



**College of Health Sciences and Public Health
Bachelor of Science in Nursing**

**Student Handbook
2023 - 2025**

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Welcome

Congratulations on your admission to nursing school! Eastern Washington University's nursing faculty are very excited you decided to join us in a program that emphasizes clinical competence, compassionate practice, and holistic care of individuals, families, and communities.

Nursing is a rigorous program of study that builds upon your foundational course work in the liberal arts and sciences. The next two years will be very challenging. Your continued professional growth and development will depend on your personal commitment to work hard and to engage in a community of active learners.

This BSN Student Handbook has been prepared to help orient you to the upper-division nursing program. The Handbook provides information and guidelines to help students who are admitted to the nursing major achieve the BSN Program Outcomes. The nursing faculty and staff want your educational experience to be positive and affirming. Our doors are open, and we welcome opportunities to clarify policies and guide you through the program.

Your nursing faculty expect you to succeed, and we are committed to supporting you as you work to attain your educational goals. EWU's BSN program will prepare you for your first clinical job, for future graduate studies, and for a rewarding career as a professional registered nurse. We look forward to your graduation and to introducing you to the profession as our new nurse colleagues.

Welcome!

EWU Nursing Faculty

PROGRAM OVERVIEW

School of Nursing Mission, Vision, and Values

Mission The Eastern Washington University School of Nursing (SON) provides transformative educational experiences to create a culture of excellence in the art and science of nursing. Our graduates are life-long learners prepared to practice with integrity and compassion as they care for people across the lifespan in various health care settings.

Vision The Eastern Washington School of Nursing educates a diverse cadre of future nurse leaders who will transform health and health systems in the communities they serve.

Values Nursing faculty and students embrace these values:

- Person-centered care
- Holistic care
- Compassion
- Advocacy
- Diversity
- Evidence-based practice

Student Learning Outcomes

The BSN program prepares graduates to:

1. Synthesize knowledge from the liberal arts, sciences, and nursing to form the basis for professional nursing practice.
2. Integrate behavioral health principles in planning care aimed at the promotion, maintenance, and restoration of health; management of acute and chronic illness; and death with dignity.
3. Apply clinical reasoning, critical reflection, and research evidence to provide safe, holistic, ethical care.
4. Provide person-centered care that respects diverse values, beliefs, cultures, lifestyles, and health practices.
5. Plan, implement, and evaluate developmentally appropriate, culturally sensitive nursing care in diverse practice settings.
6. Use patient care technology, health information technology, and communication devices to deliver safe nursing care.
7. Incorporate the professional values of integrity, advocacy, altruism, and equity in the care of vulnerable populations.
8. Function collaboratively within nursing and interprofessional teams to promote quality care and achieve optimal patient outcomes.

9. Promote the practice of professional nursing through leadership activities and participation in health care policy development.

BSN Curriculum

The nursing curriculum is designed to prepare a generalist nurse to care for an aging and increasingly diverse population. As generalists, graduates are prepared to care for persons, families, and communities across the continuum of care in a variety of care settings.

The curriculum is organized as a modified concept-based curriculum to promote deep learning and development of clinical reasoning skills. Each semester will include courses that emphasize professional nursing concepts, foundational nursing care concepts, and an integrated practicum experience. The integrated practicum experiences are intentionally designed so that students apply all classroom concepts from all semester courses in the clinical setting. Simulation-based learning activities are included as clinical learning experiences. Refer to the university catalog for course descriptions and credits.

GENERAL SCHOOL OF NURSING POLICIES

Statement on Diversity

EWU Nursing faculty intend to promote a learning environment that affirms the worth of all individuals. In keeping with the greater university culture, we strive to create a microcosm of society reflecting diversity within the student, faculty, and staff populations. Our ultimate aim is to graduate a future nursing workforce that reflects the diverse makeup of the communities across the region our graduates will serve.

Non-Discrimination Policy

Eastern Washington University does not discriminate in its programs and activities on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

Statement on HIV/AIDS and Bloodborne Infections

The SON does not require testing for HIV, hepatitis viruses, or any other bloodborne illness, nor does it require the student to disclose previous infection. Students are not

required to report a change in serologic status or a new diagnosis of bloodborne infection during the course of the program. Students who are HIV positive and asymptomatic will not be excluded from clinical rotations unless they have some other illness for which any health care worker would be excluded. The student who is immunocompromised should be aware they may be at risk for other infections encountered during the course of patient care.

Students are expected to provide care to all assigned patients, regardless of their infection status. Course work pertaining to disease transmission, infection prevention, and bloodborne pathogens will be provided prior to the start of clinical rotations. In some cases, a student may be excused from caring for patients with known HIV or other bloodborne infection. These include students with a diagnosis of immunodeficiency or students receiving immunosuppressive therapy. The rationale for exclusion is that those students are at risk for the same opportunistic infections as the HIV positive patient.

Students with Disabilities

It is the policy and practice of the SON to foster inclusive and accessible learning environments consistent with federal and state law. Reasonable accommodations will be made for students with disabilities. Reasonable accommodations are established through communication among the student, the nursing faculty, and the office of Student Accommodations and Support Services (SASS) in accordance with EWU policy 402-03 (Accommodating Persons with Disabilities). SASS can be reached at 509-359-6871 or dss@ewu.edu. Determination of a reasonable accommodation must be made in consideration of the essential functions described below.

The curriculum leading to the BSN requires students to engage in clinical practice experiences that are necessary for the acquisition of nursing skills. In addition to being essential to the successful completion of the requirements of the BSN, the following essential functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

The essential functions include but are not limited to the following abilities:

Motor Skills

Students should have sufficient motor function to move safely around a patient care setting and to execute movements required to provide care and treatments to patients in all care settings. For example, students must be able to perform basic life support, including CPR. Students will be required to assist patients with transferring into and out of bed and repositioning in a bed or Director. A substantial number of routine nursing interventions require fine motor coordination. These include administering medications, calibrating equipment, and maintaining a sterile field, among others.

Sensory Ability and Observational Skills

Students must possess the ability to perform physical assessments and perceive the signs of disease or abnormal assessments using the techniques of inspection, palpation, percussion, and auscultation.

Communication

Students must be able to communicate orally and in writing to convey information about patient status, explain care procedures, give, and receive directions, conduct individual and community health education, and document care accurately.

Cognitive

Students must be able to read extensive amounts of written material each week; integrate and synthesize new information with prior learning; calculate mathematically; and think critically.

Behavioral

Students must have the emotional stability to function in stressful situations. Students may be required to initiate emergency protocols, respond to life-threatening emergencies, engage patients with behavioral health disturbances, and care for the vulnerable.

Professional Behavior

All students are required to conform to the rules, regulations, and policies of the university. This includes adherence to the student conduct code, which can be found [here](#). Nursing students are also expected to exhibit behavior appropriate to the profession of nursing. Professional behavior conforms to the American Nurses Association *Code of Ethics with Interpretive Statements* (2021) [ANA Code of Ethics](#), and the National Student Nurses Association *Code of Ethics* (2020). [NSNA Code of Ethics](#).

American Nurses Association (ANA) Code of Ethics for Nursing

The SON adheres to the standards and ethical code developed by the American Nurses Association (ANA). Faculty expect that nursing students adhere to the code in all nursing activities, whether in the classrooms and laboratories on campus or in clinical settings. Violation of ethical standards will be documented in the student's file and may lead to dismissal from nursing school. The standards are:

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

Academic Integrity

Academic integrity is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. In the SON, academic integrity means a commitment to honesty. Students are expected to submit their original work and to correctly attribute the ideas of others. Students will not plagiarize or take credit for another person's work or ideas. Students will not cheat on assignments or exams. Students will not falsify documentation in academic or clinical work. In the event of a violation or suspected violation of academic integrity, nursing faculty will follow the [EWU Academic Integrity Policy](#).

Social Media Policy

Social media platforms offer opportunities to connect, collaborate, and exchange ideas. However, there are pitfalls associated with using personal social media sites for professional communication. Most clinical agencies have policies governing the appropriate use of social media; violating these policies can have serious consequences for nursing students. Students should also be aware that future employers will evaluate social media in making employment decisions.

