does not allow students who work as Nursing Technicians to count those hours as nursing education clinical hours. [Hire a Nurse Tech | WA Board of Nursing](#)

Course Policies

Grading

Grading follows the decimal grading system used throughout the college with a 3.0 being equivalent to an 80% (see chart below). A minimum grade of 80% is required to pass all practical nursing courses.

course %	decimal	course %	decimal	course %	decimal	course %	decimal
95-100	4.0	86	3.3	77	2.7	68	1.8
94	3.9	85	3.3	76	2.6	67	1.7
93	3.8	84	3.2	75	2.5	66	1.6
92	3.7	83	3.2	74	2.4	65	1.5
91	3.6	82	3.1	73	2.3	64	1.4
90	3.5	81	3.1	72	2.3	63	1.3
89	3.4	80*	3.0*	71	2.1	62	1.2
88	3.4	79	2.9	70	2.0	61	1.1
87	3.4	78	2.8	69	1.9	60	1.0

* minimum nursing course grade required to pass

The incomplete (I) is given at the instructor's discretion only when the student has done satisfactory work but could not, for some unavoidable reason, complete some part of the coursework or take the final examination. The student and instructor agree to the date by which the student will complete all outstanding work and the grade the student will receive if they do not complete the work.

An instructor-initiated withdrawal is recorded as a "V" on the student's transcript. This final grade is issued if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, or if a student enrolls in a class but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal.

Students can find the college policy grades on the college website, [Credentials and Evaluation - Additional Ways to Earn Credit | Edmonds College](#)

Faculty evaluate student work for a grade using any or all of the following elements:

- class participation and attendance
- written assignments and case studies
- online course modules, assignments, quizzes, and tests (e.g. ATI)
- discussion boards
- quizzes or exams
- group projects or presentations
- lab assignments/skill performance
- clinical and simulation lab performance
- written clinical assignments
- nursing care plans

Students may earn extra credit in some courses at the instructor's discretion. If extra credit is available, faculty will list it in the course syllabus and/or on Canvas. Please note: extra credit can only be used to improve a passing grade and may not be used to change a failing grade into a passing grade.

Attendance

Attendance and punctuality are mandatory. Individual instructors will outline specific attendance policies and instructions regarding absenteeism in the course syllabus based on whether the course is online, hybrid, in-person, or a clinical practicum. At their discretion, instructors may require a written authorization from a healthcare provider before allowing a student to resume participation in the program after an absence.

For online courses, faculty define attendance as logging into the course, attending synchronous Zoom sessions, and completing the coursework on time. Students should log in to Canvas at least three times a week and finish assigned work by the deadlines provided in the course. If illness or an emergency prevents a student from logging in to Canvas and completing assignments on time, the student must

notify the instructor by email well in advance of the assignment's due date. Only in urgent situations can students use Slack to communicate with faculty for this purpose. Instructors may consider extending deadlines for students who are ill or experiencing emergencies. Students should anticipate unforeseen circumstances, such as computer malfunctions or internet outages, and have a backup plan to complete their coursework.

Labs and clinicals provide students with an opportunity to apply theoretical knowledge in a practical setting. Missing labs and clinical days represent a loss of opportunity to meet course learning outcomes. Student behavior in labs and clinical practices reflects their work ethic; therefore, attendance and punctuality are crucial. Students are responsible for their transportation to and from clinical sites and should plan for unexpected transportation issues. Being stuck in traffic is not an acceptable excuse for tardiness to labs or clinicals.

In instances of severe weather, if the college is holding classes on campus, clinicals will proceed as scheduled. If students feel unsafe driving due to weather conditions, they must contact their instructor before the clinical; otherwise, the absence will be considered unexcused. Students are encouraged to sign up for [Triton Alert](#) to receive updates about campus closures and delays. For more information, please refer to the section on Emergencies/Weather Cancellations.

Students should adjust their work schedules to avoid conflicts with the school timetable. For patient/patient/student safety, the program prohibits students from working the shift immediately before a clinical shift. If a student is unable to attend a lab or clinical due to illness or an emergency, they must inform the course instructor via phone or Slack (not email) before the lab or clinical shift begins. If students cannot reach the instructor, they must notify the Nursing Office (425-640-1017) and the Director regarding their absence. If the course involves clinical work, the student must also inform the clinical site of their absence by phone.

Students who arrive more than 10 minutes late to the clinical site may be sent home and not permitted to attend that day. Two instances of tardiness equate to one missed clinical day, which the students must make up. Students who miss more than one clinical day or two labs per quarter will need administrative approval from the Director to continue in the course. Under such circumstances, the student may be required to withdraw from the course and repeat it during the next offering.

Late Work, Remedial Work, Make Up Assignments

Faculty will not accept late work for a grade unless students have made prior arrangements with the instructor. Students who submit late work with permission may face a reduction of up to 50% in credit for those assignments.

Students wishing to improve their performance on an assignment or exam may negotiate remedial work with the instructor. However, remedial work for credit is not guaranteed and will be accepted on a case-by-case basis unless otherwise specified by the instructor. Any remedial work or test corrections will receive half the credit of the original assignment or exam.

The nursing program cannot guarantee make-up labs and clinical days due to scheduling constraints. Absent students are responsible for obtaining the information they missed. If a student misses a lab or clinical session and cannot be scheduled for a make-up day, they must complete an alternative experience or assignment specific to the lab or clinical experience. Additionally, students who miss more than one clinical day or two lab sessions per quarter will require administrative approval from the Director to continue in the course. They may also be required to withdraw from the course and repeat it the next time it is offered.

Missed Examinations

Students who are unable to attend a scheduled quiz or exam, including ATI Testing, must arrange to take a make-up quiz or exam with their instructor. Students should notify the instructor in advance of any absence. The decision to allow a make-up quiz or exam is at the instructor's sole discretion. The format of the make-up quiz or exam may differ from that of the original at the instructor's discretion. Students are required to make up missed quizzes and exams within one week of the originally scheduled date. This policy also applies to students who do not take a required quiz or exam in an online or hybrid course during the designated date range.

Theory Courses

The EC nursing program curriculum includes a substantial online component. Attendance and active participation in online activities are essential. Faculty members expect students to prepare for these online sessions and will assess participation levels. Students must also adhere to deadlines. Faculty expect that students read all course materials and complete their assigned work diligently, while showing respect for their classmates and upholding the integrity of EC and the nursing profession. Students can find the policy regarding academic integrity in the Student Conduct Section of the handbook. Students must familiarize themselves with these guidelines and adhere to them.

Students will complete most of their coursework using the Canvas Learning Management System, which includes assignments, discussions, and quizzes. However, students may also utilize other learning platforms during their studies, such as ATI and Open RN, among others.

Faculty may administer some quizzes and tests online; courses will also include proctored exams. At the instructor's discretion, students will be required to take a written proctored exam either on campus at the scheduled date and time or online using HonorLock. Instructors may also choose to use the Zoom video conferencing platform to proctor exams. Students can find information regarding HonorLock and

Zoom in Canvas. The Zoom exam policy is outlined below. A final practical or skills exam is classified as a proctored exam and must be taken on campus at the designated date and time.

Online Course Policies

The electronic week begins on Monday at 12:01 AM and ends on Sunday at 12:00 PM PST.

- Days 1-7 (Monday through Sunday) Students will complete weekly coursework including reading and working in the online classroom. If the course is face-to-face, lab practice and clinical sessions will be conducted during the days listed in the course calendar, with communication and assignment information available on Canvas.
- Days 1-5 (Monday through Friday): The instructor will be available online and check email daily.
- Day 6 (Saturday) Instructor offline. They may check their email, but are not required to do so.
- Day 7 (Sunday) Instructor offline. They may check their email, but are not required to do so.

Students must check the announcements Monday and frequently throughout the week and note any course schedule changes.

Students will use Canvas in all nursing courses and are required to check announcements, course emails, or other course communication methods as specified by the instructor. Students are responsible for all course communication information. EC provides students with a Triton Mail email address, which is the only address the Director will use to communicate with students. The Attendance Policy outlined above discusses online courses.

Students must log in to Canvas courses at least three times per week. They must also plan for unforeseen circumstances, such as computer malfunctions or internet service interruptions, and have a backup plan for completing coursework in the event of equipment or service failures. Computers are available in various locations across campus, including Chromebooks to check out, and a wireless network is also available. Refer to [Academic Computer Services](#) for a complete list of places and resources.

The Student Technology Advice and Resource Team (START) is a student-led resource focused on helping students understand available technology and learn how to use it effectively. START provides Edmonds Community College students with in-person assistance and advice for the technologies commonly used on campus. See [Student Technology Advice and Resource Team \(START\)](#) for complete information on student technical assistance. Students should follow the general rules of netiquette while online. They can find a good source of netiquette guidelines at [The Core Rules of Netiquette](#).

Students must upload all submissions to a Canvas assignment link and save them in Microsoft Word, PDF, or Rich Text Format (RTF). These are the only files that nursing program instructors can open, review, and make corrections. Students who submit assignments in an incorrect format will be considered late. Free MS Office 365 and Google Docs are available to students. [Free MS Office 365 for Students Resource Guides: Building and Improving Computer Skills](#).

All coursework must be the student's work product, not the work of any other person or organization. If students use materials from another source, it is their ethical responsibility to provide a citation or source reference for those materials, including online sources, generative AI, the name and title of the person giving information, or the name of the organization from which the material originated. See the section below on Academic Integrity for more information.

It is the student's responsibility to monitor their academic progress throughout each course. If students are not making satisfactory academic progress, they should contact the instructor for help. If a student has difficulty with course content, faculty recommend that the student visit the Learning Support Services [Learning Support Center](#) to obtain strategies for successful learning.

Academic Writing and APA Style

Scholarly work requires students to use credible sources to ensure the accuracy of their writing. Scientific papers written by students build upon the knowledge presented by other scholars, including nursing instructors and authors who have written on the topics students are assigned to read or investigate. Even student nurses contributing to papers add to the scholarly network that supports the nursing discipline. Examples of such contributions include critical thinking questions, case studies, discussion questions, nursing care plans, and other assignments.

Students must integrate source material into their writing by either paraphrasing or using direct quotes. Quotations should be used sparingly and only for emphasis. Paraphrasing requires students to alter the words, phrasing, sentence structure, and paragraph organization significantly to avoid violating copyright and fair use laws that protect intellectual property. Whenever students use any source for paraphrasing or direct quotes, they must properly cite their sources, including those obtained from generative AI.

The nursing discipline follows the APA style for academic and professional writing. The American Psychological Association established this format to standardize scientific writing. The EC nursing program requires all written assignments to adhere to APA Style unless the instructor specifies otherwise. For information on using APA formatting, please refer to the LibGuide available on the college website, [APA Citations](#)

Zoom Testing Policy

For selected theory courses, faculty may permit students to complete individual exams remotely via Zoom. Below are the procedures for testing on Zoom. Faculty will investigate any irregularities per the academic dishonesty policy. Please follow these guidelines to maintain a fair testing environment.

- Device Requirements: Students must sign in to Zoom in using both a phone and a laptop (two devices total).
- Capacity Limit: No more than 10 students/faculty can be testing at one time.

