

Walla Walla University

School of Nursing



Student Handbook *2011-12*

School of Nursing Policies

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All nursing students are responsible for compliance with the policies in this document, *Walla Walla University Bulletin* and the *WWU Student Life Handbook*.

The WWU Bulletin can be found at:

<http://www.wallawalla.edu/academics/bulletins/undergrad/current/>

The WWU Student Life Handbook can be found at:

www.wallawalla.edu/life-at-wwu/student-life/student-handbook

Information contained in this publication is hereby certified as true and correct in content and policy as of the date of publication, in compliance with the Veterans Administration DVB Circular 20-76-84 and Public Law 94-502.

WALLA WALLA UNIVERSITY: Seventh-day Adventist Higher Education OUR MISSION

We are a Christian community of faith and discovery pursuing excellence in thought and a passion for God, producing lives of balance, expressions of beauty and generosity in service.

Vision

A community of faith and discovery committed to

- Excellence in thought
- Generosity in service
- Beauty in expression
- Faith in God

Philosophy

Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University therefore seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the University seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the University seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God's creation, and the promise of re-creation through Jesus Christ.

Walla Walla University School of Nursing Philosophy Statement

The philosophy of Walla Walla University School of Nursing is guided by the mission of the university and is in harmony with the beliefs and practices of the Seventh-day Adventist Church. The School of Nursing faculty holds a belief that the profession of nursing is supported by the concepts of competence and professionalism. These concepts include the knowledge, skills, and values that guide the practice of nursing at the baccalaureate level and direct the development of the school curriculum.

The central concepts of competence and professionalism are balanced in an environment of caring that originates from Christian spirituality and a personal relationship with God. Competent nurses synthesize knowledge, and utilize the nursing process as the basis for thinking critically and developing purposeful judgment. Effective communication facilitates therapeutic nursing interventions and health promotion. Ethics, integrity, and respect for others are essential building blocks in the development of professional nurses who demonstrate responsibility, accountability, and collaboration. Baccalaureate nursing education prepares the graduate to participate in leadership and management and to be an educated consumer of health research. The educational process provides a foundation for graduate study, self-directed lifelong learning, and service.

CURRICULUM FRAMEWORK

Walla Walla University School of Nursing offers a four-year baccalaureate degree program designed to prepare professional nurses to function in a variety of settings and to provide a foundation for graduate study. The learning experiences focus on those abilities which characterize entry into professional practice. The curriculum of the School of Nursing has as its foundation Christian spirituality. The curriculum is designed to assist students to balance professionalism and competence within a caring environment.



03/2007

Revised - March 2007

Curriculum Definitions

Accountability is being answerable for one's actions.

Caring Environment is a supportive collaborative community of students and faculty who interact to promote competence and professionalism in nursing.

Christian Spirituality springs from a belief in a personal God.

Collaboration is working together in the spirit of cooperation to reach a goal.

Communication is a dynamic process which establishes a connection between sender and receiver and involves transmitting and interpreting messages.

Ethics are principles and standards that govern proper conduct. (Potter & Perry, 2007, p. 1137)

Health Promotion is a collection of nursing interventions designed to enhance the quality and length of life through preventative, curative, restorative and supportive care.

Integrity is integrating honesty and sincerity into all actions.

Leadership is the ability to influence others to strive for a vision or a goal or to change.

Management is coordination of resources for self and others.

Nursing Process is a systematic problem solving method by which nurses individualize care for each patient/client. The five steps of the nursing process are assessment, nursing diagnosis, planning, implementation and evaluation. (Potter & Perry, 2007, p. 1143)

Purposeful Judgment is a process of reasoned and thoughtful consideration of evidence, context, theories, options and criteria as a guide for belief or action.

Research is the source of evidence-based information.

Respect is positive regard for self and others

Responsibility is being reliable, dependable and readily assuming obligations and duties.

Self-directed learning is the acquisition of knowledge without prompting from others.

Synthesis of Knowledge is the blending of previously learned discrete blocks of information into new concepts and understanding.