The following guidelines are adapted from the American Nurses Association *Principles for Social Networking* (<https://www.nursingworld.org/social/>) and the National Council of State Boards of Nursing *Guide to Use of Social Media* (https://www.ncsbn.org/NCsBN_SocialMedia.pdf).

- Be accurate and transparent. Use good judgment about content. Cite resources appropriately.
- Practice professional communication. Follow applicable university policies, the ANA code of ethics, and other policies governing sharing personal information, including HIPAA and FERPA.
- Do not post content or refer to a clinical agency by name, even if you think your comments are positive. Know and comply with the social media policy of the clinical agency where you are practicing.
- Understand how your role may impact how others interpret what you say. Do not post content that is threatening or encouraging of unprofessional behavior.
- Respect others' privacy. Any posting on any forum should be considered public. Postings are discoverable in a court of law, even after they have been deleted. Never discuss specific patients, even if you think they cannot be identified. Never take or post photographs of a patient or any part of their body.
- Respect professional boundaries. Do not communicate with current or former patients via social media.
- Be respectful. Social media sites are not appropriate forums for raising grievances that should be handled privately. Negative statements can be perceived as incivility, bullying, or lateral violence.
- Consider that your posts reflect upon you, your nursing school, and your university.

E-Mail Communication

The university assesses a mandatory student technology fee that includes an EWU email account. Nursing faculty and staff will only communicate with students outside of class via the EWU email system or on Canvas. Students should routinely check their email for messages from faculty or the SON. Students are reminded to observe professional etiquette in all email communications. E-mail messages are written documents that can be archived for future reference.

APA Requirements for Academic Work

All nursing courses require that academic papers be written according to the format presented in the 7th edition of the American Psychological Association (APA) *Publication Manual*. Discussion board posts, clinical reflection papers, and other assignments may also require APA formatting, as stated in individual course syllabi.

Student Rights and Responsibilities

EWU SON affirms the following rights and responsibilities set forth by the National Student Nurses Association (2020). These statements are in addition to the EWU policies and procedures set forth in the EWU Student Conduct Code (see [Rights and Responsibilities](#)).

1. Under no circumstances will a student be barred from admission based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
4. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
5. Information about student views, beliefs, political ideation, legal status, US citizenship status, sexual orientation, or other personal information which instructors acquire in the course of their work should not be used as an element of evaluation.
6. Students have the right to advocate for themselves and other students in the construction, delivery, and evaluation of the curriculum.
7. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
8. Students have the right to belong to or refuse membership in any organization.
9. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
10. Students have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

Student Complaints

The SON aims to create an environment that is caring, supportive, respectful, inclusive, and trustworthy. Nursing faculty respect students' rights to express dissatisfaction or complain about perceived injustice. The following guidelines describe a process for resolving complaints with civility.

A complaint is defined as dissatisfaction with a situation or the actions of others. These types of complaints are generally managed within the School of Nursing (SON). A grievance is a more serious complaint, generally involving a violation of policy or law such as those preventing sexual harassment or discrimination. These types of complaints are managed through EWU policy.

Students who believe they have been subjected to discrimination may file a grievance with the Office of Equal Opportunity at 509-359-6612 or <https://inside.ewu.edu/equalopportunity/>. Students who have experienced sexual harassment, sexual misconduct, interpersonal violence, or stalking should report their situation to the Title IX Coordinator at <https://inside.ewu.edu/titleix/> or 509-359-6724. Students who believe other students may have engaged in misconduct in violation of EWU's Student Conduct Code may report the behavior to Student Rights and Responsibilities at <https://inside.ewu.edu/srr>. Other reporting options are outlined at <https://inside.ewu.edu/rcp/compliance/report-it>.

Students who believe they have experienced unfair treatment or inappropriate behavior not related to violation of a university policy may seek to resolve their complaint within the SON according to the following procedure.

Procedure: Informal Complaints

1. Students are first encouraged to discuss their concerns about a situation or the actions of others with the faculty member, student, or staff person involved in the complaint. If circumstances make this discussion difficult, the student may contact the SON Director.
2. If the complaint is not resolved following discussion with the person involved in the complaint, the student may present the concern to the SON Director. The Director will gather information from all parties involved and then convene a discussion with the involved parties. Resolution reached at this stage does not require documentation.
3. If the complaint is not resolved informally, the student may file a formal written complaint.

Procedure: Formal Complaint

1. The student will submit a written summary of the complaint to the SON Director. If the complaint is against a faculty or staff member, the Director will determine whether or not the complaint involves a university policy violation or may lead to discipline. The process for addressing those types of complaints against employees is governed by university policy and collective bargaining agreements. If the complaint does not constitute a violation of policy or collective bargaining agreement, the following process applies.
2. The Director will provide a copy of the formal complaint to the person or persons concerned in the complaint.
3. The Director will form an ad hoc Grievance Committee to review the complaint. The committee will consist of two faculty members and two student representatives to the Nursing Faculty. Other students may be invited to serve if the nursing faculty representatives are parties to the complaint.
4. The committee will convene within 10 days. Committee members may gather additional information or request written responses from other faculty, staff, or students who may have information relevant to the complaint.

5. The committee will complete the review and reach a decision within 10 days. The committee will communicate the decision in writing to the Director and student. The decision is final.
6. The SON Director will maintain a log of formal complaints which will be reviewed periodically by the nursing faculty for the purpose of quality improvement.
7. Students have the right to file a formal complaint about the SON to the WABON. The procedure for filing a complaint against a nursing program may be found on the WABON website.

Leadership Opportunities

Student Representation on SON Committees

Faculty value student input in addressing issues that affect students and their educational process. For this reason, we invite student representation on standing committees within the SON. Participation on a committee provides the opportunity to advocate for the nursing student body as well as share in the critical analysis of various aspects of the educational experience. Student representation is required for the following committees except the SON Personnel Committee:

- Nursing Faculty
- SON Personnel Committee
- Admission and Progression Committee
- Curriculum and Assessment Committee
- Honors Committee
- Program Evaluation Committee
- *Ad hoc* committees or task forces as appointed by the SON Director

One junior student from each new cohort (i.e., cohorts admitted in fall and spring semesters) will be nominated and elected by their peers to represent their respective cohort. Representatives may serve until graduation if they remain in good standing and are able to commit to attending scheduled meetings. Student representatives are voting committee members.

Nursing Students of Washington State

EWU does not have a constituent chapter of the National Student Nurses Association (NSNA). Students have the opportunity to join the Nursing Students of Washington State (NSWS), the state chapter of the NSNA. The purpose of the organization is to collectively contribute to the advancement of nursing education to promote the highest standards and best practices for nursing students in the state of Washington. To learn more about the benefits of membership, visit <https://www.nsws.org>.

Employment

Nursing is a rigorous program of study. Students are responsible for reading extensive amounts of written materials on a weekly basis. Students can expect homework, group assignments, academic papers, exams, pre-clinical preparation for clinical and laboratory experiences, and post-clinical reflection assignments. For each hour of classroom time, students should expect to spend three hours outside the classroom completing homework, reading, or other learning activities as well as studying for exams. For example, for a 3-credit course, students should plan to spend 3 hours in the classroom and 9 hours of work outside the classroom each week. Skills laboratory preparation time will be comparable. Calculation of clinical hours is explained in the subsequent section of this handbook pertaining to clinical practice standards.

Faculty understand that students must balance academic, extracurricular, and personal responsibilities such as work and family obligations. However, we strongly recommend that students limit employment during the semester if possible and work extra hours during summer and holiday breaks.

The Nurse Technician Role

Nursing students enrolled in Washington ADN or BSN programs can become credentialed and seek employment as nurse technicians after completing the first clinical course. The purpose of the nursing technician license is to provide additional work-related opportunities. This is a paid employment opportunity through which students gain valuable knowledge under the direct supervision of a registered nurse in a hospital, clinic, or nursing home.