- Recording: Faculty will set up meetings to record the sessions locally on their computers. Faculty will delete the recordings if there are no irregularities or issues with excessive navigation away from the testing window.
- Environment Check: Students must conduct an environment check before the exam, which includes:
 - A cleared desk area and wall.
 - Showing any scratch paper and calculator.
 - Performing a 360-degree sweep of the room (students can do this with either the phone or laptop).
- Microphone Settings:
 - The microphone on the first device (laptop with webcam) should be on, with the speaker muted.
 - The Zoom microphone must remain ON throughout the exam to ensure the instructor can hear everything. If students need to communicate with faculty, they should use the chat feature.
 - The student will mute the microphone and speaker on the second device (phone) to avoid echo or feedback when signing on.
- Camera Setup:
 - The webcam on the laptop should capture the student's face.
 - The phone camera should focus on the side of the student's face, their hands on the keyboard, and the computer screen.
- Audio Settings: Students should turn off the speakers on both the computer and phone to avoid being disturbed by external noises.
- Zoom Chat Window: The Zoom chat window should remain visible on the side of the screen for the instructor to initiate communication with the student.

Lab/Clinical Courses

Math Proficiency

The Nursing Program requires students to calculate medication dosages accurately. During the second quarter of the program, students will take a dosage calculation test before beginning medication administration in clinical settings. A minimum score of 90% is required to pass this test. Students who score below 90% will have two additional opportunities to achieve a passing score, but the score from the first attempt is recorded in the gradebook. If a student is unable to pass the dosage calculation test with a score of 90% after their third attempt, they will be required to retake the course. They will not be allowed to continue progressing in the program until they demonstrate proficiency in math.

Throughout the program, students must consistently demonstrate proficiency in mathematics. Students will not be permitted to administer medications without proof of math proficiency. If a student is unable to administer medications, they will be unable to meet the course's learning outcomes and will

consequently fail the course. Students may demonstrate math proficiency through a math exam or by answering math questions embedded within course exams (e.g., midterm, final, or unit tests).

Emergency/Bad Weather Cancellation

During an emergency, such as a power outage or periods of inclement weather, it may be necessary to cancel or alter the start time of campus classes. The Nursing Department cancels nursing classes on campus when EC is closed due to inclement weather. Students are encouraged to sign up for email and text alerts from EC. Click on [Triton Alert](#) to sign up.

The nursing faculty may also choose to cancel or adjust the start time of a clinical day in the event of an emergency or inclement weather. In that case, clinical instructors will notify their students. Students should ensure the Nursing Office and the clinical instructor have their current phone number.

Lab Policies

Students are required to wear uniforms during lab sessions, and their appearance should adhere to the professional dress code. The dress code for lab and clinical settings is identical.

Students are not allowed to eat in the lab. Students may bring drinks, but these must have lids. Please ensure that cell phones are on silent during the lab, and limit their use to break times. If you receive an emergency call, please step outside the room to answer it. Students must handle laboratory equipment with care, and all equipment should remain in the classroom or lab. Students must treat manikins with respect and handle them with care.

Students are responsible for assisting with lab clean-up at the end of the session. Labs should be left in good condition and ready for the next class. All written assignments will be submitted via Canvas or EHR Tutor unless the instructor specifies otherwise.

Simulation Lab Policies

Faculty expect students to behave professionally during lab sessions and to uphold the same standards required in a clinical setting. Students must complete all reading assignments and homework before attending the lab. Students should come prepared to participate in the simulations actively. Students who are not prepared for simulations may be sent home, and the missed day will count as an unexcused absence.

Please note that activities and events that take place during simulation labs are confidential, and students should not discuss them outside of class. *What happens in the lab stays in the lab.* Any violation of this confidentiality requirement will be considered academic dishonesty. For more detailed policies, please refer to the simulation handbook.

Clinical Policies

Students must maintain the confidentiality of any information acquired during their nursing student role. They will adhere to the policies of the clinical site, and all of the site's rules and regulations apply to EC nursing students. Faculty hold nursing students to the same standards as licensed nurses within their scope of practice. Please refer to the section on HIPAA for further details.

Registering for a clinical course does not guarantee admission to a clinical site unless the student has fulfilled all agency requirements. Refer to the sections on Clinical Passports for more information.

Clinical site assignments are made based on faculty and site availability to ensure the best learning experience for each student in the program. Under no circumstances should a student make arrangements for their clinical practicum without the instructor's or Director's approval. Practicum hours may vary and can include day, evening, and weekend shifts. Students are responsible for their transportation to and from the clinical setting. Changes to clinical site assignments will not be made without the instructor's permission. Students, except for those in preceptorships or previously designated alternate clinical sites, should not be present in a clinical facility without an instructor. Additionally, once a clinical session is completed, students are not permitted to return to the facility to gather further patient data.

The syllabus and Canvas will outline the clinical preparation required for each rotation. Students are required to complete written assignments for both clinical preparation and post-clinical care plans or reflections. These assignments are vital for learning and for evaluating student progress toward achieving learning outcomes. All written clinical assignments must be submitted through Canvas unless otherwise directed by the instructor.

Students must maintain a passing grade in clinical courses to progress in the nursing program. Faculty will provide guidelines regarding the clinical objectives and assignments each quarter. Students earn their clinical grade based on written documentation of clinical performance and the written work mentioned above. The clinical instructor will schedule a mid-term evaluation with the student to discuss strengths and areas for improvement. A final conference will summarize the quarterly clinical experience and provide a final evaluation. The Nursing Department has adopted a clinical evaluation tool based on the Quality and Safety Education for Nurses (QSEN) competencies, which is scaled to reflect the student's progression through the nursing program. The clinical evaluation tool for each course aligns with the course learning objectives and is available on Canvas.

While students are responsible for their assigned patients in a clinical setting, the clinical site retains total responsibility for patient care. In most clinical sites, students will gather information about a patient from the staff nurse before providing care. Before leaving the clinical site, students must report to both the assigned staff nurse and the clinical instructor.

Students are prohibited from having personal contact with present or past patients to maintain professional boundaries. This restriction includes all forms of communication, such as face-to-face meetings, telephone calls, text messages, emails, and interactions on social media platforms (e.g., Facebook, X/Twitter, Instagram). Please refer to the Social Media policy for more information.

Clinical Skills Policy

Scheduled skills competency checks during labs will validate the student's ability to perform nursing skills safely and competently. The list of skills and standards is in the course syllabus and/or on Canvas, and faculty will be available to assist in skills practice before the skills competency check. Students who are unable to perform nursing skills competently and in a timely manner are required to complete remediation.

If a student fails a scheduled skills proficiency check or is unprepared or unsafe in performing a skill in the clinical setting, they will be issued a learning contract and referred back to the skills lab for remediation. The student will not be permitted to perform the skill in the clinical setting until they have successfully demonstrated mastery of the skill in the skills lab. It is the student's responsibility to use all available resources to be prepared to complete the skill(s) at the appropriate level. The faculty will notify the Nursing Program Director of the need for remediation, and the Director will assist in scheduling an instructor to facilitate the process. After practicing the skill, the student will have one evaluation opportunity in which they demonstrate a successful performance of the specified skill(s). If unsuccessful, the student may be in jeopardy of course failure and may be required to retake the skills lab portion of the curriculum.

Students may not perform any procedure in the clinical area that they have not been checked off on in the skills lab, including medication administration. Students must be supervised by their clinical instructor when performing a procedure that they have not done outside of the skills lab. After the student has performed the procedure satisfactorily with the instructor, the instructor will sign the skills sheet and the student may perform the procedure under the supervision of a nurse preceptor at the clinical facility. Students are required to review facility policy/procedures before performing any new skill and must be prepared to answer any questions from the instructor or the supervising nurse.

Faculty expect students to perform a previously learned skill in the clinical setting with minimal instructor prompting. Students who are unprepared or unsafe when attempting a procedure in the clinical area will be subject to remediation as outlined above.

Safe Medication Administration

The faculty emphasizes that safe medication administration is a fundamental aspect of nursing practice, which includes the administration of intravenous fluids, whether with or without medication. According to [WAC 246-840-513](#), the faculty provides students with theoretical knowledge, skills lab training, simulation exercises, and clinical experiences that are appropriate for their level of education regarding safe medication administration. Before students can administer medications in a clinical setting under

supervision, they must demonstrate their competency in simulated learning experiences focused on medication administration skills in the lab.

Instruction on safe medication administration will encompass, but is not limited to, the following simulated learning experiences:

1. Correct reading and interpretation of medication orders
2. Safe identification of patients
3. Understanding the routes of medication administration, including the nursing judgment required for safe implementation
4. Safe use of Automated Drug Dispensing Devices (ADDDs) and other medication dispensing systems
5. Processes for administering controlled substances, handling medication wastage, and monitoring for drug diversion
6. Procedures for medication reconciliation
7. Accurate dosage calculations (see Dosage Calculation Exam)
8. Proper documentation of medication administration

Students must complete training on ADDDs before using them in clinical settings. Additionally, students will receive orientation to agency-specific ADDDs, supervised by a licensed nurse (instructor or preceptor). [WAC 246-874-070](#)

Students must be checked off on a procedure in skills lab before they are permitted to perform it in the clinical area, including medication administration. Initially, students must be supervised by their clinical instructor when administering medications. Once a student has successfully performed the medication administration procedure under the instructor's supervision, the instructor may allow the student to administer medications under the supervision of a nurse preceptor at the clinical facility.

Students are not allowed to administer any medications independently. They must review the facility's policies and procedures before performing any skill or procedure and be prepared to answer questions from their instructor or the supervising nurse regarding those skills or procedures.

Medication Errors

Medication errors can occur despite the training that students receive. The nursing program defines a medication error as any event that may cause a patient to receive inappropriate medication therapy or fail to receive appropriate medication therapy. Most errors occur when a student nurse fails to follow standard procedures, such as verifying dosage calculations, deciphering illegible handwriting, or administering unfamiliar medications. It is important to note that student nurses are fully responsible for their actions and any errors that may arise in a clinical setting. Please refer to [RCW 18.79.240](#) for additional context.

If a student is involved in a medication error, they must complete the following steps before resuming medication administration. Please note that medication errors occurring in simulations or skills labs may not require remediation at the discretion of the faculty member.

1. The student must immediately report the error to their instructor and the facility. The healthcare provider and the patient should also be notified, but facility employees may handle this communication.
2. The student and the instructor will complete any necessary documentation required by the facility regarding the error.
3. The student will fill out an EC Medication Incident Report that details the events surrounding the error, including:
 - a. The nature of the error
 - b. The circumstances surrounding the error
 - c. The medication involved, its purpose, and the nursing implications
 - d. A plan to prevent future errors
4. The clinical instructor will counsel the student, and the Director will also provide counseling if deemed necessary.
5. The student will review the procedures for the administration of the medications involved in the error.
6. The student will follow the procedure to be re-evaluated on medication administration in the lab by the clinical instructor, another faculty member, or the Director.
7. Faculty will document the remediation process and review it with the student; a copy will be placed in the student's file.

Additionally, medication errors may indicate a systemic issue. Therefore, the nursing program will maintain a documentation log of medication errors to assess the need for changes in the curriculum related to preventing medication errors.