Therapeutic Nursing Interventions are skilled actions that a nurse performs based on evidence.

References:

Potter, P.A & Perry, A.G. (2007). *Basic nursing: A critical thinking approach*. (6th ed.). St. Louis: Mosby.

OUTCOMES OF THE CURRICULUM

Upon satisfactory completion of the baccalaureate degree requirements the student will:

1. Promote health of individuals, families, and communities with complex needs while demonstrating sensitivity, compassion, and respect for others.
2. Synthesize knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.
3. Apply the nursing process in diverse settings to provide care for individuals, families, and communities.
4. Perform therapeutic nursing interventions with occasional supportive cues that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery from illness, or acceptance of death.
5. Initiate collaborative behaviors through effective communication in a variety of settings.
6. Demonstrate professional accountability, responsibility, and integrity.
7. Integrate ethical and legal principles into nursing practice.
8. Use research as a means of validating existing practice and improving nursing care.
9. Apply leadership and management principles to provide and coordinate nursing care for individuals, families, and communities.
10. Assume responsibility for continuing professional and personal development through self-directed learning.

Revised - March, 2010

LEVEL OBJECTIVES

Slightly different levels of achievement of the outcomes of the curriculum are required of each class level. Listed here is the leveling of these expectations.

1. Promote health of individuals, families, and communities with complex needs while demonstrating sensitivity, compassion, and respect for others.

Sophomores: Recognize factors that may enhance and/or jeopardize health in diverse adult clients while demonstrating sensitivity, compassion, and respect for others.

Juniors: Promote health of individuals and families while demonstrating sensitivity, compassion, and respect for others.

Seniors: Promote health of individuals, families, and communities with complex needs while demonstrating sensitivity, compassion, and respect for others.

2. Synthesize knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.

Sophomores: Apply knowledge and principles from humanities, sciences, and nursing to form beginning purposeful judgment.

Juniors: Integrate knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.

Seniors: Synthesize knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment.

3. Apply the nursing process in diverse settings to provide care for individuals, families, and communities.

Sophomores: Apply the nursing process to selected problems of adult individuals.

Juniors: Apply the nursing process to provide care for individuals and families.

Seniors: Apply the nursing process in diverse settings to provide care for individuals, families, and communities.

4. Perform therapeutic nursing interventions with occasional supportive cues that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery from illness, or acceptance of death.

Sophomores: Perform basic therapeutic nursing interventions with frequent verbal and physically directive cues that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery of illness, or acceptance of death for adult individuals.

Juniors: Perform therapeutic nursing interventions with occasional verbal and physically directive cues for individuals and families that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery from illness, or acceptance of death.

Seniors: Perform therapeutic nursing interventions with occasional supportive cues for individuals and families that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery from illness, or acceptance of death.

5. Initiate collaborative behaviors through effective communication in a variety of settings.
 - Sophomores: Practice beginning collaborative behaviors using basic communication skills.
 - Juniors: Demonstrate collaborative behaviors using communication skills with increasing independence.
 - Seniors: Initiate collaborative behaviors through effective communication in a variety of settings.
6. Demonstrate professional accountability, responsibility, and integrity. (This applies equally to all levels.)
7. Integrate ethical and legal principles into nursing practice.
 - Sophomores: Identify common ethical and legal principles that affect nursing practice.
 - Juniors: Apply ethical and legal principles to nursing practice.
 - Seniors: Integrate ethical and legal principles into nursing practice.
8. Use research as a means of validating existing practice and improving nursing care.
 - Sophomores: Recognize the need for research in nursing.
 - Juniors: Evaluate research findings for applicability to practice problems.
 - Seniors: Use research as a means of validating existing practice and improving nursing care.
9. Apply leadership and management principles to provide and coordinate nursing care for individuals, families, and communities.
 - Sophomores: Manage self in providing basic nursing care for selected adult clients.
 - Juniors: Manage nursing care for individuals and families.
 - Seniors: Apply leadership and management principles to provide and coordinate nursing care for individuals, families, and communities.
10. Assume responsibility for continuing professional and personal development through self-directed learning.
 - Sophomores: Recognize self-directed learning as an essential component of professional nursing.
 - Juniors: Demonstrate commitment to professional development through self-directed learning.
 - Seniors: Assume responsibility for continuing professional and personal development through self-directed learning.