For more information about the functions of a nurse technician, refer to the NCQAC website [link](#). It is important to note that nurse technicians may legally perform only those skills learned in the nursing education program, and only under the supervision of a registered nurse. The registered nurse may not delegate skills the nurse technician has not mastered in nursing school. Nursing faculty will complete a checklist of skills that students “check off on” each semester. It is the student’s responsibility to update the skills checklist with the employer each semester so that the registered nurse supervisor knows which skills the nurse technician may perform.

Applicants for nurse technician licensure will need to submit an education verification form signed by the SON Director stating that the applicant is a current student in good standing. For application instructions visit [this page](#).

ACADEMIC STANDARDS

Student Files

Student files are often needed after graduation to verify information for graduate school applications, state board of nursing verifications, and letters of recommendation for employment. The SON maintains an electronic file for each student. File contents include the student's name and contact information, clinical practice evaluations, clinical skills checklist, documentation pertaining to academic performance, and faculty recommendations for awards. Files are confidential to the extent permitted by law and stored in a secure location. EWU's rules about the confidentiality of student records and students' rights to access such records are contained in WAC 172-191. Files will be retained in accordance with EWU's records retention schedule.

Attendance Policy

Attendance is a professional responsibility for nursing students. Learning activities in the classroom often involve group work that is difficult to make up individually. If a student must miss class, they should consult with the course faculty to determine whether there is a makeup assignment for the class.

Students should plan their schedules to be available for class, laboratory, and clinical rotations from 0700 – 1900 Monday through Friday during the semester. In some semesters, clinical rotations will include 12-hour shifts, Saturdays, or evening hours. Classes and laboratory sessions are scheduled well in advance, and there may be opportunities to make up missed class or laboratory work. Clinical placements must be negotiated on a semester-by-semester basis. Clinical schedules are set, and there will be no opportunities to make up missed clinical days.

All examinations are proctored and must be taken at the scheduled time. Make-up testing for missed exams will only be made in the event of illness, accident, or family emergency. Makeup exams must be approved by the course faculty and must be scheduled around other classes and clinicals; students may not miss a class, skills lab, or clinical rotation to make up a missed exam.

Students who have testing accommodations approved by Student Accommodation and Support Services (SASS) will be proctored by the SASS staff. Refer to the [SASS page](#) for the policy and procedure for scheduling proctored exams.

The skills laboratory is heavily scheduled; there is no guarantee that a clinical instructor or an open lab time will be available to make up missed practice labs. Clinical attendance is mandatory; this includes simulation learning activities. There are no makeup days for clinical rotations, and there is no guarantee that makeup simulation experiences can be arranged. Refer to the clinical attendance policy in the section on clinical practice standards for more information.

Presence of Children in the Classroom

Children are not permitted in classrooms, the skills laboratory, or simulation rooms. On occasion faculty may arrange to have children accompanied by their parents in the learning environment for the purpose of practicing physical assessments or developmental screening exams. In those circumstances, parents or legal guardians will give written consent for the children to participate in the learning activity, and children will give their verbal assent to participate. Parents or guardians will remain in or near the learning environment during the activity. Faculty and staff reserve the right to ask children to leave for disruptive behavior. Children are free to leave at any time.

Grading

Nursing courses that assign letter grades adhere to the following scale to assign grades.

Numeric Average	Grade	GPA
95 – 100	A	4.0
90 – 94	A-	3.7
87 – 89	B+	3.3
84 – 86	B	3.0
80 – 83	B-	2.7
77 – 79	C+	2.3
74 - 76	C	2.0
70 – 73	C-	1.7
67 – 69	D+	1.3
64 – 66	D	1.0
60 – 63	D-	0.7
≤59	F	0.0

Faculty will describe the methods used to calculate the final course grade in the course syllabus. Students are expected to complete all course assignments and assessments by the published deadlines; policies regarding grading late submissions will be stated in each course syllabus. The numeric course grade will be converted to a letter grade. Grades on assignments and assessments will not be rounded. Only the final course grade will be rounded; 0.5 and above will be rounded up to the next whole number and 0.4 and below will be recorded as the whole number.

Integrated practicum courses are graded as pass/fail. Students must receive a pass or “P” rating to progress in the nursing program. In accordance with university policy, a “P” grade will not be calculated in the GPA but will serve as credits toward graduation. A failure grade (0.0) will be calculated in the GPA.

Faculty may assign an incomplete (X) grade to a student who cannot complete the required coursework due to circumstances beyond the student’s control, such as severe

illness or death of a family member. To receive an incomplete, the student must have attended all classes and completed all course work with a passing grade until the last four weeks of the semester. Faculty will record a backup grade of 0.0, which will be assigned if the student does not complete the work within the time frame specified by the course faculty. Since the number of seats in each nursing cohort is finite, every attempt should be made to complete the course requirements before the start of the next semester so the student can progress in the program. If a student is unable to finish the course work within this timeframe, s/he should meet with the SON Director to discuss the possibility of taking a leave of absence.

Standardized Testing

Students will take standardized exams at the end of each nursing foundations course. Aggregate scores on these exams help faculty evaluate knowledge gaps for each class as a whole and to identify potential gaps in the curriculum. Individual scores inform students about their grasp of semester-level concepts and suggest areas for remediation. Although foundations course faculty may decide to award points for achievement on standardized exams, scores are not used to determine whether students can progress to the next semester.

Grade Corrections and Appeals

Grade corrections and appeals are described in the university's academic policies (AP 303-24). By policy, all grades except "X" and "Y" are final and can be changed only in the case of university (instructor, clerical, or administrative) error. Grade corrections must be submitted by the instructor and approved by the SON Director and college dean. The procedures to appeal a course grade are also described in the policy. In a grade appeal, only arbitrariness and/or prejudice will be considered as legitimate grounds for appeal. Please refer to the policy for a description of the steps to initiate the grade appeal process.

Progression and Retention

All courses within the BSN curriculum are integrated as prerequisites or co-requisites to the other courses in the program. Therefore, students must achieve satisfactory grades in all courses each semester to progress to the next semester. A student who receives a C- or lower in a theory course will be allowed to repeat the course once. However, the student will not be permitted to enroll in the next semester courses until successfully completing the repeated course.

Students must also pass each integrated practicum course to progress to the next semester. Repetition of a practicum course is not guaranteed and may result in dismissal from the nursing program. Refer to the Performance Improvement Plans, Dismissal, and Appeals sections of the handbook for more information.

Academic Improvement Plans

Course instructors will identify students at risk of earning a grade below C early in the semester. A student who exhibits a pattern of tardiness or absence, submits late work, fails to submit assignments, or whose course average grade falls below the C benchmark at midterm will be required to meet with the course instructor to collaboratively develop an academic improvement plan. The plan will clearly articulate which area(s) of academic performance need improvement, the expected outcome of the plan, actions the student must take, the timeline for implementation, and signatures of both the student and instructor. The plan will also identify the consequences of failing to meet the plan. The instructor and student should meet periodically throughout the semester to assess progress and must document the outcome of the plan at the completion of the course. Academic improvement plans are not intended to be punitive. They are intended to identify students at risk and support them to successful completion of the course. The plan will be documented in the student's file.

A student who is not performing satisfactorily in a practicum course will be required to meet with the course lead instructor to collaboratively develop a practice improvement plan. Refer to the Clinical Practice Standards section of the handbook for the policy.

Dismissal from the Nursing Program

A student who does not achieve a grade of C or higher in two nursing theory courses (or upon repeating a course) will be academically dismissed from the nursing program. Unsatisfactory clinical practice in a practicum course is also grounds for dismissal from nursing.

Other circumstances that may warrant academic dismissal include, but are not limited to the following:

- Violation of the nursing code of ethics
- Violation of a clinical agency's social media policies
- Unlawful use or sharing of protected health information (HIPAA violation)
- Dismissal from a clinical agency for unprofessional conduct
- Exhibiting a pattern of unprofessional conduct
- Failure to maintain professional boundaries with patients or family members
- Impairment due to substance use in any clinical setting
- Violation of EWU's Student Conduct Code
- Violation of EWU's Academic Integrity Code

These circumstances are examples of unprofessional conduct. One instance of unprofessional conduct does not necessarily result in dismissal but will absolutely require developing a practice improvement plan. Refer to the Clinical Practice Standards section of the handbook for the procedure for developing the plan.