Required Reporting of Medication Errors

Students are required to report "near-miss" situations to the instructor, the facility's nursing supervisors, and the pharmacy when applicable. These reports are crucial for identifying the root causes of errors and preventing future mistakes. According to [WAC 246-840-513](#), the school must inform the WA BON about events involving a student or faculty member that may have resulted in patient harm, posed an unreasonable risk of patient harm, or involved the diversion of legend drugs or controlled substances. The nursing program will log all incidents reported by patients, family members, students, faculty, or healthcare providers that result in patient harm, pose an unreasonable risk of patient harm, or involve allegations of diversion or medication errors. The nursing program is committed to applying the principles of just culture, fairness, and accountability in the implementation and use of all incident reporting logs. The goals of this approach are to:

- Determine the causes and contributing factors of incidents.

- Prevent future occurrences.
- Facilitate student learning.
- Utilize the findings from incident assessments for ongoing program improvement.

ATI

The EC Nursing program has adopted the use of the Assessment Technologies Institute (ATI) Comprehensive Assessment and Review Program (CARP) for both the PN and LPN to RN Bridge programs. Faculty will use ATI products to complement the nursing program curriculum, promote program success, and support student learning. Throughout the program, faculty provide students with NCLEX-style testing and support resources, including education modules, Content Mastery textbooks, online practice tests, and proctored assessments.

ATI proctored exams are reliable indicators of student potential for passing the NCLEX and will be used to advise individual students on the need for remediation and further study. The results of these tests serve as one evaluation tool for student learning, but they are not the sole determinant of progression or graduation. Points from ATI assignments and tests will never count for more than 10% of a course grade. Students are informed of the testing schedule on a quarterly basis. The testing schedule will follow the schedule of theory courses.

Students who have documented disabilities and require accommodations must notify the Director of their special needs during the first week of each quarter. Students should also inform the instructor of each course. Accommodations will be provided for mandatory, proctored testing.

Non-proctored Exams

Students may complete non-proctored practice assessments in fundamentals, nursing care of children, maternal-child nursing, mental health, adult medical-surgical nursing, pharmacology, and management to receive a grade before the scheduled proctored exam. There are two practice exams available for each subject, and the instructor will accept the highest score from the first attempt on either of the practice tests as the grade in the corresponding course. Students will not be permitted to take the related proctored exam without evidence of successful completion of the non-proctored test in the above content areas.

Proctored Exams

Students are encouraged to review the course materials and books in the specific content areas evaluated before the proctored exams. Proctored assessment tests are timed, and attendance is mandatory for ATI proctored tests.

Proctored exams in fundamentals, nursing care of children, maternal child nursing, mental health, adult medical-surgical nursing, pharmacology, and management will follow the policy outlined below for benchmark scores. Students are required to achieve a Level 2 score on the proctored exams. If the

student does not reach a Level 2 on their first try, they will be required to complete remediation and retake the test.

Proctored exams may also be completed for a grade and added to the total possible points which determine a course grade. The instructor will accept the highest score on the proctored tests as the grade for the corresponding course. The class grades for the ATI proctored exams will be curved using the highest score as a reference point.

The benchmark for a passing score on a proctored Content Mastery exam is a Level 2 Proficiency. Proficiency levels are re-evaluated annually by ATI. If the student does not meet the Level 2 benchmark, they will need to remediate. See the section below on remediation.

Performance Level	Description of Performance Level	Remediation
Below Level 1	<ul style="list-style-type: none"> Does not meet the EC benchmark. Indicates students will not meet NCLEX® standards in this content area. Indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review. Remediation is required. Students at this level are expected to remediate according to the instructor's directions. 	Required
Level 1	<ul style="list-style-type: none"> Does not meet the EC benchmark. Indicates students are not likely to meet NCLEX® standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content. Remediation is required. Students at this level are expected to remediate according to the instructor's directions. 	Required
Level 2	<ul style="list-style-type: none"> Meets the EC benchmark. Indicates students are reasonably sure to meet NCLEX® standards in this content area. Students are encouraged to engage in continuous, focused review to improve their knowledge of this content. 	Optional
Level 3	<ul style="list-style-type: none"> Exceeds the EC benchmark. Indicates students are likely to succeed on NCLEX® in this content area. Students are encouraged to 	Optional

	engage in continuous focused review to maintain and improve their knowledge of this content.	
--	--	--

Remediation

The remediation process is to strengthen the identified weak content areas and gaps in student knowledge. The ATI® website will generate a Focused Review after every practice and proctored test students take. This review blueprint alerts students to the topics they missed and provides resources for review. Students will also refer to course materials, textbooks, and the ATI® review modules during the remediation process.

Failure to meet the Level 2 benchmark requires remediation. Following the exam, the student will create a Focused Review from the proctored exam and the practice exams that the student has completed. Once the student has completed the remediation, they will retake the proctored exam.

When completing remediation activities on the ATI website that are not proctored (i.e., on the internet at home or outside the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts. If students do not meet remediation expectations, they may be required to do the remediation in a proctored setting.

During the NCLEX review course in quarter six, topics that students have had difficulty with on proctored content exams are reviewed, and students will be given additional opportunities for practice tests in all content areas before taking the NCLEX.

ATI NCLEX Prep and Comprehensive Predictor Test

During the last quarter of the program, students will have three ATI resources for NCLEX preparation. Students complete the Capstone Content Review and the 3-day NCLEX Live Review during the last quarter in the program. Students take their Comprehensive Predictor after their Live Review and then have access to Virtual ATI online support until they take the exam or for 12 weeks, whichever comes first. Content areas reviewed include medical-surgical, mental health, pediatric, maternal-newborn, management, and pharmacology. Material relating to growth and development, cultural considerations, gerontology, and therapeutic relationships is also integrated. Exam items in the preparatory courses and on the Comprehensive Predictor test mirror the NCLEX test plan in terms of content and reflect the nursing process and patient needs across the lifespan.

Students are encouraged to form study groups to review after graduation and return to take the comprehensive predictor a second time before taking the NCLEX. The EC nursing faculty has established a suggested benchmark of 75% on this assessment, which predicts that the student has a 95% chance of passing the NCLEX. There are grades associated with completion of the Capstone Content Review in the 6th quarter theory course, but there are no grades associated with the Comprehensive Predictor. The

exam is not used for high-stakes purposes; it is only used for students to gauge their readiness to take the NCLEX.

Health and Safety Policies

Emergency Preparedness

- The first aid kit is in the Nursing Office. There is an AED and Narcan across from the elevator on the first floor of Hazel Miller Hall, right next to the skills lab in HZL 110
- The Triton Alert System information is here: [Triton Alert](#). The college uses this system to send notifications regarding campus closures, emergencies, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.
- We will not hold classes on campus if the college is closed. Faculty will handle clinicals on a case-by-case basis, and instructors will notify students accordingly (see the clinical policy above).

Clinical Passport

Students must meet specific requirements to participate in clinical placements, as stipulated by agreements between the school and clinical facilities, as well as Washington state laws. For detailed instructions and requirements, please refer to our webpage for the Clinical Passport.

Before attending clinical, students must submit all necessary documents listed below. It is the student's responsibility to keep these records up to date and accurate. Students must complete the required documentation before the start of their first quarter and, thereafter, at least 30 days before any document expiring. Clinical requirements include TB status, background checks, influenza vaccines, and any other required boosters. Some healthcare institutions may require vaccinations with no exceptions (i.e., no waivers are allowed).

Failure to comply with these requirements will prevent the school from placing the student at a clinical site, which could delay their progression in the program. Additionally, students will not be able to graduate or obtain a license without completing the minimum number of clinical hours mandated by law ([WAC 246-840-531](#)).

Castlebranch: Immunization and TB Documentation

The Nursing Program utilizes Castlebranch, an online credential verification service, to allow students to upload and verify their clinical passport requirements. Students are required to create a Castlebranch account upon their acceptance into the program. Castlebranch conducts background checks, assesses immunizations and titers, and manages drug testing for the students.

TB status

- Initial two-step tuberculin skin (PPD) or Quantiferon gold blood test.
- A two-step PPD is performed 1-3 weeks apart. Two negative test results are required to be considered negative.
- If the PPDs are positive, a chest x-ray with written results and a negative symptom check from a provider is required. Thereafter, documentation of an annual symptom check by a provider is required.
- Students who have received a BCG vaccine may consider obtaining a Quantiferon Gold blood test instead of a chest X-ray.
- An annual updated proof of a negative TB status is required.

Hepatitis B Immunity

- Hepatitis B Series AND a positive titer: Students must document three injections and a positive titer as final evidence of immunity. Students who have completed the three injections in the past and have a negative titer will have to repeat the series.

Measles, Mumps, Rubella Immunity

- Two immunizations OR positive titer.

Varicella Immunity

- Two immunizations OR a positive titer

Tetanus, Diphtheria, and Pertussis Immunity

- Tdap: Immunization within the last 10 years.

Influenza Vaccine

- Influenza vaccines must be updated annually and be current for the season the student attends clinical.

Drug Screen

- The students must provide a negative urine drug screen through Castlebranch at the beginning of the quarter during which they will attend clinical at a facility that requires the screen to satisfy the requirements of our clinical site. Drug screens will include Amphetamine, Cocaine, Marijuana, Methamphetamine, MDMA, Opiates, and Phencyclidine.

Covid Vaccine

- Currently, a complete vaccine series is required, consisting of an initial vaccine and one booster. The student may claim a medical or religious exemption.
- Please note that to attend clinicals at almost all facilities used by our program, immunization against COVID-19 is required. Facilities may not accept medical or religious exemptions. Edmonds College has no control over this. If a clinical site is unavailable, you may not be able to

complete the required clinical hours, jeopardizing your progress. A specific number of clinical hours is required by law to obtain a Washington state nursing license. Students cannot be licensed if they cannot complete these clinical hours.

Criminal Background History

Castlebranch will conduct a national background check for criminal history, a Washington state background check (RCW 43.43.830 and 43.43.840) by the Washington State Patrol, and a federal excluded provider search through the OIG and GSA, and submit the results before the start of the first quarter. Many healthcare industry partners also require a DSHS background check before starting clinical assignments. The facilities are responsible for submitting those requests. Students are required to update the Washington State Patrol background check annually.

Placement in a clinical facility depends on the results of these background checks. If a student is aware of a situation that is likely to arise, we advise them to disclose it to the Director before starting the Nursing Program, as the school may not be able to secure a clinical placement for the student depending on the nature of the infraction. A student who cannot participate in patient care in clinical settings due to a background check cannot continue in the program.

The Washington State Board of Nursing may deny a license to any person who has been convicted of any “crime(s) against persons” or “crime(s) relating to financial exploitation.” The application for licensure asks specific questions regarding previous licensure and convictions for felonies and controlled substances. Students may obtain further information from the Washington State Board of Nursing, P.O. Box 1099, Olympia, Washington, and they may find the list of DSHS disqualifying crimes on our web page. [Disqualifying Crimes | Licensed Practical Nursing | Seattle, Washington State | Edmonds College](#)

Insurance

Health Insurance

The college strongly recommends that students obtain health insurance coverage. Please note that neither the clinical facility nor the college is responsible for the costs of medical care, injury, or illness resulting from classroom, lab, or clinical experiences. Students are responsible for all expenses related to emergency or follow-up care for any injuries sustained during a clinical session that are not covered by their health insurance.