ESSENTIAL FUNCTIONS

Nursing is a physically and mentally demanding profession. Listed here are essential functions determined to be necessary for success in nursing. Prospective students must be able to perform and/or develop the following essential functions in order to succeed at Walla Walla University School of Nursing.

Essential Functions	Description	Examples (not limited to these)
Observation	Use of visual and auditory senses to gather data	Assessment of color changes in skin Hearing heart and lung sounds
Communication	Verbal and written communication in private and public settings; communication must be in English	Interacting with other people one-on-one and in groups Understanding nonverbal communication (body language) Documenting nursing care Writing term papers
Motor Abilities	Physical ability, coordination and stamina	Performing cardiopulmonary resuscitation (CPR) Transferring/lifting patients Maneuvering in limited spaces Providing nursing care for 8-12 hour periods
Intellectual & Conceptual	Comprehension and problem solving ability	Calculating drug dosages Analyzing information Prioritizing nursing care Synthesizing data from multiple sources Making decisions with limited data Tolerating ambiguity
Behavior & Social	Emotional stability, capacity for self-reflection and change	Functioning effectively under stress Caring for others Respect and acceptance of patients from diverse backgrounds Resolving conflict Accepting constructive criticism

Adapted from:

Davidson, S. (1994). The Americans with Disabilities Act and essential functions in nursing programs, *Nurse Educator*, 19(2), 31-34.

SCHOOL OF NURSING POLICIES

SCHOOL OF NURSING'S RESPONSIBILITIES TO THE STUDENT

1. Classroom instruction through use of lecture, group discussions, scenarios, and appropriate learning aids.
2. Skills lab instruction using mannequins, medical equipment and supplies.
3. Clinical experience coordinated by a qualified instructor and supervised by an instructor or a preceptor in a variety of accredited health care agencies.
4. Individual academic counseling and advisement including clinical performance evaluations, assistance with course sequencing, and areas of academic difficulties. Where needs might be better met outside of the School of Nursing, appropriate referrals will be made.

STUDENT'S RESPONSIBILITIES TO THE SCHOOL OF NURSING

1. Assume responsibility for course requirements as outlined in individual course syllabi.
2. Comply with policies as outlined in the School of Nursing *Student Handbook*, the Walla Walla University *Bulletin*, the Walla Walla University *Financial Bulletin*, and the Walla Walla University *Student Handbook*.
3. Interact in ways that reflect professionalism and civility as evidenced by academic excellence, caring, citizenship, fairness, respect, responsibility and trustworthiness.
4. Demonstrate accountability for one's own personal and professional conduct which reflects the standards, values, and ethical behaviors of the nursing profession.
5. Model the professional nursing role based on acceptable standards of practice and ethical principles, including being accountable for one's personal and professional behaviors and development.

SCHOOL OF NURSING BEHAVIORAL RIGHTS & ACCOMPANYING RESPONSIBILITIES

1. Students and faculty have the right to be treated with respect, civility, and dignity
Students and faculty are expected:
 - To treat others with respect, civility and dignity
 - To ask questions in good faith and in as clear a manner as possible
2. Students have the right to enjoy an orderly and non-distracting classroom environment
Students and faculty are expected:
 - To avoid distracting others in class
 - To be interested and engaged in the material and class activities
3. Students have the right to be treated fairly and the same as other students
Students are expected:
 - Not to ask for special treatment
 - To follow course policies
 - To know and understand the contents of the syllabus

4. Students have the right to receive clear learning objectives
Students are expected:
 - To ask for explanation of any unclear ones
5. Students have the right to receive thorough and prompt feedback on work
Students are expected:
 - To turn in assignments on time
 - To realize that grading homework takes time and feedback may take a few days to complete
 - To read the feedback and follow it next time
6. Students have the right to have their grades and other personal information kept private
Students are expected:
 - Not to gossip about grades