Dismissal from the nursing major does not mean the student is dismissed from the university. Students are strongly encouraged to meet with the SON Director and an

academic advisor to discuss alternate degree plans and to continue their education at EWU.

Appeals to Progress in the Nursing Program

Students have the right to appeal dismissal decisions, with the exception of a clinical failure due to safety concerns or unprofessional or unethical conduct. To initiate an appeal, students must submit a letter to the Director of the Nursing Admission and Progression Committee within 5 business days of EWU sending the notification of dismissal to the student's official university email. The letter should clearly state why the student thinks the dismissal decision was unfair or unjust and include relevant materials to support the merits of the appeal.

The Nursing Admission and Progression Committee will convene within 10 business days of receiving the letter to discuss the appeal. The committee will make a recommendation to the SON Director, who will decide to uphold or overturn the dismissal decision. The Director will communicate this decision to the student and the Dean in writing.

A student who wishes to appeal the Director's decision must submit an appeal in writing to the appropriate Vice Provost or designee within 21 days after the Director informs the student of the decision. The Vice Provost or designee will allow both the student and instructor an opportunity to respond in writing to the student's appeal. The student and instructor responses must be submitted within 5 instructional days of the appeal. After reviewing the responses and all materials considered by the Admission and Progression Committee and the SON Director, the Vice Provost or designee will issue a decision in writing. The decision will be issued within 20 days of the request for review. The decision must include a brief statement of the reasons for the decision and notice that judicial review may be available. Decisions of the Vice Provost or designee are final, and no further appeals are permitted.

Remediation Policy

Nursing students who are absent from their program for one semester or more, regardless of the reason, must be re-examined on clinical competencies before resuming their studies. Refer to the skills remediation policy in the Clinical Practice Standards section of the handbook for more information.

Withdrawal from the Nursing Major

Occasionally a student will need to withdraw from the nursing program. To withdraw in good standing, the student must be passing all courses and meeting all requirements of the nursing program. A student who withdraws in good standing may request permission to return to the nursing program within one year of withdrawal. The student

will be reinstated on a space available basis but must complete a skills remediation program and successfully pass a skills competency examination.

A student who withdraws in good standing and wishes to resume nursing studies after more than one year must reapply to the nursing program. If the student is admitted, the Nursing Admission and Progression Committee will recommend a plan of study on a case-by-case basis. The student may be required to repeat courses. The student must complete a skills remediation program and successfully pass a skills competency examination.

Leave of Absence

Students may request a leave of absence from the nursing program due to personal circumstances. Additional rules for students who are ordered to military duty are included in chapter 7 of EWU Academic Policy 303-30. Additional rules for students who need to take a leave of absence for the birth or adoption of a child are included in EWU Policy 402-06 (Pregnancy and Parental Leave).

Requests must be made in writing to the SON Director. Students considering a leave should first meet with the Director to discuss the feasibility and determine a plan for resuming nursing studies. The plan will include mandatory skills remediation and competency testing in the nursing skills lab.

A leave of absence cannot exceed one year. Students taking a leave of absence do not need to reapply for admission to a subsequent cohort; a seat will be held for up to one year. The student must submit a written notice of intent to return to the SON Director at least 3 months prior to the start of the term in which the student plans to resume study. If the student does not resume nursing studies within one year, he/she/they forfeits the seat and must reapply. If readmitted, students may be required to repeat courses, depending on the duration of the absence.

CLINICAL PRACTICE STANDARDS

Calculating Clinical Hours

There are four practicum courses in the nursing curriculum. Practicum experiences take place in a variety of clinical settings outside the university as well as in the nursing simulation laboratory. Each course credit requires 3 hours of practicum experience; hours are calculated across a 15-week semester. For example:

2 credits = 6 clinical hours/week X 15 weeks = 90 total hours

4 credits = 12 clinical hours/week X 15 weeks = 180 total hours

5 credits = 15 hours/week X 15 weeks = 225 total hours

Hours spent in simulation learning activities are equivalent to hours spent in a clinical setting. Students should be aware that practicum courses require pre-clinical preparation and post-clinical reflection in addition to actual time spent performing patient care or completing focused clinical learning activities in a clinical setting.

Clinical Compliance Requirements

The SON participates in the Clinical Placements Northwest (CPNW) consortium to negotiate and secure clinical placements. The CPNW consortium has standardized clinical eligibility criteria and pre-clinical training to comply with requirements set forth by participating health care systems' clinical affiliation agreements. All faculty and students seeking to participate in a clinical placement must meet these requirements.

Clinical Passport

The SON has contracted with Complio to track student and faculty clinical requirements. Students create an account with Complio and upload documentation of the requirements through a secure portal. All documentation must be uploaded, and students cleared for clinical placement prior to the first day of the semester.

Immunizations and Screenings

All students are required to complete and provide documentation of the following immunizations and/or laboratory tests. Required vaccinations and screenings comply with the Centers for Disease Control and Prevention (CDC) guidelines for healthcare personnel. Students who are unable to meet these requirements due to medical conditions or pregnancy must follow the policy and procedure for a medical exception as described under the medical exceptions heading below. Students may also request a religious exemption to certain vaccines in the process described in the heading below. CDC guidelines can change, and students must comply with the most up to date guidelines throughout the nursing program.

Some health care organizations require vaccination without exception. However, most agencies offer the ability to APPLY for a vaccination exemption. This process must be conducted with the Onboarding Team's guidance.

All onboarding information, including information about vaccination status, will be shared with clinical placement coordinators and the EWU Director of Clinical Education, who is responsible for securing clinical placements. Students who decline immunizations do so with the understanding that they may be barred from clinical rotations in organizations that do not accept vaccine waivers or exceptions. The SON cannot guarantee clinical placements for students who have a religious exemption or medical exception for vaccinations.

Tuberculin skin test. Students must present proof of a current negative two-step TST or a negative TB IGRA blood test prior to the first semester of clinical. An annual one-step TST is required thereafter. A student who tests positive must seek medical advice for a chest X-Ray, symptom assessment, and possible treatment and provide documentation of the results. A student with a history of a positive TST must provide documentation of the absence of active TB including chest X-ray, negative symptom check, and completed or ongoing medical treatment.

Hepatitis B. A full Hepatitis B series at appropriate intervals followed by a positive titer to confirm immunity is required. The Recombinex HB or Energix-B or Recombivax HB require three shots: initial, one month, and six months. The Hcpilisav is a two-shot series each one month apart. A titer must then be drawn at 6-8 weeks after the last dose. If the titer is negative, more vaccinations must be done. Consult with the Onboarding Team for guidance.

A student who has received the Hepatitis B series prior to applying can have a titer (anti-HBs or HepB Sab) drawn to document immunity. A student with a negative titer is not immune and must repeat the series of vaccines and then obtain another titer.

Measles, mumps, and rubella (MMR). Students must provide proof of vaccination, including two doses of live MMR vaccine, or proof of immunity by positive titers for measles, mumps, and rubella.

Varicella (chicken pox). Students must provide proof of vaccination, including two doses of vaccine, or proof of immunity by titer.

Tetanus, diphtheria, and pertussis (Tdap). Students must provide proof of vaccination within the last ten years.

Influenza. Proof of seasonal vaccination is required annually.

COVID-19. Many clinical facilities require students to be fully vaccinated against COVID-19. This has lessened but may increase if cases increase in our area again. However, some are willing to allow medical or religious exemption requests and will then determine IF they are able to grant the exemption.

Exemption Requests:

Medical Exceptions

- Medical exceptions are granted rarely and only in alignment with the CDC recommendations for documented medical conditions for which a vaccine would be contraindicated.