Malpractice/Liability Insurance

All students will have insurance coverage for malpractice/liability provided by the college. This coverage will be in effect during classes, clinics, and practicums taken as part of the Nursing Program.

Invasive Procedures

In nursing skills lab courses, students have the opportunity to practice specific invasive procedures on manikins and/or with the consent of fellow nursing students (see the informed consent section below). While students may practice procedures on consenting peers, they are limited to performing finger sticks. A faculty member who is a registered nurse must be present during all practice sessions. Students are not permitted to perform any procedures, nor allow procedures to be performed on them, unless a faculty member is present.

Participation in receiving finger sticks administered by other students is strictly voluntary, and choosing not to participate will not affect grades. Students are informed about the risks associated with these procedures, including the potential for infection, tissue damage, or nerve damage. Before undergoing any invasive procedure, students must sign a release/consent form, which is placed in the student's permanent file by the Director. If a student wishes to change their consent during the quarter, they must sign and date a new form, which is also kept in their permanent file. Students may decline to participate at any time.

The program provides hazardous waste containers for the disposal of materials contaminated with body fluids. Students must dispose of needles and sharps in their designated receptacles. Any surfaces in the lab accidentally contaminated with body fluids should be cleaned promptly.

Informed Consent

The use of human subjects for educational purposes carries the responsibility to protect the rights, well-being, and personal privacy of individuals, to assure a favorable climate for the acquisition of practical skills, and to protect the interests of the college. Nursing program courses involve classroom, laboratory, and clinical activities where student learning activities require the use of fellow students as part of training procedures and/or demonstrations.

A fingerstick may involve receiving finger sticks performed by fellow students to obtain capillary blood specimens.

Possible Risks and Discomforts

- Introduction of infection into body tissues
- Pain resulting from the procedure itself
- Bleeding that could result in ecchymosis

Benefits

- Participation in a learning experience to become a nurse
- Acquisition of empathy for future patients undergoing this procedure

Injury/Exposure

EC nursing students are at risk of harm from various sources. They may become injured or exposed to unsafe blood-borne pathogens, fluids, or other materials. Students are not employees of the affiliating clinical agencies' facility, so Workers' Compensation Laws do not cover them. Students are encouraged to maintain personal health care insurance coverage throughout their enrollment in the nursing program to cover any accidents that may occur during class, lab, or at a clinical site. Even though an EC or a clinical facility may provide necessary initial emergency care or first aid for an accident (i.e., a needle stick), an EC or a clinical facility has no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care, as well as for any follow-up care. Each student should retain copies of personal health care insurance coverage for their records.

OSHA Guidelines for Exposure to Body Fluids

Universal or Standard Precautions – treat all blood and body fluids as potential sources of infection.

- *Contaminated sharps shall not be bent, recapped, or removed.*
- *Contaminated sharps must be placed in an appropriate container as soon as possible.*
- *Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where occupational exposure is likely.*
- *When exposure is possible, students will use personal protective equipment. Personal protective equipment includes:*
 - *Students will wear gloves when they anticipate having hand contact with blood, other potentially infectious materials, mucous membranes, or nonintact skin when performing vascular access procedures and touching contaminated items or surfaces.*
 - *Students will wear masks, eye protection, and face shields whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and create eye, nose, or mouth contamination.*
- *Wash hands immediately after removal of gloves or other personal protective equipment. [OSHA Healthcare Hazards](#)*

Student Exposure Procedure

Students must wear appropriate protective clothing and equipment when performing any task(s) that may involve exposure to body fluids. Students who have had any direct exposure to body fluids must report the exposure immediately to the lab/clinical instructor.

If the exposure occurs in the lab (on campus):

- Notify the instructor onsite immediately of the accident/exposure.
- If the situation dictates, call 911 and then notify campus security at 425.754.0154
- Access medical care immediately as needed. If the injured party feels urgent care is required, seek evaluation and medical care at the Swedish Edmonds emergency department or an urgent care facility.

- If an injured party feels that urgent care is unnecessary, they should seek evaluation and medical care at their primary care provider's office.
- Complete the two-page EC Security Department Injury and Illness Incident Report with the instructor.
- The instructor will notify the Director on the day of the incident. The instructor will submit written documentation in narrative form along with the Security Department Incident Report and return it to the Security Department within 24 hours.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the student's responsibility.

If the exposure occurs at a clinical site (off campus):

- Notify the instructor onsite immediately of the accident/exposure. The instructor will assist in following the facility's and the college's policies.
- If the clinical instructor is not onsite, the student will notify the instructor immediately by telephone.
- If the situation dictates, call 911
- Access medical care immediately as needed.
- If the injured party believes they require urgent care, seek evaluation and medical attention at the emergency department of the nearest hospital or urgent care facility.
- If an injured party feels that urgent care is unnecessary, they should seek evaluation and medical care at their primary care provider's office.
- The clinical agency will initiate an HBV, Hepatitis C (HCV), and HIV protocol, HIV counseling, and appropriate testing. The clinical facility will determine the source patient's HBV, HCV, and HIV status in the usual manner to the extent possible per the Clinical Affiliation Agreement.
- With the instructor and/or facility staff, complete the clinical facility-specific incident report and route it to the appropriate personnel at the facility.
- With the instructor, complete the EC Security Department Injury & Illness Report.
- The instructor will notify the Director on the day of the incident. Within 24 hours, the instructor will submit written documentation in narrative form, along with the Security Department Incident Report, to the Security Department.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the student's responsibility.

Restrictions Due to Illness

The EC Nursing Program is committed to emphasizing the importance of reporting any infectious or communicable diseases and conditions accurately and honestly. Students are required to inform their faculty and/or the Director if they have any conditions that could pose a health risk to fellow students, EC staff, faculty, or patients and staff at clinical partner agencies.

When students report infectious or communicable diseases, they will be assessed according to the Restrictions Due to Illness policy (see below) to determine their ability to participate in program activities. Students who are known to have or who exhibit symptoms of a communicable disease will not be permitted to participate in program activities until the faculty and Director confirm that they are safe to do so.

The nursing program is committed to supporting students who may be affected by infectious or communicable diseases. The program will address each case individually as situations arise, adhering to the legal guidelines set by the Washington State Administrative Code (WAC), as well as the program's state approval, accreditation, and the rules of governing organizations. Therefore, all nursing students must comply with the Restrictions Due to Illness Policy during both on-campus and off-campus activities related to their studies.

Please note that the following list includes specific policies related to common infectious and communicable diseases and conditions; however, it is not exhaustive. The program will evaluate cases arising from other infections or communicable diseases on a case-by-case basis.

COVID-19 (SARS-Cov-2)

The EC nursing program will follow the CDC policy for [Isolation and Precautions for People with COVID-19](#) [| CDC](#). The CDC policy changes periodically as new research becomes available about the disease, and we will follow the most current guidelines. Students and faculty must also comply with all facility policies regarding the virus.

Students who have COVID-19 should isolate themselves from others. They should also isolate themselves if they are sick and suspect that they have COVID-19 but do not yet have [test](#) results. If their results are positive, students should follow the complete isolation recommendations below. If their results are negative, they can end their isolation.

If student had no symptoms	If student had symptoms
<ul style="list-style-type: none">● Day 0 is the day you were tested (not the day you received your positive test result)● Day 1 is the first full day following the day you were tested● If you develop symptoms within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset	<ul style="list-style-type: none">● Day 0 of isolation is the day of symptom onset, regardless of when you tested positive● Day 1 is the first full day after the day your symptoms started

Sore Throats

Students with a diagnosed case of Group A Strep Throat or experiencing symptoms of a sore throat must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities, such as clinical rotations.

Students with a diagnosed or suspected streptococcal infection must refrain from attending on-campus activities or clinical rotations until they have taken at least 24 hours of appropriate prescribed antibiotics and must be afebrile for 24 hours without fever-reducing medication. Students with sore throats associated with household contacts who have been diagnosed with Group A Strep Throat must be evaluated by their healthcare provider for culture and treatment before attending on-campus activities or clinical rotations. If COVID-19 or COVID-19-like illness is suspected, the school will follow the COVID-19 Policy (see above).

Gastrointestinal Illness with Acute Diarrhea and/or Vomiting

Students with a diagnosed gastrointestinal illness and/or the following symptoms must contact their faculty and/or the Director and refrain from attending on-campus or off-campus program activities, such as clinical rotations.

- Students with a severe acute diarrhea illness, accompanied by a fever of 100.0° F or greater, abdominal cramps, bloody stools, or diarrhea that lasts longer than 24 hours, pending medical evaluation for causative factors.
- Students with Norovirus should remain symptomatic and avoid contact for 48 hours after the last symptom.
- Students diagnosed with *C. difficile* must complete half of the recommended treatment and have resolved diarrhea for at least 24 hours before a healthcare provider gives full release to return. If the student experiences a recurrence of *C. difficile* disease, documentation from the healthcare provider is required to confirm complete resolution of symptoms and a full course of treatment.
- Students diagnosed with non-typhoidal Salmonella or Shiga Toxin *E. coli* after two (2) negative stool cultures collected 24 hours apart and a healthcare provider's full release to return.

Students infected with other enteric pathogens can return to on-campus activities or clinical rotations 24 hours after symptoms resolve; a healthcare provider release to return note may be required.

Rashes and contagious skin conditions

Examples of these conditions include Coxsackievirus (Hand, Foot, and Mouth Disease), Herpes Simplex, Herpetic Whitlow (a herpes infection of the fingers and hands), and Herpes Zoster (Shingles). Students with rashes or contagious skin conditions must contact their faculty and/or the Director and refrain from attending on-campus or off-campus program activities, such as clinical rotations.

- Students diagnosed with Hand, Foot, and Mouth Disease must be symptom-free, including rash and mouth sores (usually 7-10 days), and no new lesions for 24 hours.

- Students diagnosed with Herpes Simplex (Oral Herpes) with primary or recurrent orofacial herpes simplex infections may be restricted from working in specific clinical agency units and/or from caring for immunocompromised patients until the lesion is dry and crusted.
- Students diagnosed with Herpetic Whitlow (herpes infection of the fingers and hands) and Herpes Zoster (Shingles) who have herpes lesions on their fingers and/or hands or Zoster lesions that cannot be adequately covered are restricted until the lesions are healed, dry, and crusted.
- Students with rashes of unknown origin should see their healthcare provider for evaluation. If a communicable disease is suspected, the student will need a release from a healthcare provider. If the rash does not appear to be disease-oriented (such as poison oak, insect bites, or allergic dermatitis), the student will be allowed to attend on-campus activities and clinical rotations, provided it can be covered and is not draining.

Infectious Conjunctivitis (Pink Eye)

Students with Infectious Conjunctivitis (Also Known as Pink Eye) must contact their faculty and/or Director and refrain from attending on-campus or off-campus program activities, such as clinical rotations.

Students with suspected bacterial conjunctivitis (e.g., *H. influenzae* or *S. pneumoniae*) should consult their healthcare provider for evaluation and treatment. They should not return to on-campus activities or clinical rotations until they have received antibiotic treatment for at least 24 hours.