LEGAL RESPONSIBILITIES AND LIABILITY INSURANCE

Students are legally responsible for their own actions as judged reasonable by the level of their education and experience. Professional liability insurance is carried by Walla Walla University for nursing students and faculty while they are engaged in activities which are specifically a part of the academic program of the university, both on and off the premises of the university. Nursing students may choose to carry their own professional coverage in addition to the Walla Walla University coverage. If students perform nursing services for employment they should carry their own coverage as they are not covered in a non-student setting.

CHANGE IN PROCEDURE

Students are required to submit academic petition forms for any request for a change in procedure or variation in the requirements of the program. The desired change must be outlined in the petition and submitted to the Dean of the School of Nursing. All courses taken off campus after admission to the School of Nursing should be approved by the School of Nursing advisor. Off campus credits usually are not allowed during the last three quarters of the program. Approval to transfer in credits during the senior year must be granted by the Academic Standards Committee.

FACULTY COMMUNICATION ABOUT STUDENTS

Student performance and conduct in class and/or clinical lab may be discussed by all nursing faculty during committee meetings as needed. Names of individuals discussed are not included in committee minutes. Student representatives to these committees are asked to leave when individual student performance/conduct is being discussed.

ATTENDANCE POLICY

Attendance at all classroom and clinical sessions is required, including the first and last day of each quarter. Students are responsible for all material presented in class and lab sessions. When illness or special circumstances prevent attendance, students are responsible for notifying the instructor in advance according to specific course policy. Voluntary absences are rarely excused. Tests and quizzes will be made up for excused absences only. Each class may have different attendance grading policies.

Missing more than 10% of class or lab time may be sufficient cause for failure of the course. If a student misses more than 10% of class or lab time within a course for any reason, he or she must petition the nursing faculty to determine IF make-up will be granted or is even possible (make-up lab time at some agencies can be very limited). **Keep in mind that in a clinical nursing course where 120 hours of clinical is required, missing more than 12 hours (usually two clinical days) would require you to petition the faculty to request make-up time.**

Attendance during the entire first week of the quarter is mandatory in any clinical nursing course. Any student missing orientation, class or lab time during the first week of a new quarter for any reason is *required* to make up that time with the instructor. The fee is \$50 per hour for this make-up time. Students who elect not to make up the time missed must withdraw from the course. Students with a situation causing unavoidable absence (death of a family member or severe personal illness) should communicate with the School of Nursing immediately.

Attendance is required at all School of Nursing assemblies. Assemblies are recorded as academic time and absences will affect grades including clinical nursing courses. (Students enrolled for six credits or less are not required to attend School of Nursing assemblies.)

GRADING POLICY

The Walla Walla University *Bulletin* contains information regarding the grading system and the significance of grade point average. The School of Nursing has adopted the following grading scale:

GRADE	%	GPA	<i>NOT PASSING</i>		
A	92-100	4.0	GRADE	%	GPA
A-	90-91	3.7	C-	74-75	1.7
B+	88-89	3.3	D+	72-73	1.3
B	84-87	3.0	D	68-71	1.0
B-	82-83	2.7	D-	66-67	.7
C+	80-81	2.3	F	0-65	0
C	76-79	2.0			

Students must successfully complete both the theoretical and clinical portions of a course in order to pass the course. All required cognate courses must be passed with a grade of C or above.

Students who receive a grade lower than a C or withdraw because they are failing in a required nursing course cannot enroll in further nursing courses until approved to register by the School of Nursing Dean. A written request for approval to register and a written plan for improvement must be submitted. Approval to register is granted or denied on a case-by-case basis by the nursing faculty. If a request is denied, the student is dismissed from the nursing program.

STANDARDIZED ACHIEVEMENT EXAMINATIONS

The School of Nursing requires all nursing students to take selected Standardized Achievement Tests when completing certain courses (listed below).