- Medical exceptions are granted on a case-by-case basis for a history of anaphylaxis or severe allergic reaction to a specific vaccine or its components. Note that egg allergy is no longer a contraindication for the influenza vaccine, as an egg-free vaccine is available.
- Medical exceptions may be granted for students who cannot receive live attenuated vaccines (for example, MMR and varicella) and who have negative titers for those diseases (measles, mumps, rubella, and varicella). Exceptions may be temporary or permanent as described below.
- Temporary MMR and varicella exceptions are granted for pregnant students, students receiving temporary immunosuppressive medications, or students with CD4 counts less than 200 for a period of time. Vaccines can be administered after delivery or when immune status returns.
- Temporary Hepatitis B medical exemption signed by the student explaining why they are not fully completed with the Hepatitis B series will be accepted. It is accepted under the understanding that students continue to work towards meeting the Hepatitis B requirement, uploading documentation to Complio as they obtain it, and keeping the Onboarding team aware of their progress.
- Permanent MMR and varicella exceptions may be granted for students with a documented severe allergy to the vaccine or its components or with a medical condition that results in permanent immunosuppression.

Procedure for Obtaining a Medical Vaccine Exemption

- The student must submit a signed statement from a licensed health care provider stating which vaccine is contraindicated and the medical rationale for the contraindication. If the rationale is a history of severe allergy, specific signs and symptoms must be described. The statement should include the expected duration of the contraindication.
- The of Clinical Education will review the documentation and determine whether the exception meets the CDC guidelines. If the exception is not granted, the student must comply with the vaccine requirement. If the exception is granted, the DCE will inform the lead clinical instructor and attempt to secure a clinical placement that will accept the student with the vaccine exception. The SON cannot guarantee clinical placements for non-vaccinated students.

Religious Vaccine Exemption

- Students may request a religious exemption by answering questions on the religious exemption form. The form will ask you to explain how your sincerely held religious belief, practice, or observance conflicts with the vaccination requirement.
- Students must understand that requesting an exemption is NOT a guarantee that it will be granted.

- Even if EWU grants an exemption, facilities and outside agencies used for clinical are under no obligation to take the exemption.
- Certain facilities will require students to request an exemption through them in addition to requesting one through EWU. The Onboarding team will let you know if this is required.
- If an agency(ies) decides to stop accepting student exemptions, students must understand they may not be able to finish a course or the program since clinical participation is required for course and program completion.

Procedure For Obtaining a Religious Vaccine Exemption

- The student must complete and submit the religious vaccine exemption form available from the Onboarding Team.
- Students must adhere to the decision of the Onboarding Team.
- Students must submit the religious vaccine exemption request to facilities that want to review and decide on exemptions themselves. The Onboarding Team can facilitate this.
- Students will let the Onboarding Team know if they change their mind and obtain vaccination.

Criminal Background Check

A national background check and the Washington State Patrol Background Report (WATCH) are required on admission to the nursing program. The WATCH is required annually thereafter. Students must also submit a criminal history disclosure form as required by Washington law for all persons working with vulnerable children or adults. This form asks students to disclose information about criminal charges and/or convictions, including court and administrative determinations. Students should be aware that having a criminal history may preclude placement at clinical agencies and result in their inability to complete the nursing program.

Other Clinical Requirements

CPR Certification/Basic Life Support. The only acceptable course is the American Heart Association healthcare provider course. Students must renew certification every two years with no lapse in certification.

Professional Liability Insurance. Clinical agencies require students to show proof of professional liability insurance coverage. Students can purchase insurance through the university for \$15.00 per year. This policy meets the CPNW requirement of \$1 million per occurrence or \$3 million aggregate.

CPNW Clinical Learning Modules. The clinical placement consortium requires that all nursing students complete standardized training modules in infection

control and prevention, bloodborne pathogens, fire safety, HIPAA, etc. Students must complete all modules annually prior to the start of clinical practicum.

Authorization to Release. Students will be asked to give consent to release their immunization records and background check reports to clinical agencies upon request.

Additional Requirements. Some health care settings may have additional requirements such as vehicle insurance, medical insurance, etc. Students will be informed prior to a clinical experience if additional requirements need to be met.

Health Insurance. The university assesses a mandatory health and wellness fee each semester. This fee provides the student access to basic generalist care at health care clinics contracted by the university. The plan does not cover medications, accidents, or needlestick injuries. Students will be responsible for medical care and treatment related to post-needlestick prophylaxis and monitoring.

Professional Dress Code

Nursing students represent Eastern Washington University, the SON, and the profession of nursing to the public. They are expected to maintain a neat and well-groomed appearance congruent with a professional culture. When attending class in a health care setting, working in a clinical area, or participating in the nursing skills and simulation laboratory, students will conform to the following dress code policies.

Hygiene and Grooming

- Students are expected to bathe regularly, perform oral hygiene, and use deodorant to prevent offensive body odors. Scented soaps, lotions, and perfumes are prohibited as they may elicit allergic responses in patients or staff.
- Artificial nails are prohibited in clinical areas. Nails must be kept no longer than fingertip length and free of polish.
- Cosmetics may be worn in moderation.
- Hair longer than collar length should be pulled back and secured so that it does not fall into the face.
- Hair color should be within the natural range. Some agencies will tolerate different colors and some will not. Expectations will vary by agency so being in the natural color range ensures clinical placement.
- Students without beards must be clean-shaven. Sideburns, mustaches, and beards must be neatly trimmed and allow for a secure-fitting mask.
- Tattoos should be covered in the clinical setting.
- Jewelry is a potential source of contamination and should be limited to wedding sets, no more than three pairs of small non-dangling earrings, and wristwatch.

- Facial piercings (other than pierced ears) are limited to one small nose stud and one small eyebrow ring.

Identification

Students are required to wear name badges identifying them as EWU nursing students during all clinical experiences. The ID badge should be visible at chest or shoulder level. Photo ID badges will be furnished at the start of the program. Students are responsible for the cost of replacement for damaged or lost badges. Clinical agencies may require students to register with security and wear agency-specific IDs during the rotation. Clinical instructors will assist students to obtain required identification in those cases.

Clothing and Footwear

- Students are required to purchase uniforms from an authorized vendor. Scrub tops will be embroidered with the EWU logo. Pants will consist of solid black scrub or cargo pants. Solid black, white, or gray T-shirts may be worn under the scrub top.
- Some community and mental health clinical sites prefer that students wear street clothes. In these settings a red or black polo shirt or cardigan embroidered with the EWU logo may be worn with black or gray pants.
- Scrub tops and polo shirts must cover the chest and abdomen
- Pants must fit modestly. They should fit at or near the natural waist and offer sufficient ease for comfort and movement.
- Leggings and jeans are never appropriate. All clothing should be in good repair without holes or tears.
- Closed toe, closed heel shoes are required for all clinical sites. Professional clogs or dedicated (i.e. worn only in the clinical setting) leather athletic shoes are appropriate. Mesh or canvas shoes are prohibited for safety reasons.

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Closed toe, closed heel shoes are required for all clinical sites. Professional clogs or dedicated (i.e., worn only in the clinical setting) leather athletic shoes are appropriate. Mesh or canvas shoes are prohibited for safety reasons.

Supplies and Equipment

Supplies and equipment needed in the skills and simulation laboratories will be provided. Students must purchase a high-quality stethoscope and a watch with a sweep second hand for lab and clinical use. Students may also choose to purchase a pen light, bandage scissors, or other equipment but these items are optional.

Personal Items

Clinical sites vary with respect to secured locker space and break room availability. Students should bring only those items needed for clinical practice. Purses and wallets should not be brought to the setting unless they can be secured in a locker or locked break room. Use of cell phones, tablets or personal computers is not permitted by policy in most agencies unless the student is taking a scheduled break outside the clinical practice area.

Exceptions

Exceptions to the dress code policy will be made for members of a religious group requiring a certain dress style. The SON will accommodate exceptions if safety, health, and hygiene requirements are satisfied.