Other Illness (not listed above)

Students should contact their faculty and/or the Director if they suspect or are diagnosed with an illness and refrain from attending on-campus or off-campus program activities, such as clinical rotations, until a healthcare provider has evaluated them. Students must have a full release from their healthcare provider to return if they are suspected or confirmed to have an infectious/communicable disease or condition that could put the health of fellow students, EC staff and faculty, and clinical partner agency patients and staff at risk.

Pregnancy

A pregnant student in good health may continue clinical nursing courses as long as, in the medical judgment of the student's primary health care provider, the requirements of the course will not interfere with her health status/pregnancy and that the state of her health does not interfere with meeting the course outcomes. Students in good standing who are unable to continue their coursework due to medical reasons may withdraw from classes or the program and be eligible for readmission without penalty. The student must meet admission requirements. See the college medical withdrawal policy

located at [Enrollment Services - Medical Withdrawal FAQs | Edmonds College](#) Application. [Student Medical Withdrawal Process | Edmonds College](#)

The Nursing Program requests that students who are pregnant do the following:

- Advise the Director and instructors about the pregnancy.
- Be under a healthcare provider's supervision.
- Take every precaution to avoid exposure to radiation, high-risk medications, and other hazards while in school or at the clinical facility.

Student Conduct Policies

Academic Integrity

Edmonds College expects students to demonstrate Academic Integrity. Instructors must report all violations of Academic Integrity (cheating and plagiarism) to the college. The Office of the Vice President for Student Services will monitor the college's database of such incidents. The college maintains this data for three years. Evidence of repeat incidents will result in additional action by the Office of the Vice President for Student Services, as outlined in the Student Code of Conduct. In the nursing program, cheating and/or plagiarism will result in a penalty ranging from a zero grade on the assignment to course failure (see below). A second incident in the program will result in actions ranging from course failure to dismissal from the program.

Academic Dishonesty: Any act of academic dishonesty, including, but not limited to:

- (i) Cheating, including, but not limited to, intentional use or attempted use of unauthorized material, information, or study aids, misrepresentation of invention, or any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- (ii) Plagiarism includes but is not limited to presenting or submitting another person's, entities', and/or sources' ideas, words, or other works in an instructional course without assigning proper credit.
- (iii) Unauthorized collaboration includes, but is not limited to, intentionally sharing or working together in an academic exercise when the course instructor does not approve such actions.
- (iv) Academic dishonesty including, but not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval). See [EC Student Handbook](#)

Academic dishonesty is any act designed to give a student an unfair advantage or an attempt to commit such acts. This program will also include sharing information and events occurring in the simulation lab. Honesty is a hallmark of professionalism, and in this program, academic dishonesty is unprofessional conduct. Professional behavior requires that students report unprofessional conduct. A student with

knowledge of academic dishonesty is obligated not to participate in such activities and to report known incidents.

Written assignments that show evidence of copying, pasting, or plagiarism from the Internet will immediately earn a zero grade. The online exams MUST be completed individually unless specifically exempted by the instructor. *It is unethical and is grounds for program dismissal to share information/answers on exams.*

Maintaining academic integrity in the nursing program is a high priority. Accordingly, the instructors expect that ALL WORK THAT STUDENTS SUBMIT IN THIS PROGRAM WILL BE SOLELY THE PRODUCT OF THE STUDENT'S EFFORTS. When utilizing legitimate outside sources, they will be cited in APA format. Students will conduct themselves per the [EC Student Handbook](#). The document is available from the ASEdCC or the Vice President for Students, and courses will proceed with the understanding that students have read and understood it. For further information, please visit the nursing student Canvas site.

Please refer to the Student Rights, Freedoms, and Responsibilities section in the Edmonds CC online academic catalog, specifically the [EC Student Handbook](#). This document includes Guidelines for Student Conduct and information on disciplinary procedures.

Generative AI Notice

Generative AI produces writing, art, and audio based on human-generated prompts. Generative AI includes tools such as ChatGPT, Perplexity.ai, and others. While these tools are the wave of the future in work and education, they also challenge the traditional understanding of learning and raise questions about academic integrity. Students are not authorized to use artificial intelligence engines, software, or artwork-generating programs to produce work in this program. The unauthorized use of generative AI will be considered a violation of this program's Academic Conduct Policy (outlined above).

Online Integrity Contract

There is an Online Integrity Contract in the Getting Started section of each Canvas classroom. Students are required to sign and return this contract to the instructor during the first week of each course. By doing so, they confirm that they have read the syllabus and agree to follow the course and college policies.

Dress Code/Personal Appearance

Unless otherwise directed, EC expects all students to adhere to the following dress code in the nursing lab and clinical sites. The EC dress code policy is based upon requirements of professional appearance

from clinical partner sites and reflects the standards of the nursing profession. The clinical instructor will send home any student deemed not compliant with this handbook or the facility dress code policy, which will be considered an unexcused absence.

Uniform:

The EC nursing program uniform consists of a navy scrub top (or navy polo shirt) paired with navy scrub pants. The student is identified by wearing a professional uniform and a photo ID badge. The uniform must be worn at all times when in a clinical setting. Students may wear a t-shirt under the uniform or a sweater/sweatshirt over the uniform for warmth. Sweaters/sweatshirts should have minimal logos or printing, which must be appropriate for the clinical setting. Photo ID badge must be visible at all times.

Students should follow the clinical facility's dress code policies in community settings that require street clothes. Professional attire is expected and a photo ID badge. Appearance must be clean and neat. In addition to the foregoing, students must follow any agency/facility specifications.

Distressed or worn-out jeans, shorts, halter tops, or sweat clothes (pants or hoodies) are not to be worn in any professional setting. Sheer, tight, or see-through fabrics, as well as spandex and Lycra materials, are inappropriate. Skirt hemlines should be at or below the knee and be appropriate to the work environment. All uniforms should fit to allow for comfortable sitting, bending, stretching, and other movements. Undergarments and or cleavage should not show when leaning or bending over.

Shoes:

Closed-toe, low-heeled, professional-appearing shoes or athletic shoes are required. Shoes must be clean and in good repair. No sandals or "barefoot" shoes are allowed.

Jewelry:

Acceptable jewelry includes a watch, plain wedding bands, and one pair of small stud earrings. Note that rings that could tear gloves are not allowed. Students will follow the clinical facility policy regarding piercings. In general, very small, discreet facial piercings may be worn. Still, larger visible body-piercing jewelry, which can be pulled or caught on something, should be removed before entering clinical facilities. Hoop earrings or any other jewelry that can be pulled or caught on something should not be worn (except for a medical I.D. tag). Student and patient safety is always of paramount importance, especially when it comes to jewelry and body piercings.

Makeup and tattoos:

Makeup should be used conservatively while wearing a uniform and should appear natural-looking. Students will follow the clinical facility's policy regarding tattoos.

Hair:

Hair is to be clean and neatly groomed. Students will adhere to the clinical facility's policy regarding hair color. If hair is longer than shoulder length, it should be pulled back and off the shoulders. Hijabs, scarves, or hair wraps should be tucked away so they cannot be pulled or caught on something. Beards and mustaches need to be neatly trimmed. They must be sufficiently short to be fully covered when assigned to any clinical environment where masks are worn.

Fingernails:

Nails should be kept clean, manicured, and kept to a minimum length. Acrylic or other artificial nails are not allowed.

Personal Hygiene:

EC expects all students to maintain a well-groomed appearance, which includes wearing a clean uniform, using deodorant, having clean hair, wearing clean shoes, and practicing good oral hygiene. Students are not allowed to use perfume, strongly scented soaps, or lotions, as patients may be sensitive to these fragrances. Students are also encouraged not to smoke while wearing their uniforms. Odors such as cigarette smoke, body odor, or strong perfumes that are offensive to others may lead faculty to send students home from clinical placements. If a student's hygiene is deemed inappropriate by faculty or the facility, and they are sent home, it will be considered an unexcused absence.

Chewing Gum

Gum chewing is not allowed in the lab or the clinical setting.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects an individual's identifiable health information. There are established procedures to mitigate, to the greatest extent possible, any harmful effects from any improper use or disclosure of individually identifiable health information or Protected Health Information (PHI). Protected health information includes the patient's name or other patient identifiers, as well as information on the patient's past, present, or future physical or mental health status, or the condition and provision of healthcare to the patient. HIPAA established an individual's right to control access to and use of PHI. Patients have the right to see their medical records and learn who has seen their records when the disclosure is for purposes other than treatment, billing, or other healthcare operations.

Students are involved in the personal care of patients in many facilities and, as such, must respect their right to privacy and confidentiality. Students may also encounter sensitive and private information concerning patients' family members, clinical facility employees, or volunteers, and should not disclose this information without proper authorization.

Health information about an individual is protected, and the determination of who is permitted to use, disclose, or access the information is governed by HIPAA. These privacy standards apply to every person working in a health care agency. Violations of these standards are punishable by fines and/or imprisonment. Substantial fines can be imposed even for unintentional breaches of privacy. Healthcare facilities are required to safeguard private information, control access to information, and protect it from inappropriate disclosure, distribution, or loss of data. Students may be assigned computer passwords. Students are responsible for maintaining the security of PHI and preventing its unauthorized use or disclosure by maintaining chart security and logging off the computer when leaving the terminal. Students will report to instructors immediately in writing any use of PHI that is not permitted. Consequences of violations can include fines and/or imprisonment.

Students must protect patient confidentiality at all times and access patient information only to the extent necessary for the clinical assignment, using the minimum information required for the immediate purpose. All verbal, electronic, and written information relating to patients and contracted agencies is confidential and should not be photocopied, printed out, removed from the clinical facility, or discussed with anyone. HIPAA guidelines outline the information facilities may disclose to students for educational purposes. A breach of confidentiality will result in disciplinary action, including possible course failure and/or dismissal from the program.

An individual's right to privacy includes the information listed below:

- Presence in a healthcare facility
- Reason for admission
- Contents of the medical record
- Computer-generated data regarding patient care, such as labs, diagnostic tests, telemetry readings
- Nursing care plan/Case management plan
- Reports and notes that contain patient information
- Financial information or personal identity information

Computer Access to Patient Charts

Students will receive computer training for assigned clinical facilities. They will follow the facility's policies regarding computer access to patient records. Students can access the Electronic Health Records (EHR) on assigned clinical days when they are at the healthcare facility. The student may only view the medical records of their assigned patient. The computer record will not be accessed once the student has left the facility. The student may not access the facility's computer database and/or medical record database from an off-site location (computer). The healthcare facility may assign each student a unique access ID number and password that the student can use exclusively for the clinical practicum. This student ID is intended for use only by the student to whom it is assigned. Please do not share your student access ID number.

In the event of a breach in the computer/EHR system, the incident will be handled by the healthcare facility in accordance with their policies and standards. Any breach in the confidentiality and security of a patient's records may be grounds for dismissal from the program.

Standards of Nursing Practice

The Edmonds College Nursing Program expects its students to understand the WA State nursing standards of practice and be knowledgeable about the differences in scope of practice for registered nurses and licensed practical nurses. Students need to be aware of the differences between the functions of an RN and an LPN, defined in [WAC 246-840-700](#) and [WAC 246-840-705](#). Students should familiarize themselves with these standards and function within the appropriate scope of practice for the level of licensure they are working toward.