YEAR	TESTS	ADMINISTERED
Pre-admission	Accuplacer Reading Skills Test Health Sciences Reasoning Test Accuplacer Math Test	Pre-admission
College Place Sophomores	Fundamentals Exam Health Assessment Exam Sophomore Comprehensive Exam	At the end of NRSG 211 At the end of NRSG 212 At the end of NRSG 213
Summer Sophomores	Sophomore Comprehensive Exam	At the end of NRSG 213
Juniors	Med-Surg Nursing Exam Mental Health Nursing Exam OB Exam	At the end of NRSG 321 At the end of NRSG 331 At the end of NRSG 344
Seniors	Senior Comprehensive Exam Kaplan Readiness Test	During NRSG 450
Graduates	NCLEX-RN (in state of choice; fees range from \$300-500)	After completion of degree

- Accuplacer Reading Skills Test: This test is given to pre-nursing majors and applicants. Scores of 80 or above are necessary for admission.
- Health Sciences Reasoning Test: This test is given to pre-nursing majors and applicants. Scores of 17 and above are necessary for admission.
- Accuplacer Math Test. This test is given to pre-nursing majors and applicants. Scores of 80 and above are necessary for admission.
- Sophomore and Junior Standardized Achievement Tests: These exams enable students to evaluate their knowledge against baccalaureate students throughout the United States. They give students feedback regarding areas in which further study is necessary. The scores are also used for course content evaluation and curriculum evaluation.

Standardized exams must be passed at a satisfactory level based on the passing score for that specific test. Students have a maximum of four attempts to pass each standardized exam. Students who do not pass any one of the required standardized exams in three attempts must stop progression in the nursing program. Exam material must be reviewed by auditing the theory component of the course connected with the exam. After auditing the class, students have one more chance to take the exam. If students still do not pass the exam on the fourth attempt, they cannot continue as nursing majors. In addition, all sophomore and junior level standardized tests must be passed prior to entrance into any senior nursing classes (400 level).

Exam Retake policy: Students will know their scores immediately after completing the tests. Options for re-testing will be shared with each student. Students must wait at least two weeks before retesting. If time permits AND this is the FIRST standardized exam that has been failed, students may:

1. Elect to study independently during the break between quarters and try to pass the test on their own before the next quarter starts.
 - If successful, they continue on with the nursing curriculum as planned.
 - If the test is not passed on this second try, students must enroll in NRSG 100: Directed Nursing Studies and be limited to 13 credit hours while in directed studies.

2. Elect to enroll in NRS 100: Directed Nursing Studies the next quarter (and preserve one of their four attempts at the test). They will also be limited to 13 credit hours while in directed studies.

If Directed Nursing Studies is not satisfactorily completed by the end of the very next quarter, the student will continue to enroll in Directed Nursing Studies (and be limited to 13 credit hours) until the test is passed or the student has failed three times.

If students fail a second sophomore or junior standardized test while in the nursing program (associated with a different nursing class), they are not allowed the option to study independently for the exam retake. They must enroll in NRS 100: Directed Nursing Studies and be limited to 13 credit hours while in directed studies.

- **Senior Comprehensive Exam/Kaplan Readiness Test:** During NRS 450: NCLEX Reviews, two NCLEX predictor tests are given. Students must achieve a passing score on the Senior Comprehensive Exam or the Kaplan Readiness Test to graduate. If the student does not pass either test, graduation will be delayed and the student will not be eligible to take the NCLEX-RN until a third standardized test is taken and a passing score is achieved. As a courtesy to the student, Walla Walla University allows the student who has not received a passing score on either of the comprehensive exams to participate in graduation ceremonies, but will not officially graduate or receive a diploma until this requirement is met. This will typically delay graduation for one quarter. **Any student who cannot pass a third comprehensive exam must repeat courses in areas of weakness and be retested until this graduation requirement is met.**