Clinical and Practice Laboratory Policies

Clinical Placements

Students are assigned to clinical sites based on the learning objectives of the course and site availability. Placements are negotiated in advance through the Clinical Placements Northwest Consortium. Clinical agencies have an onboarding process to get students into their electronic systems; this process takes time and manpower, and agencies are unable to change assignments once a student is onboarded. Students with special requests related to childcare or work schedules should communicate these requests with faculty months prior to the start of each semester. Requests will be considered, but accommodations cannot be guaranteed.

Students are not allowed to obtain their own clinical placement. Any request for a clinical placement that they are currently not assigned to must be brought to the Director of Clinical Education (DCE). The DCE will then determine if the facility is

appropriate to meet the learning objectives of the course, willing to have students, and work to establish a Clinical Affiliation Agreement.

Clinical Practice Expectations

The EWU BSN curriculum is designed so that students have opportunities to provide patient care across all age groups and in a variety of clinical settings. Each semester, students will practice increasingly complex skills and progressively develop their ability to use the nursing process and apply clinical judgment. The following broad, general expectations apply to clinical practice in any practicum rotation.

1. Students are expected to practice within the RN scope of practice under appropriate supervision. Students will be introduced to the Washington Nurse Practice Act and the scope of practice decision tree in the first semester of the curriculum. Students will be assigned focused learning activities each clinical day that allow them to apply their knowledge of the scope of practice and the decision tree.
2. The definition of appropriate supervision varies by semester. Semester one students require a high level of direct supervision by the clinical instructor. In the second and third semesters, the clinical instructor will evaluate the level of required supervision for each student and determine whether a staff nurse may supervise a student.
3. Although students may work alongside unlicensed care personnel, they will never be supervised by unlicensed personnel.
4. Policies and procedures governing student practice vary across clinical settings. Students will receive a clinical packet at the beginning of each clinical practicum; expectations specific to the clinical course and practice site will be included in the packet.
5. Students will never implement a skill or procedure that has not been taught, practiced, and assessed in the nursing skills laboratory.
6. Students will follow SON 700-13 when selecting and administering medications.
7. Students will exhibit ethical comportment. Students are introduced to the American Nurses' Association Code of Ethics with Interpretive Statements in the first semester. They will participate in guided reflection to examine ethical decision-making during post-clinical conferences.
8. Students are accountable for pre-clinical preparation in all but the capstone clinical practicum. They will discuss plans of care and report relevant patient information to the clinical instructor prior to the start of each practice experience.
9. Students will document all assessments, care, and responses to care using the principles of legal documentation learned in the first semester.
10. Students will report errors or near misses to the clinical instructor as soon as possible. The instructor and student will follow SON 700-12 to formally investigate root causes and to report such incidents.

11. All student conduct and communications will convey respect for other persons.

Clinical Performance Evaluation

Clinical experiences will involve a mix of direct patient care activities, focused clinical learning activities, and simulation-based learning activities designed to help students meet the learning outcomes of each integrated practicum course. Students can expect to receive weekly feedback about their practice from their clinical instructor. Students will receive formal written evaluations at the midpoint and at the completion of each clinical rotation. Clinical instructors will review the clinical evaluation instrument with students during orientation to the course. Students are encouraged to review the instrument periodically throughout the semester to ensure they are making progress toward the course learning outcomes and clinical competencies.

Each integrated practicum course will include one or more simulated-based clinical experiences. Time spent in simulation scenarios counts toward the number of clinical hours required for the course. Simulation scenarios will be standardized so that all students have an opportunity to demonstrate achievement of the course learning outcomes and clinical competencies. Evaluation of student achievement in simulation-based learning activities includes a mix of direct observation during the scenario, discussion during the debriefing, and written reflection assignments.

Attendance

The Nursing Care Quality Assurance Commission requires a minimum of 600 clinical practice hours for BSN students. Therefore, attendance of all scheduled clinical experiences is mandatory. This includes on-campus simulation experiences as well as community-based clinical rotations. An absence may be excused in the event of illness or injury requiring medical attention, death in the immediate family, jury duty or subpoena, or military service. An excused absence requires substantiation such as a health care provider's note, court documents, or military orders. Students must notify their clinical instructor of the absence as soon as possible.

An absence that is not excused or not substantiated will be considered unexcused. An unexcused absence may result in a Practice Improvement Plan. A pattern of unexcused absences will result in failure of the course.

Since clinical rotations must be negotiated with the clinical agency in advance of the rotation and supervised by instructors on a time-limited contract, there are no scheduled clinical make-up days in community-based settings. A clinical absence may be made up in the simulation laboratory if faculty are available and scenarios can be designed to meet the clinical objectives of the course. However, there is no guarantee that a make-up day can be offered. If a student

misses 20% of clinical hours for any integrated practicum course, the student must meet with the SON Director to discuss the possibility of taking a leave of absence. Missing more than 20% of clinical time will result in failing the course if the clinical time cannot be made up in the simulation laboratory.

The student who is going to arrive late to clinical must also notify the clinical instructor as soon as possible. A pattern of tardiness is considered unprofessional and may lead to failure of the course.

Transportation

Students are responsible for their own transportation to agencies for clinical experiences. Some clinical agencies offer student parking in designated areas. Parking fees associated with clinical practice are the student's responsibility. Carpooling and use of public transportation are encouraged.

Medication Administration

Nursing students continue to develop medication administration skills throughout the curriculum, beginning with allowable oral and enteral medications and progressing to administration by the intravenous route.

Students will always be directly supervised by a licensed nurse when administering medications. In semester one, the clinical instructor will supervise all medication passes. In semesters two and three students will retrieve, prepare, and administer medications under the direct supervision of their clinical instructor until the instructor determines they are competent to perform the task under the supervision of a staff nurse. In semester four, students will demonstrate competency under the supervision of a clinical preceptor and may administer medications independently after verifying drug doses with the preceptor if agency policy allows.

Each semester, students are required to pass a medication skill competency test prior to administering medications in the clinical setting. Demonstration of competency includes passing a dosage calculations test. Students must demonstrate competency in dosage calculations and medication administration to achieve a passing grade in every integrated practicum course.

Clinical agencies may have more restrictive policies regarding medication administration by students. Agency-specific policies will be included in student orientation. The following restrictions and prohibitions apply to all clinical settings.

Restrictions and Prohibitions

Prescription Communication. Students may not receive verbal or telephone orders from physicians or other providers. Students may not transcribe provider orders. Students may not communicate medication orders to the pharmacy.

Access to Automated Drug Dispensing Devices. Students may access automated drug dispensing devices such as PIXIS, Omnicell, or another device under specific conditions set forth by the Washington pharmacy commission. Students will receive training and competency testing on the school's SimServeRx cabinet. Clinical agency policy must allow students and faculty to access the unit and provide the necessary orientation and training on its proper use. Students follow EWU and clinical agency policies for safe medication administration and the policy for reporting medication errors, near misses, and alleged diversion.

Controlled Medications. All controlled medications by any route require co-signature by a licensed nurse. Students may not cosign or witness waste of controlled medications; signature of two licensed nurses is required. Analgesics delivered via a patient-controlled analgesia (PCA) pump may only be given under direct RN supervision and only if delivered intravenously (i.e., not epidural).

Epidural Medications. Students may not adjust doses, program pumps, or discontinue infusions delivered by epidural or spinal routes.

Chemotherapeutic or Cytotoxic Medications. Students may not handle or administer chemotherapeutic or cytotoxic medications, including oral medications.

High Alert Medications. Medications identified as high alert in a drug reference manual will be administered under direct supervision and with co-signature of a licensed nurse. Direct supervision includes dosage calculation, drug preparation, and administration. This restriction includes, but is not limited to, insulin, anticoagulants, and intravenous electrolytes.

Vasoactive and Antidysrhythmic Medications. Students may not initiate or titrate infusions of vasoactive or antidysrhythmic drugs.

Blood Products. Students may not administer blood or blood products. Students may initiate and set up the normal saline solution and monitor a patient during transfusion under the supervision of an RN.