Scope of Practice Decision Tree

Nursing practice is constantly evolving and developing in response to the changing health needs of society, technological advancements, and the expansion of scientific and nursing knowledge. Because practice is ever changing, having a “task list” of activities a nurse can or cannot do is impossible. The core concept in determining the scope of practice is whether the activity is appropriate considering the nurse’s educational preparation, training, and professional experience. Within this concept, a nurse’s scope of practice varies and evolves throughout a nurse’s career, influenced by continuing education and practice experience. The nurse’s activities must also fall within established legal boundaries to ensure public protection. Nurses are responsible and accountable for determining whether an activity is within their scope of practice. The Scope of Practice Decision Tree is a tool to assist nurses in making decisions about their practice.

Washington State nursing laws are broad and principle-based, so nurses in any setting may reflect on and develop their scope of practice. Nurses must continually update their practice by using new knowledge and skills. The WABON supports nurses working to the full extent, within the legal boundaries, of their education and training.

See the WA BON website for more information about Scope of Practice: [WABON Scope of Practice Decision Tree](#).

Ethical Standards

The ANA Code of Ethics applies to all members of the nursing profession, including student nurses. Faculty expect student nurses to adhere to both the ANA Code of Ethics and the National Student Nurses Association (NSNA) "Code of Academic and Clinical Conduct" as outlined in the links below. Violating these ethical standards can result in disciplinary actions, ranging from failing a course to dismissal from the nursing program.

ANA Code of Ethics

[View the Code of Ethics for Nurses](#)

NSNA Code of Academic and Clinical Conduct

[NSNA Code Of Conduct](#)

Electronic Device Policy

Cell phone use is allowed during classroom sessions, labs, or clinical sites when necessary for accessing educational apps, contacting an instructor during clinical hours, or using them as directed by the instructor in the lab or classroom. At clinical sites, students may use their phones for educational purposes at the discretion of the clinical instructor, provided that phones are kept on silent or vibrate mode.

Students should ensure their cell phones are set to silent or vibrate. During class breaks, they are allowed to use their phones outside the classroom. If a student has a serious issue that may require urgent contact via phone, they should inform the instructor beforehand or at the start of class. In such cases, the phone should be set to vibrate, and the student must step out of the classroom or laboratory before answering the call.

Students should avoid using cell phones for conversations, texting, or educational purposes in the presence of patients. Using phones in front of patients demonstrates disrespect, can impact their feelings of safety and confidentiality, and may undermine the trust the patient has in the student nurse.

Additionally, students are prohibited from discussing or posting information about faculty, peers, patients, family members, or any clinical facility on any social media platform, including Facebook, X/Twitter, Instagram, or TikTok. Students must not store or retain any information related to patients, patient families, faculty, clinical facilities, or fellow students on any accessible desktop or hard drive. Please refer to the Social Media Policy below for further details.

Social Media Policy

Social networks and the Internet offer unparalleled opportunities for rapid knowledge exchange and dissemination among large groups of people. Still, this exchange comes with some risk. Nurses and nursing students must understand the nature and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career but also the nursing profession as a whole.

Nurses face risks when social media is misused. Students must be aware that job recruiters may ask them to "friend" them so that prospective employers can see what they have posted. The consequences

of nurses' inappropriate or prohibited use of social media may include disciplinary action by the state board of nursing, job loss, and legal action.

ANA's Principles for Social Networking

- Nurses must not transmit or place online individually identifiable patient information
- Nurses must observe the ethically prescribed professional boundaries between patients and nurses.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should utilize privacy settings and strive to separate their personal and professional online information.
- Nurses should report any content that could harm a patient's privacy, rights, or welfare to the relevant authorities.
- Nurses should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries when using electronic media. Online contact with patients blurs this boundary.
- Do not disparage patients, employers, or coworkers, even if the individual is not named.
- Do not take photos or videos of patients on cell phones or other personal devices.

Promptly report a breach of confidentiality or privacy. EC nursing students must adhere to the Health Insurance Portability and Accountability Act (HIPAA) guidelines in all instances and at all times. [HIPAA for Healthcare Professionals](#) To comply with HIPAA and protect patient confidentiality, students may not use personal devices such as cell phones, tablets, or other devices to transmit, copy, photograph, or download any patient/patient information at or from any location. Students are not permitted to take photographs of patients in the clinical setting. Posting patient/patient information on Facebook, Twitter, email, or any other social media program is strictly prohibited. Students must also comply with federal and clinical agency policies regarding the use of social media for patient care. Violation of this policy may result in a failing grade in a clinical course and may lead to dismissal from the nursing program.

Professional Behaviors and Safe Practice Guidelines

Professional Values and Behaviors

Below is a chart that outlines examples of professional values and behaviors, as well as instances of their absence. This chart offers students representative examples.

Behaviors that Imply Professional Values	Behaviors that Imply the <i>Absence</i> of Professional Values
<p>Placing the patient's welfare first. The student:</p> <ul style="list-style-type: none"> ● Is accessible and responsive to patients' requests. ● Prioritizes tasks based on patients' needs. ● Explains treatments and procedures thoroughly, ensuring patients are well informed. ● Is responsive and reliable when patients, staff, or faculty identify needs. ● Contacts and makes necessary arrangements if unable to attend or be on time for scheduled clinical experiences. 	<p>Placing the patient's welfare first. The student:</p> <ul style="list-style-type: none"> ● Is unreliable in the completion of tasks. ● It is not easy to find when needed. ● Elicits hostility from patients and others. ● Displays hostility toward complex patients, classmates, facility staff, or faculty. ● Justifying doing things "just for the experience" without considering the patient's needs. ● Approaches with "who is right" rather than "what is right" attitude. ● Fails to make appropriate arrangements if unable to be on time or present for the clinical experience.

<p>Commitment to nursing and EC Nursing Program policies. The student:</p> <ul style="list-style-type: none"> ● Is present and eager to learn, voluntarily adhering to the rules and policies of the Nursing Program. ● Demonstrates enthusiasm for clinical experiences. ● Professionally present themselves, appearing neat and clean. ● Maintain a pleasant demeanor with staff, peers, and faculty. ● Provides accurate information to facility staff nurses. ● Completes documentation accurately and promptly. 	<p>Commitment to nursing and EC Nursing Program policies. The student:</p> <ul style="list-style-type: none"> ● Consistently arrives late or is frequently absent. ● Misses clinical experiences or other responsibilities when not under supervision. ● Delegates assignments or tasks to others whenever possible. ● Frequently complains. ● Provides inappropriate information to others. ● Regularly fails to document appropriately. ● Treats existing policies as irrelevant, unimportant, and non-mandatory. ● Wears inappropriate or unacceptable clothing to clinical sites where uniforms are not required.
--	---

<p>Cooperation. The student:</p> <ul style="list-style-type: none"> ● Communicates professionally, respectfully, and civilly with faculty, staff, and students, both in writing and electronically. ● Disagrees diplomatically. ● Knows when to stop arguing and start helping. ● Provides constructive feedback to others, including suggestions for improvement. ● Accepts feedback constructively. ● Acknowledges the roles of others and works appropriately in response to them. ● Manages stress and frustration without taking it out on others. ● Handles conflicts objectively, making an effort to understand both sides of the issues. ● Is aware of how their words and actions affect others in all modes of communication. 	<p>Cooperation. The student:</p> <ul style="list-style-type: none"> ● Communicates in an unprofessional manner, using a disrespectful, rude, or uncivil tone. ● Is argumentative or stubborn. ● Exhibits a sullen or arrogant attitude towards faculty, peers, staff, and patients. ● Criticizes others in a negative or accusatory tone. ● Responds in a hostile manner to frustrating situations. ● Displays passive-aggressive behaviors when dissatisfied. ● Shows disregard for how words and actions impact others. ● Engages in gossip. ● Forms cliques that exclude other students. ● Spends time chatting with other students at clinical sites instead of focusing on responsibilities.
<p>Intellectual and personal integrity. The student:</p> <ul style="list-style-type: none"> ● Communicates openly and honestly with peers, staff, and faculty. ● Chooses appropriate responses when interacting with patients. ● Consistently employs safe techniques. ● Willingly acknowledges mistakes and oversights. ● Takes responsibility for errors and makes an effort to implement corrective actions. ● Seeks clarification from instructors or facility staff when uncertain about any matter. ● Bases statements on factual information and only shares information that is known to be accurate. 	<p>Intellectual and personal integrity. The student:</p> <ul style="list-style-type: none"> ● Lies or fabricates data when necessary to cover up mistakes and oversights. ● Fails to use safe techniques when not under supervision. ● Blames others for their shortcomings and does not accept personal responsibility for errors or take corrective action. ● Does not ask for help or clarification when unsure about what to do. ● Provides data without conducting appropriate checks for accuracy. ● Sneaks away or fails to show up when unsupervised. ● Claims the work of others as their own. ● Is disrespectful and rude to faculty, staff, peers, or patients.

<ul style="list-style-type: none"> • Completes personal work and does not claim the work of others as original. • Shows respect for faculty, staff, peers, and patients. • Engages in self-reflection. 	
---	--

Unsafe or Unethical Conduct

If any behavior occurs that could jeopardize a patient's life, hinder their recovery, or compromise their current health status, a conference will be scheduled as soon as possible. This meeting will involve the student, the nursing instructor, and the Director. Students may be dismissed from the program for unprofessional behavior, regardless of their academic standing.

The following is a partial list of actions considered Unsafe or Unethical Conduct, which may result in course failure and/or withdrawal from the Nursing Program. This list is not exhaustive.

- Interfering with the learning of others.
- Inappropriate or provocative dress or appearance.
- Continued tardiness or absenteeism after counseling.
- Unexplained absences from class, lab, or clinical.
- Providing false information regarding attendance at clinical or community sites.
- Sleeping during class, lab, or clinical.
- Sharing any quiz or test information.
- Obtaining test information not meant for the student or sharing confidential information with others (individually or as a class).
- Consistently receiving unsatisfactory evaluations in clinical settings.
- Lack of preparation for clinical.
- Inadequate theoretical knowledge applicable to patient care.
- Failure to assess or evaluate a patient's status.
- Failing to promptly report a patient care error to the nursing instructor and responsible nursing personnel.
- Assuming patient care tasks for which the student lacks the necessary education or competence.
- Not seeking adequate instruction or supervision in patient care activities.
- Failing to respect patient rights and dignity.
- Violating professional boundaries with current or former patients.
- Breaching confidentiality.
- Inadequate communication with instructors and facility staff.
- Fabricating data or falsifying patient care records.
- Engaging in ineffective, inaccurate, or dishonest verbal or written communication that could jeopardize the safety of patients or others in a healthcare setting.