National Council For Licensure Examination: NCLEX-RN licensure examinations are given at various computer-testing sites in each state by individual appointment. Seniors will need to apply to their chosen state boards. Application packets for Washington and Oregon are available as a part of NRS 450: NCLEX Review. Fees for taking the NCLEX range from \$300-500 and are paid directly to the state board and the testing company/licensing company. Authorization to take the NCLEX-RN can only be obtained once the Senior Comprehensive Exam or the Kaplan Readiness Test is passed at the required level and the student has officially graduated. The timing of recommendation to take the NCLEX-RN will be given based on the following policy:

- A. If a student passes BOTH the Senior Comprehensive Exam AND the Kaplan Readiness Test at the required levels, the student's name will be released to their preferred state board of nursing to schedule a testing date immediately after graduation. (In some states, new graduates are allowed to take the NCLEX-RN licensing exam before the official transcript is sent by the University based on official notification from the Dean of the School of Nursing that all degree requirements have been completed.)
- B. Graduates who have failed one of the senior tests have shown that they require further study before they are well prepared to take the NCLEX-RN. If only ONE of the two senior tests is passed by a student, the student's name will not be released to their preferred state board immediately after graduation. The names of these students will be released to their preferred state board of nursing when the official Walla Walla University transcript is ready and sent. Graduates should expect that this will delay their authorization to test by about one week. This is to strongly encourage taking time for a great deal of serious study in preparation for the senior tests as well as the NCLEX-RN.
- C. If neither the Senior Comprehensive Exam or the Kaplan Readiness Test are passed on the first try, an incomplete grade will be given in NRS 450: NCLEX Review and graduation will be delayed until that student can pass a third comprehensive exam. Faculty will work with students individually to identify ways to study and improve. The University graduates only four times per year, so graduation will be delayed at least one quarter if one of these tests is not passed during NRS 450: NCLEX Review.
- D. If a student cannot pass a comprehensive nursing exam after taking a third test, the student must repeat nursing courses in the areas of deficiency and be retested until this graduation requirement is met.

GRADING IN RELATION TO STANDARDIZED ACHIEVEMENT EXAMS

Students must complete these standardized achievement exams prior to being assigned a grade for the course. Students are not required to pass the exam to receive a grade, but these exams are part of course requirements and must be taken. Students who fail a class do not take the standardized achievement test associated with that class.

USE OF AUTOMATIC SCANNING MACHINES FOR TESTS/QUIZZES

When faculty members elect to use the automatic scanning machine to assist in the grading of objective quizzes and tests, the official school policy is that whatever the student marks on the scanning page is the answer that is graded. Students should take care in documenting their answers on the scoring page.

GUIDELINES FOR TEST TAKING

The School of Nursing faculty have outlined the following policy for test taking.

1. Any books/papers/notes brought to a test must be placed INSIDE the classroom away from your desk.
2. No cell phones or other wireless communication devices may be used during a test. Use of a cell phone or wireless communication device during an exam may result in failure of the exam.
3. Students may not listen to mp3 players/CD players (etc.) or have earphones or Bluetooth devices in their ears during a test. Hooded sweatshirts or hats that cover the ears cannot be worn during a test. The instructor/proctor must be able to see that your ears are free of communication devices. Earplugs are acceptable.
4. Students should not plan to leave the room during an exam. Students should get water, tissue, and go to the bathroom before the test starts. If there is an urgent need, students must inform the instructor. Only one person may be out of the room at a time.
5. No talking will be tolerated during the test other than to the teacher regarding a question.
6. If students have a question during the test, the teacher will indicate where to ask questions.
7. If the test is finished early, students may NOT look at the answer key and discuss the questions in the room while others are still taking the test.
8. Once students hand in tests and leave the room, they may NOT return until all students have completed the test.
9. Students who leave the test before other students, must keep the halls quiet while others are still testing.
10. For tests taking on the computer, the following additional rules apply:
 - Access the test through the approved portal only
 - Having multiple screens open during the test is not allowed
 - Printing of the test or printing anything during the test is not allowed
 - Saving the test or any part of the test in any form is not allowed
 - Your instructor may have additional test-taking procedures for you to follow during the test