Incident Reporting and Tracking

Student Errors or Near Misses

EWU nursing faculty support the concept of just culture. In a just culture, everyone strives to reduce risk and improve quality of care. Students and faculty are required to report incidents that potentially compromise safety in the clinical setting. This includes any event they believe resulted in patient harm, an unreasonable risk of harm, or diversion of legend drugs. This also includes HIPAA violations and errors or “near misses” that could have resulted in an error. The purpose of reporting is to identify factors that contributed to the error or near miss so that individuals can improve their practice or systems can be implemented to prevent future errors. All medication errors or near misses must be reported.

In the event of an error or near miss, the student will immediately inform the clinical instructor. The clinical instructor and student will attend to patient needs, inform the patient’s assigned nurse, and inform the patient’s health care provider. The clinical instructor and student will complete the agency’s incident report form as well as the EWU SON incident report form (Appendix B). As soon as possible after clinical, the clinical instructor will complete the Student Practice Event Evaluation Tool (Appendix C). The instructor will review the form with the student and determine an appropriate plan of action.

The Incident Report form and SPEET will be submitted to the SON Director. The Director is responsible for mandatory reporting to the Nursing Commission (WAC 246-840-513).

Student Injury

Students who are injured on campus or during a clinical rotation off campus must file an incident report per university policy on [environmental health and safety](#). Students must also follow the clinical agency’s policies and procedures for reporting injuries that occur on agency property. Students should report any injury that could endanger their health to their clinical instructor immediately. This could include body fluid splashes, needle sticks, back or joint strain, equipment-related injury, or falls. Follow-up with a medical provider is strongly recommended. If medical treatment is required, the student is responsible for insurance documentation and payment. For needle stick injuries, refer to the blood-borne pathogen policy.

Nursing Skills and Simulation Laboratories

The nursing skills and simulation laboratories are designed to prepare students to practice in clinical settings. Skills labs provide opportunities to gain proficiency in psychomotor procedures such as basic nursing care, medication administration, physical assessment, and other technical skills. Simulation laboratories are designed to replicate clinical settings with a high degree of realism so that students can develop competency in communication, clinical reasoning, and decision-making in a controlled environment that does not place patients at risk.

General Lab Policies

- Students wear the clinical uniform in the nursing labs.
- Professional behavior and comportsment are expected at all times.
- Lab activities involving competency testing will remain confidential. Disclosing information about a skills competency test or simulation scenario is a form of academic dishonesty and the academic integrity policy will apply.
- Food and beverages are not permitted in the labs.
- Cell phone use is prohibited in the labs.
- No ink, iodine, or other pigments may be used near the manikins or task trainers with simulated skin.
- Gloves are required for contact with the manikins and task trainers with simulated skin.
- Students are responsible for leaving the labs clean and in order. This includes placing all used supplies in the proper receptacle.
- Students will not sit or lie on the hospital beds unless they are assuming the role of a patient.
- Students will not remove supplies or equipment from the labs without authorization.
- Students will practice procedural skills only on manikins or task trainers. Practicing on each other or on healthy volunteers is strictly prohibited.
- Faculty supervision is required in nursing labs.

Additional Skills Laboratory Policies

- Students will come to skills lab prepared. Assigned readings and online skills modules must be completed in advance so that students are ready to devote lab time to practice.
- Lab attendance is mandatory. The skills lab manager or lab assistant will set scheduled make-up lab times during the semester. Students must make up missed labs during those times; it is not acceptable to miss class or clinical time to make up a missed lab. Students should notify the skills lab manager that a make-up is

required so that the appropriate supplies and equipment can be set up in advance.

Additional Simulation Laboratory Policies

- Simulation learning activities are required clinical experiences. Students are expected to abide by all clinical policies while in the simulation lab.
- Students will arrive on time, in uniform, and prepared to participate in the simulation scenario. Faculty reserve the right to dismiss students who are not prepared for the learning experience.
- Students will treat the manikins with care and respect, as if they are live patients.
- Simulation scenarios and debriefing sessions may be recorded for education, research, or quality improvement purposes. Students will be informed in advance that the simulation will be recorded. If recording is done for research purposes, students will be asked to give written informed consent to participate. Recordings done for educational purposes will be deleted after the debriefing session is finished. Recordings done for quality improvement purposes will be deleted at the end of the semester.

Skill Remediation

Nursing students who are absent from their program for one semester or more, regardless of the reason, must be re-examined on clinical competencies before resuming their studies. Skills lab faculty, in consultation with the Integrated Practicum Faculty, will design an appropriately leveled program of remediation to prepare students to resume clinical practice. Participation in remediation is mandatory, and students will be tested for competency at the completion of the remediation program. Students who fail to demonstrate mastery of basic skills will not be permitted to return to clinical and will be dismissed from the nursing program.

Clinical instructors may refer students to the skills lab to practice a specific skill. Students who need additional practice will schedule practice during open lab times; it is never appropriate to miss scheduled labs, classes, or clinicals for these practice sessions. Faculty may also refer students for remediation as part of a practice improvement plan.

Practice Improvement Plans

Clinical instructors will give verbal feedback about students' clinical practice during the course of each clinical day. Instructors will use the clinical practice evaluation instrument to document clinical performance. Practicum courses are graded Pass/Fail.

Instructors will identify students at risk of not passing early in the semester. A student whose clinical evaluation rating is unsatisfactory will be required to meet with the clinical instructor and the course lead instructor to review the clinical practice evaluation instrument and to collaboratively develop a practice improvement plan. The plan will clearly articulate which area(s) of clinical performance need improvement, the expected outcome of the plan, actions the student must take, the timeline for implementation, and signatures of both the student and instructor. The plan will also identify the consequences of failing to meet the plan. The clinical instructor and student should meet weekly throughout the remainder of the semester to ensure the student is meeting the outcomes identified on the plan and to assess progress toward a satisfactory rating on the clinical evaluation instrument.

Patient safety is a high priority in every clinical encounter. If a student's practice is deemed unsafe despite making progress on the practice improvement plan, the clinical instructor will remove the student from the clinical setting. The clinical instructor will then consult with the course lead instructor and may assign a failing grade prior to the completion of the course. Clinical instructors may also remove students and assign a failing grade for unprofessional or unethical behavior.

Practice improvement plans are not intended to be punitive. They are intended to identify students at risk and support them to successful completion of the course. The plan will be documented in the student's file.

Confidentiality of Patient Health Information

Nursing students will receive annual Health Insurance Portability and Accountability Act (HIPAA) training, especially as it pertains to the protection of health information and patient privacy. Students will comply with agency policies about confidentiality of health information. Students will not access, review, discuss, disclose, or transmit health information, except as needed to fulfill their educational objectives or agency responsibilities. Students will only access the medical records of assigned patients.

Students will refrain from discussing patients in public areas such as hallways, elevators, waiting rooms, lounges, cafeterias, parking lots, or busses. Such discussion will be limited to private rooms during post-clinical conferences with faculty.

Impaired Nursing Student Policy

EWU policy 602-01 prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or while participating in a university activity such as a clinical practicum. This includes marijuana. Students will not be allowed to practice at a clinical site under the influence of alcohol or other drugs. Any student exhibiting intoxicated or impaired behavior will be removed from the clinical site and subject to disciplinary sanctions under the Student Conduct Code (WAC 172-121). Students may use or possess medications prescribed by their health care provider if such use does not impair safe clinical performance.

Bloodborne Pathogen Exposure

Infection prevention training is required annually. Students practicing in the skills laboratories or in clinical settings must observe standard precautions and wear appropriate personal protective equipment when performing tasks that may involve exposure to blood or body fluids, even while working with human patient simulators.

Safety needles and needleless systems are used whenever possible in the nursing labs, and puncture-resistant biohazard containers are available for sharps disposal. Students will exercise caution when using needles or sharp instruments to prevent injury to themselves or others. Practicing injections or other invasive procedures on peers is strictly prohibited. Students will not risk contact with blood or body fluids in the laboratory setting.