- Failing to comply with directions from healthcare professionals can impact the well-being of others.
- Abandonment: Leaving a clinical agency or patient assignment without notifying the primary nurse and clinical instructor.
- Failing to accept personal responsibility for one's actions.
- Working (in paid employment), the shift immediately before an assigned clinical change throughout the program. Unsafe conduct also includes working more than three 12-hour shifts consecutively without a day off during the preceptorship.
- Soliciting, borrowing, or removing property or money from a patient or a patient's family.
- Removing drugs, supplies, equipment, or medical records from the clinical setting.
- Providing care while impaired by alcohol or drugs (both prescribed and non-prescribed).
- Using vulgar or obscene language.
- Intimidating students and/or faculty through angry, hostile, or violent behavior.
- Exhibiting abusive, obscene, violent, disturbing, or irresponsible behavior on college property or at clinical agencies.
- Committing sexual harassment or any form of harassment.
- Any other behavior deemed unacceptable by nursing faculty that interferes with the learning or safety of others.

Substance Abuse and Impaired Practice

The state of Washington defines the following conduct, acts, or conditions as unprofessional conduct: current misuse of alcohol, controlled substances, or legend drugs; the possession, use, prescription for use, or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diversion of controlled substances or legend drugs, the violation of any drug law, or prescribing controlled substances for oneself (Except when authorized by RCW [Uniform Disciplinary Act](#)) [Unprofessional Conduct](#).

According to WAC [Chapter 246-840 WAC](#), practicing nursing while affected by alcohol or drugs or by a mental, physical, or emotional condition to the extent that there is an undue risk that the nurse would cause harm to him or herself or other persons is considered a violation of the standards of nursing practice. Such actions may subject a nurse to disciplinary action under RCW 18.130 [Uniform Disciplinary Act](#).

Edmonds College may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit an act(s) of misconduct, which includes, but is not limited to, any of the following:

- (a) Alcohol. The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
- (b) Marijuana. The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of

form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, narcotic drug, or controlled substance as defined in chapters 69.41 and 69.50 RCW except per a lawful prescription for that student by a licensed healthcare professional. [Student Code of Conduct](#)

The nursing program at EC has established the following positions:

- Chemical dependency can have a profoundly negative impact on all aspects of an individual's life.
- Chemical dependency is a condition that can be successfully treated.
- A nursing student's chemical dependency can compromise patient safety and clinical performance standards.
- Nursing faculty members are responsible for intervening when patient safety is at risk in the clinical setting.
- Nursing faculty members require professional behavior from students throughout the curriculum, as professionalism is a key industry standard. Professional behavior is defined by the Washington State Department of Health Law Relating to Nursing Practice (refer to the information above) and in this handbook.
- The faculty expect all students to carry out their clinical activities efficiently and safely, free from the influence of drugs or alcohol.
- Chemically dependent nursing students must address their dependency issues before resuming their nursing education and practice.
- To ensure the safety and well-being of patients, students, and instructors at EC and affiliated facilities, the following activities are strictly prohibited:
 - Attending a clinical session with the odor of alcohol or illegal substances on your breath or person.
 - Possessing any illegal narcotics, hallucinogens, stimulants, sedatives, or similar drugs while on school grounds or during clinical time.
 - Removing any medication from the institution or patient supply for any reason.
 - Consuming alcohol, cannabis, or illegal substances within 24 hours before or during clinical time, whether on or off the premises, when required to return to the clinical facility.
 - Failing to adhere to the clinical facility's policies and procedures regarding controlled substances.
- Students have an ethical obligation to report any fellow students suspected of substance abuse. Reports can be made anonymously and should be directed to nursing instructors or the Director.

The Nursing Program has established a procedure for addressing questionable student behavior as follows:

- If a student's prescribed medication adversely affects their clinical performance, faculty will send the student home and consider them ill.
- In the event of impaired practice due to suspected substance use or abuse, the student may be required to submit to a drug and alcohol test immediately, at a location designated by the instructor. The cost of this testing will be the student's responsibility. If the student refuses to take the test, this will be considered an implied admission of substance use and they will be dismissed from the program. If there is suspicion of substance use in the clinical setting, the instructor has the authority to confiscate the substance for identification.
- The student will not be allowed to attend clinical sessions until the Director has received the test results.
- If the test results are negative, the student may return to clinical practice but must make up any missed time.
- Conversely, if the test results are positive, the student will be dismissed from the program due to substance abuse.
- If a student experiences an incident after having previously shown negative test results, and the new results are also negative, the student will be barred from clinical practice until the cause of the issue has been identified. Any missed time is subject to make-up.
- Students dismissed from the program for substance abuse may apply for readmission upon providing evidence of successful completion of a treatment program. Other aspects of the readmission process will follow the standard procedure.

All students have a responsibility to notify their instructor(s) if they are taking any medications that may impact their ability to provide safe and competent care.

[Contracts, Agreements & Forms](#)

[Risks and Hazards](#)

[Informed Consent for Invasive Procedures](#)

[Simulation Agreement](#)

[Authorization for Release of Information to Clinical Site](#)

[Authorization for Release of Information for References](#)

[Handbook Attestation](#)

 Edmonds College Photo, Video, Audio Release Form.pdf

Informed Acknowledgement of Hazards, Risks, Safety Standards, and Emergency Procedures Connected with the Edmonds College Nursing Program

Please read this document carefully to ensure you understand the details before signing the acknowledgment.

Exposures/Injuries In Campus Labs or at Clinical Sites

Participating in the Nursing Program at Edmonds College involves certain risks. Engaging in various learning activities may expose you, your fellow students, or others involved in the experience to potential illnesses or injuries. These risks can include, but are not limited to: abrasions, cuts, punctures, muscle strains, back strains, eye injuries, chemical exposure, exposure to infectious diseases, radiation, and risks associated with hazardous equipment. Additional types of injuries may also occur from other unforeseen causes.

For descriptions of specific invasive procedures that students may participate in during lab practice, please refer to the Nursing Student Handbook for more details.

As a student in the nursing program, it is your responsibility to learn about and/or to inquire of knowledgeable persons about any concerns you might have regarding general and student safety during the program coursework and laboratory or clinical settings. The student must dress appropriately for participation in coursework, during campus lab activities, and while practicing in off-campus clinical settings. It is also your responsibility to follow proper safety policies and procedures, use all safety equipment provided by or recommended by the instructor, and follow all instructions given to you before, during, and after all course-related lab or clinical activities.

Edmonds College is not responsible for any medical expenses incurred by students while they are at a clinical facility or in a campus lab. Even though an EC or a clinical facility may provide necessary initial emergency care or first aid for an accident (i.e., a needle stick), an EC or a clinical facility has no obligation to furnish medical or surgical care to any student. The student bears responsibility for the cost of such care, as well as for any follow-up care.

Students are not considered employees of the clinical facilities where they are assigned; therefore, they are not covered by Workers' Compensation Laws. It is strongly recommended that students carry appropriate health insurance to cover medical expenses in case of accidental exposure or injury. For information on insurance coverage through the Washington State Insurance Exchange, please visit <https://www.wahealthplanfinder.org/>

Students must adhere to the following protocols in the event of accidental exposure or injury during a clinical or campus lab experience.

ON-CAMPUS STUDENT INJURY OR EXPOSURE

If the exposure occurs in the lab (on campus):

- Notify the instructor onsite immediately of the accident/exposure.
- If the situation dictates, call 911 and then notify campus security at 425.754.0154
- Access medical care as needed, according to the situation. If the injured party feels urgent care is required, seek evaluation and medical care at the Swedish Edmonds emergency department or an urgent care facility.
- If the injured party feels that urgent care is unnecessary, they should seek evaluation and medical care at their primary care provider's office.
- Complete the two-page EC Security Department Injury and Illness Incident Report with the instructor.
- The instructor will notify the Director on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Department Incident Report and return it to the Security Department within 24 hours.
- The instructor and Director will follow up with the student.
- Any medical expenses incurred by the student will be the student's responsibility.

OFF-CAMPUS STUDENT INJURY OR EXPOSURE

When a student participates in the clinical education program at its facilities, the clinical site will provide necessary emergency healthcare or first aid for accidents that occur in its facilities. The student will be responsible for the costs of any care. Except as provided in the Clinical Affiliation Agreement between the college and the clinical site, the agency will have no obligation to furnish medical or surgical care to any student.

If the injury occurs off campus, the student will:

- Access medical care as needed, according to the situation.
 - If the situation dictates, call 911
 - If urgent care is needed, seek evaluation and medical attention at the emergency department of the nearest hospital or urgent care facility.
- If urgent care is not required, seek evaluation and medical care at your primary care provider's office.
- Notify the clinical instructor onsite immediately of the accident/exposure. They will assist in following the facility's and the college's policies.
- If the clinical instructor is not onsite, the student will notify the instructor immediately by telephone.
- Per the standard Clinical Affiliation Agreement, if a student sustains a needlestick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while

participating in the clinical education program at a clinical site, the student will be responsible for the costs of any care, testing, counseling, and obtaining necessary follow-up care.

- Being seen by the Training Site's employee health service and/or emergency department as soon as possible after the injury;
- Emergency medical care following the injury.
- Initiation of HBV, Hepatitis C (HCV), and HIV protocol;
- HIV counseling and appropriate testing.
- The training Site will determine the source patient's HBV, HCV, and HIV status in the usual manner to the extent possible.
- With the instructor and/or facility staff, complete the training facility-specific incident report, route to the appropriate personnel at the facility, and, with the instructor, complete the EC Security Injury & Illness Report.
- The instructor will notify the Director of Nursing on the day of the incident. The instructor will submit written documentation, in narrative form, along with the Security Incident Report to the Security within 24 hours.
- The instructor and Director will follow up with the student.

Risk and Hazards Statement of Responsibility and Informed Acknowledgement

Risk and Hazards Statement of Responsibility

I am aware that during the lab/clinical experience at Edmonds College, I may be participating in activities or skills where certain dangers may occur: abrasions, cuts, punctures, muscle strain, back strain, eye injury, chemical exposure, exposure to infectious (communicable) diseases, radiation, hazardous equipment, etc. There is also always the risk of other types of injuries resulting from other causes not specified here.

Informed Acknowledgement

I have read about the risks associated with participation in the Nursing Program. By signing this Informed Acknowledgment, I acknowledge that I accept all responsibility for any potential exposure to these risks. I will also advise the instructor if I develop a condition that would be problematic for participating in planned laboratory and/or clinical activities.

Insurance acknowledgement

Students are encouraged to acquire and maintain comprehensive health and accident insurance that will provide continuous coverage while participating in the nursing education program. Students must be aware that they are responsible for their own health needs, healthcare costs, and health insurance coverage. Information on insurance coverage through the Washington State Insurance Exchange can be found at <https://www.wahealthplanfinder.org/>

By signing this document below, I acknowledge that I have been informed and understand that the Nursing Program recommends that I obtain and maintain personal medical insurance before enrolling and throughout my tenure in the program. My initials show my status regarding insurance in the box(s) below.

_____ I have personal medical insurance.

_____ I have enrolled in a student injury-only insurance plan

_____ I do not have medical insurance.

Student Electronic Signature

Date

***Entering my name here constitutes an electronic signature indicating that I have read and agreed to the provisions in this document.*

Informed Acknowledgement of Hazards and Risks and Informed Consent to Participate in Invasive Training Procedures

Invasive Procedures

In nursing lab courses, students can practice specific invasive procedures on manikins and/or consenting Nursing Students. The procedures that may be practiced on consenting Nursing Students are limited to fingersticks. A faculty member who is a registered nurse must be in attendance during any practice sessions in which these procedures are practiced. Students will not perform, nor allow to be performed on them, any invasive procedure unless a Nursing Program faculty member is present. Receiving a finger stick administered by other Nursing Students is strictly voluntary, and non-participation will not affect grades. Students will be informed of the risks of these procedures (infection or damage to the tissue or nerves).