UNIVERSITY “REVIEW” WEEK POLICY (as it relates to the School of Nursing)

- A. Review Week shall begin seven calendar days before test week begins and shall continue for seven calendar days.
- B. No major assignments such as themes, research papers, or quarter projects shall be made after the beginning of Review Week.
- C. Quizzes will be allowed during Review Week over material presented no earlier than two class periods before the quiz.
- D. Generally, there shall be no in- or out-of-class tests during Review Week (a test being defined as an examination that is of greater scope than a quiz). If the teacher and students see the need for a unit or chapter test (as opposed to a final test) during Review Week in order to help the students by:
 1. reducing the amount of material presented in the final test,
 2. avoiding a buildup of tests the week prior to Review Week, and/or
 3. assisting in their grade achievement endeavors, then a test may be scheduled during Review week, provided the teacher and two thirds of the class agree
- E. When it is necessary to give a final test during Review Week, authorization must be obtained from the Associate Vice President for Academic Administration.
- F. A few classes have no designated test time in the published final exam schedule, for example, lab courses and certain skills-based classes. In these cases a final exam may be scheduled during Review Week at the discretion of the instructor and should be listed accordingly in the course syllabus.

Interpretation of the University Review Week Policy:

- Review week is the entire week before finals week.
- No *new* major assignments can be added to course requirements during this week.
- Quizzes are allowed over small amounts of class material.
- No exams are to be given during this week...unless this test will decrease what is on the final exam or assist to increase grades (2/3 of class must agree to adding a test).
- If giving a final test during review week, the Associate VP must approve it.
- In nursing, students still are expected to attend clinicals during this week if scheduled. Field trips are still allowed. Make up clinicals are still allowed. Evaluation conferences can still be done.
- Class time and lab time are still used fully to complete course requirements

CLINICAL EVALUATIONS

Each clinical instructor will provide feedback on performance in clinical lab at least twice during the quarter; at mid-term and at the conclusion of the course. The mid-term evaluation may be a more informal discussion than the final evaluation conference. The final evaluation conference is a formal written evaluation that is shared with the student in an individual conference. This conference usually occurs during dead week or finals week of the quarter. The student may be asked to evaluate himself or herself for that conference. At the completion of the final evaluation conference, the student is asked to sign the evaluation form to show that the evaluation was shared with the student. A final grade in the course cannot be given until the final clinical evaluation conference takes place.

Clinical instructors will provide on-going feedback throughout the quarter. This feedback may be given verbally or in written form, formally or informally. The student may ask at any time for more detailed feedback from instructors. Students will be notified as soon as possible if their clinical lab performance is not satisfactory. The nursing faculty meet together at least twice per quarter to discuss students' progress in all classes.

Clinical Evaluation Grading Guidelines

Each clinical course uses an evaluation form based on the ten objectives that make up the “Outcomes of the Curriculum” found in this *Student Handbook*. These outcomes have been leveled according to the expectations for

sophomore, junior and senior students. Clinical performance is graded on a pass/fail basis. Each student must successfully pass each of the ten objectives stated on the clinical evaluation form. The instructor will evaluate the student's performance on each objective using a five-point Likert scale (with the exception of Outcome #7 which is evaluated as met or not met). Below is the legend for grading of clinical performance:

- 5 = Excellent Performance/Pass
- 4 = Above Average Performance/Pass
- 3 = Satisfactory Performance/Pass
- 2 = Performance Needs Improvement/Not Passing
- 1 = Unsatisfactory Performance/Not Passing

The scores on the items that make up each objective on the clinical evaluation are averaged together. Students must achieve an average score of 3.0 or above on each objective to pass the clinical lab. If a student does not pass clinical lab, the entire course must be repeated, not just the lab portion. A student who fails a class based on clinical performance cannot take the final examination or any standardized test associated with that course. If a student does not pass the clinical lab, they are given a grade of F.