If a needlestick or body fluid exposure occurs in the clinical environment, students will follow agency policies and procedures for managing and reporting the incident. If a needlestick or body fluid exposure occurs in the skills lab environment, students will follow EWU policies and procedures for managing and reporting the incident. The following procedure is recommended:

Needlestick or Body Fluid Exposure Procedure in Lab or Clinical:

- Wash the area immediately with soap and water (for a needle stick) or flush the eyes, nose and or mouth with copious amounts of tap water (for a splash to mucous membranes).
- Notify the skills lab faculty or clinical instructor of all circumstances. The clinical instructor can complete the agency incident report.
- Report directly to a health care provider (only required if the incident occurred in clinical). The provider will evaluate risk, offer counseling, and may recommend laboratory testing. Post-exposure prophylactic medications may be prescribed depending on the risk of infection. The student is responsible for the cost of medical evaluation and treatment.
- Complete incident reports for EWU and the SON.

PREPARING FOR GRADUATION AND LICENSURE

Each student is responsible for meeting graduation requirements. This includes completing the general education and nursing major requirements. Students are encouraged to meet regularly with their program advisor throughout the nursing program. Students and advisors should conduct a degree audit during semester 3 to ensure the student is on track for completing the degree.

Students are also encouraged to meet with their faculty advisor for career planning and mentoring. Career Services can help students develop cover letters and resumes for their job applications.

Applications for graduation can be located on the Records and Registration page <https://inside.ewu.edu/records-and-registration/apply-to-graduate/>. Application is required and must be submitted online by the graduation application deadline published on the EWU academic calendar.

Standardized NCLEX-RN Readiness Exam

Students will take a two-credit NCLEX-RN exam preparation seminar course in the final semester of the program. This course is “mapped” to the most recent NCLEX-RN test blueprint. Students will review relevant content, learn test-taking strategies, and practice taking NCLEX-style critical thinking exams during the course. At the completion of the course, students will take a standardized NCLEX-RN predictor examination to assess their readiness to sit for the licensing exam. Student performance on the exam is for evaluation and remediation purposes only, and passing is not a requirement for graduation. Faculty will advise students and recommend remediation plans based on their exam results.

Application to Take the Licensing Exam in Washington

Students will receive information and step-by-step instructions about how to register to sit for the NCLEX-RN licensing examination and how to apply for registered nurse licensure in Washington during their final semester of the program. Students are responsible for completing the application process, submitting the required fees, and requesting their transcripts with the posted degree from the Registrar’s office.

Students are strongly advised to take the licensing exam in Washington, even if they plan to move to another state post-graduation. Graduates who choose to apply for licensure in another state are responsible for ensuring that they meet the eligibility requirements for that state. Students should consult with the SON Director for assistance with determining eligibility in another state.

Nursing Pinning Ceremony

The nursing pinning ceremony is a tradition that marks the graduate nurse’s entry to the profession. The nursing faculty plan the event with input from student representatives. The event is usually held the day before the College commencement ceremony. Purchasing the nursing program pin is optional.

Appendix A

Consent to Release Information

The School of Nursing frequently receives requests from employers or graduate school admissions departments for information about a student's performance in the nursing program. Faculty cannot release this information without written consent. By completing and signing this form, the student authorizes the release of information. The student may rescind or change this authorization at any time by contacting the SON Director. A copy of this form will be retained in the student file.

I authorize the release of information pertaining to my academic achievement in the SON. The type of information that may be released includes (please fill in the circles):

- Academic achievement (GPA)
- Class rank
- Honors or awards received
- Clinical performance evaluations
- Communication skills
- Faculty assessment of professional comportment
- Faculty assessment of potential for specific area of practice

I authorize the release of information to the following persons or entities:

- Employers
- Graduate schools
- Scholarship or financial aid applications
- Other (please specify): _____

Student Signature

Date

Print Student Name

Appendix B

School of Nursing Incident Report

General Information	
Student Name Faculty Name Supervising Nurse	Witnesses
Description of the Event	
Date and time of incident Location of incident Type of incident <input type="checkbox"/> Patient fall <input type="checkbox"/> Student fall or other injury <input type="checkbox"/> Needlestick <input type="checkbox"/> Exposure to blood or body fluids <input type="checkbox"/> Medication error or near miss <input type="checkbox"/> Alleged diversion of controlled drug <input type="checkbox"/> Other	Brief description of the event:
Contributing Factors	
Check all that apply <input type="checkbox"/> Student preparation <input type="checkbox"/> Student supervision <input type="checkbox"/> Communication <input type="checkbox"/> Change in patient condition <input type="checkbox"/> Agency policy <input type="checkbox"/> Agency process or protocol <input type="checkbox"/> Supplies/equipment <input type="checkbox"/> Environmental factors	List specific factors that contributed to the event:
Action Plan	
<input type="checkbox"/> SPEET form completed <input type="checkbox"/> Performance improvement plan <input type="checkbox"/> Reported to NCQAC	Plan for prevention of future occurrences:

Student signature/Date	Faculty signature/Date

Appendix C

Student Practice Event Evaluation Tool (SPEET)*

Student _____

Instructor _____

Date _____

Criteria	At Risk Behavior				Reckless Behavior	Score
	0	1	2	3		
Previous incidents	No prior incidents of at risk or reckless behavior	Prior counseling for single non-related incident	Prior counseling for single related incident	Prior counseling for same incident	Prior counseling for multiple incidents of at risk behavior	
Level of nursing education	Did not practice beyond scope for semester level	Practiced beyond scope under supervision of staff nurse	Practiced beyond scope without supervision of staff nurse	Practiced beyond scope without supervision or understanding boundaries	Aware of semester level boundaries and intentionally practiced beyond scope	
Deviation from standards, policy, or provider orders	Unintentional breach or no standard, policy, or order available	Standard, policy, or order not enforced (cultural norm) or misinterpreted	Deviated from standard, policy, or order with faulty rationale; did not consult faculty with rationale	Deviated from standard, policy, or order to save time; cut corners	Intentionally disregarded standard, policy, or order without concern for patient safety	
Decision/Choice	Incident was accidental or inadvertent	Advantages outweighed risks to patient safety	Emergent situation required rapid response	Non-emergent situation; chose to act/not act without judgement	A prudent student would not have chosen to act or not act in the situation; ignored risk to patient	
Ethics/Accountability	Identified incident and self-reported; identifies opportunity for improvement	Admitted to incident and accepted responsibility when questioned	Admitted to incident but did not readily accept responsibility; cooperative with investigation	Denied responsibility until confronted with evidence; made excuses; dismissive of seriousness	Denied responsibility; took steps to conceal incident; dishonest with investigation	
Total Criteria Score						

Student Practice Event Evaluation Tool (SPEET)*

Mitigating Factors (check all that apply)	Aggravating Factors (check all that apply)
<ul style="list-style-type: none"> • Communication breakdown • Unavailable resources (equipment, supplies) • Environment (fast-paced, emergency, interruptions) • Unclear standards, policies, or orders • Contributing patient factors • Lack of orientation, preparation, or supervision • Other (identify) 	<ul style="list-style-type: none"> • Student behavior cruel or violent • Behavior created risk for patient or others • Exhibited threatening or bullying behavior • Other (identify)
Total number of mitigating factors _____	Total number of aggravating factors _____

Total Criteria Score (from previous page)	
Mitigating factors	
Subtract 1 point for 1-3 factors	
Subtract 2 points for 4-6 factors	
Aggravating factors	
Add 1 point for each factor	
Total Score	

Human Error	At-Risk Behavior	Reckless Behavior
If 3 or more criteria in green column or total score < 8 console the student. Discuss how the action or decision led to the error and how to prevent future error. Identify systems that need improvement	If 3 or more criteria in yellow column or total score 9-15 counsel the student and implement a practice improvement plan.	If 3 or more criteria in the red column or total score > 15 discipline the student. Faculty may remove student from clinical setting and assign a failing grade. Incident may result in dismissal from the nursing program.

NOTE: This tool is not used to address misconduct such as academic dishonesty, sexual misconduct, or substance impairment.

*Adapted with permission of the North Carolina Board of Nursing (NCBON) SPEET Version 2.0 2020