Students must sign a release/consent form before receiving any invasive procedure and will be stored in the student's permanent file. If the student wishes to change their consent at any time during the quarter, a new form must be signed, dated, and placed in the student's permanent file. The student may decline to participate at any time.

Hazardous waste containers are available for any materials contaminated with body fluids. If any surface in the lab becomes accidentally contaminated with body fluids, it should be cleaned immediately. Faculty and students are responsible for cleaning surfaces and equipment promptly after contamination occurs. Needles and sharp objects must be disposed of in the appropriate receptacles.

Informed Consent

The use of human subjects for educational purposes carries the responsibility to protect the rights, well-being, and personal privacy of individuals, to ensure a favorable climate for the acquisition of practical skills, and to protect the interests of the college. Within the nursing program, courses involve classroom, laboratory, and clinical activities where student learning activities require the use of fellow students as part of training procedures and/or demonstrations.

A FINGERSTICK may involve receiving fingersticks performed by fellow students to obtain capillary blood specimens.

Possible Risks and Discomforts

- personal embarrassment
- Damage to a nerve, muscle, or other soft tissues
- Introduction of infection into body tissues
- Pain resulting from the procedure itself
- bleeding that could result in ecchymosis

Benefits

- participation in a learning experience to become a nurse
- Acquisition of empathy for future patients undergoing this procedure

Appropriate Alternatives

- The use of training manikins

Informed Acknowledgment and Consent

As a student in the Edmonds College Nursing Program, I understand the potential risks, discomforts, benefits, and appropriate alternatives associated with my voluntary participation in invasive procedures during nursing courses. I agree to follow the safety rules established by Edmonds College and the course instructors. I further confirm that I am of legal age and competent to sign this agreement, or I will obtain a signature from my legal guardian. I have read and understood the terms of this agreement, and I am signing it voluntarily.

By signing this Informed Consent, I acknowledge and accept full responsibility for any potential exposure to risks associated with my participation in invasive fingerstick training procedures. I will inform the instructor if I have or develop any condition that could hinder my participation in planned laboratory or clinical activities. Additionally, I will notify the instructor if I experience any after-effects as a result of participating in these invasive procedures.

Student:

Electronic Signature

***Entering my name here constitutes an electronic signature signifying that I understand the information presented in the document and consent to participate in invasive training procedures.*

Date

Edmonds College Nursing Program Simulation Participation Agreement

Fiction Contract

The faculty and staff of the Edmonds College Nursing Program strive to create a realistic clinical environment in the Simulation Lab, working within the constraints of current technology and available equipment and supplies. During the scenarios, you will interact with high-, medium-, and low-fidelity patient simulator manikins. While there are limitations to these manikins and equipment, our team will do its utmost to make the simulation as authentic as possible.

To enhance your learning experience during the simulation, it is essential to suspend your disbelief and act as you would in a real clinical setting. Please engage with the manikins and your fellow students as if they were actual patients, family members, or healthcare team members. The faculty and staff will take their roles very seriously, and we ask that you do the same. Time spent in the Simulation Lab is considered clinical time, so all participants should approach this experience with the same seriousness and professionalism they would in any clinical setting.

Confidentiality Agreement

During your participation in scenarios in the EC Simulation Lab, you will observe how other nursing students handle challenging situations. Due to the unique nature of simulation-based education, it is essential to maintain the confidentiality of your classmates' performances and the details of the scenarios. As a nursing student, you recognize the significance of keeping information confidential about patients, whether real or simulated. You must follow HIPAA guidelines while in the Simulation Lab. Breaching confidentiality demonstrates a lack of understanding of HIPAA and can negatively impact your classmates' learning experiences during simulation scenarios.

Audiovisual Recording Understanding

Recordings will be made during simulation scenarios to enhance learning and support the debriefing process. The faculty will store these recordings securely and will not share them with anyone outside of EC without the participants' explicit written consent. Students are expected to act professionally while reviewing recorded simulation scenarios and to be considerate of each other's feelings.

I confirm that I have read and understood the terms outlined in the Confidentiality Agreement. I am aware that audio and video recordings will be made of myself and my classmates during simulation scenarios. Additionally, I agree to conduct myself in accordance with the guidelines specified in the Fiction Contract and the Confidentiality Agreement for the duration of my time in the EC Nursing Program.

Student's Name (print): _____

Signature: _____ Date: _____

Authorization for Release of Clinical Passport Information to Clinical Facilities

Per the Family Educational Rights and Privacy Act (FERPA), the college or its employees cannot disclose information contained in student records or about a student without the student's written consent.

Clinical facilities require the nursing program to submit background checks and personal health information, including immunizations, TB status, drug screens, and CPR certification, for each student who attends the facility for a clinical rotation. The college has a contract with each facility that specifies the need to comply with this requirement. State regulatory bodies determine some of the requirements, while others are established by facility policies.

For a student to attend clinical, they must sign this form and have it on file in the secure Google Drive. The Director and nursing faculty will only share the specific information required by each facility (per the contract) to document compliance with facility requirements.

By signing this document, you are authorizing the Director and/or a faculty member to release the following clinical passport information about you to the clinical sites to which you are assigned:

- TB status (ppd results, immunoassay results, chest x-ray results, provider symptom check verification)
- Immunization status (injections, results of titers, medical documentation of disease, and/or declination of immunization, including Covid-19 vaccines)
- Urine drug screen results
- Background check results/permission forms (national, WA state/WATCH, DSHS permission forms)
- CPR certification (type and date of course, expiration date)

My initials below indicate that I authorize the Director of Nursing and/or nursing faculty, as employees of Edmonds College (EC), to release the clinical passport information as outlined above:

_____ TB status	_____ Immunization status
_____ Urine Drug Screen results	_____ Background check results/permission forms
_____ CPR certification	

I authorize the release of information for the following time period:

_____ While enrolled as a student in the program
_____ For this specific time frame _____

Student's Name (print): _____

Student Signature**: _____ **Date**: _____

***Entering my name here constitutes an electronic signature to grant permission for the release of the documents selected above to clinical facilities that I am assigned to during my enrollment in the Edmonds College Nursing Program.*

Authorization for Release of Information of References

Per the Family Educational Rights and Privacy Act (FERPA), the college or its employees cannot disclose information contained in student records or about a student without the student's written consent.

Suppose a student desires a reference or recommendation letter from a faculty member. In that case, the student should sign this form and have it on file in the Director's office. Students should allow at least two weeks for faculty to write letters on their behalf.

By signing this document, you authorize faculty to release information about you to people outside the college.

I authorize the following employees of Edmonds College (EC) to release reference information:

_____ Any nursing faculty member and the Director of Nursing

_____ Any nursing faculty member

_____ Director of Nursing only

Only the following people: _____

I authorize the EC employees listed above to release the following information:

_____ Student level of program completion only (no information on performance)

_____ Program performance information and level of program completion

I authorize the release of the above information to

_____ Any prospective employer

_____ Any educational institution to which I seek admission

_____ Any organization considering me for a scholarship or award

_____ ONLY the following agency/people _____

I authorize the release of information for the following time period:

_____ Indefinitely

_____ For this specific time frame _____

Student's Name (print): _____

Electronic Student Signature: _____

***Entering my name here constitutes an electronic signature granting permission for the faculty to provide the information agreed to above in the form of a letter of reference/recommendation.*

Date: _____ **SID Number:** _____

After reading the handbook, please review this document, initial each statement, and sign it. Your Initials and signature indicate that you have read the policies in the handbook, agree with the policies of the Nursing Program, and agree to abide by this statement throughout your enrollment in the program. Please initial the statements below and sign the bottom of this statement.

_____ I understand that my Student Rights, Freedoms, and Responsibilities are outlined in the *EC College Catalog* policies. I have read them and understand them.

I understand that communication with the faculty will be conducted exclusively through my Triton Mail account and Canvas. I further understand that program information is located in the nursing student Canvas site. I agree to monitor my Triton Email and Canvas for program and school information.

_____ I understand the policies on admission, progression, graduation, and licensing.

_____ I understand the policies on learning contracts, probation, withdrawal, readmission, and dismissal.

_____ I understand the complaint and grievance process and agree to use it if I feel the situation warrants filing a complaint.

_____ I understand where the school keeps my student's records and how to obtain a reference from an instructor.

_____ I understand policy on employment while I am in school and agree to abide by it.

_____ I have read the statement on Essential Abilities and understand that I am required to perform all of these functions with or without accommodation. I further understand that I may request accommodations from the Services for Students with Disabilities office at any time.

_____ I understand that the range of student services available to me is listed on the EC website and will utilize them if needed.

_____ I understand that, as a student, I have the right to participate in program evaluation and improvement through evaluations, surveys, and committee participation, and I agree to do so whenever possible.

_____ I can obtain a license as a Nurse Technician and work in that role during my nursing education program. I understand where to find the rules and regulations regarding Nurse Technicians..

_____ I understand and agree to abide by the academic policies on grading, attendance, late work, and missed exams.

_____ I understand and agree to abide by the policies that pertain to theory courses.

_____ I understand and agree to abide by the policies that pertain to lab courses.

_____ I understand and agree to abide by the policies that pertain to clinical courses.

_____ I understand and agree to abide by the policies that pertain to ATI testing.

_____ I understand that it is my responsibility to keep my clinical passport requirements updated and that I cannot register for a clinical course if they are not up to date.

_____ I understand the health and safety policies and procedures regarding communicable conditions and agree to abide by them.

_____ I understand that it is my responsibility to keep my clinical passport requirements updated and that I cannot register for a clinical course if they are not up to date.

_____ I understand the health and safety policies and procedures regarding communicable conditions and agree to abide by them.

_____ I understand the health and safety policies and procedures regarding COVID-19 and agree to abide by them..

_____ I understand the policy on academic integrity in this handbook and the EC Student Code of Conduct and agree to abide by them.

_____ I understand and agree to abide by the dress code.

_____ I understand the importance of confidentiality and agree to abide by my legal obligations under HIPAA and the policy on privacy outlined in the handbook.

_____ I understand the importance of practicing according to my scope of practice as defined by Washington state law and agree to abide by these legal requirements.

_____ I have read the ANA Code of Ethics and the NSNA Code of Academic and Clinical Conduct. I agree to conduct myself in a manner which exhibits the ethics and professional values outlined in these documents and the handbook.

_____ I understand and agree to abide by the policies that pertain to electronic devices and social media.

_____ I have read the statement on professional values and behaviors and agree to conduct myself in a manner that exhibits the high professional standards listed in the handbook at all times, in all situations, and in all forms of communication when I am in the role of a nursing student.

_____ I understand the policy regarding unsafe or unethical conduct and the consequences of such behavior.

_____ I understand and agree to abide by the laws and policies that pertain to substance abuse and impaired practice

Printed Name: _____

Signature: _____ Date: _____