Senior level courses may also require a preceptor's evaluation. The evaluation done by the preceptor is used by the instructor to evaluate the clinical lab performance of the student. The preceptor and the instructor may have different opinions of the lab performance of the student. The instructor gathers data for the final evaluation from many sources which may include the preceptor evaluation, written assignments, logs, and conversations with other staff at the clinical agency as well as personal observations. The instructor is the final authority in assigning the clinical grade.

ELIGIBILITY FOR NRS 490: NURSING PRACTICUM

NRS 490: Nursing Practicum is an individual study arrangement involving students, faculty and health care agencies to gain practical experience in an area of special interest. To be eligible to be considered for an elective practicum, students must be:

- In the senior year of nursing courses
- Have a junior year GPA of 3.25 or higher
- GPA cannot drop below 3.25 in the senior quarters preceding the practicum
- Students who have ever been on any type of nursing probation are not eligible for a practicum regardless of GPA
- Students who have been required to take remedial classwork (directed studies) within the School of Nursing are not eligible for a practicum regardless of GPA.

Only one practicum per student is allowed. If there are not enough practicums available for the number of students who meet eligibility requirements each quarter, students will be prioritized by GPA. Practicums are especially hard to arrange at clinical agencies in the spring quarter. Availability cannot be guaranteed.

PROFESSIONAL CONDUCT AND STANDARDS

Students enrolled in the School of Nursing at Walla Walla University are expected to demonstrate commitment to the highest ethical, moral, and professional standards. The very nature of the nursing profession and its impact on human life demand such standards of conduct. Listed below are ethical standards for nurses which have been established by the American Nurses Association. Students are expected to follow these basic guidelines.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, (2001). *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing.

Misconduct in any of the areas that follow may result in the student being placed on conditional progression/probation, failing a class, being suspended for a period of time or being dismissed from the School of Nursing:

1. Charged with criminal offense (speeding/parking tickets not applicable).
2. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
3. Failure to assume personal responsibility for appointments and obligations, communication, appearance, rights of others, etc.
4. Inability to recognize or inattention to matters of patient safety and well-being.
5. Repeated poor nursing care due to lack of preparation.
6. Unsafe or unacceptable behavior due to physical or emotional illness of the student, i.e., over-dependency, hostility, uncooperativeness, or aggression.
7. Consistent and extended inability or unwillingness to improve in documented areas of weakness that are critical to professional nursing care.
8. Plagiarism, falsification of records, purposeful misrepresentation, dishonesty, or other acts which substantially compromise the integrity of the student or another student. Cheating in any form will not be tolerated.
9. Failure to maintain patient confidentiality/violation of HIPAA
10. Violation of the Nurse Practice Acts.

ACADEMIC DISHONESTY

An integral part of the mission of Walla Walla University is to prepare its students to be responsible individuals with Christian values. The University expects all members of its community to have integrity, including a steadfast adherence to honesty.

All acts of dishonesty are unacceptable. The term “academic dishonesty” may include cheating, plagiarism, forgery, misrepresentation, falsification, prohibited collaboration, and prohibited use of files.

All assignments submitted by a student must represent his/her own ideas, concepts, and current understanding or must cite the original source. Attempts to violate the academic integrity of an assignment do not have to be successful to be considered academic dishonesty. Academic dishonesty may include, but isn’t limited to the following:

1. Multiple submissions: The submission of substantial portions or all of the same assignment for credit more than once without the prior approval of all involved faculty members.
2. Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty
3. Cheating:
 - Using/providing any unauthorized assistance to other students in class assignments, exams, etc.
 - Unauthorized copying of class assignments (i.e. quizzes, exams, etc.)
 - Having another student complete the assignment for you
 - Completing a class assignment for someone else
4. Plagiarism: The use by direct quotation and/or paraphrasing of another person’s work, published or unpublished, without proper citation

It is the student's responsibility to be familiar with the standards of conduct outlined here. A student's failure to comply will be addressed by the faculty and the Dean of the School of Nursing and, if necessary, the university administration. In some instances, a first offense may warrant only written documentation, student advisement, and warning. Other matters may demand immediate dismissal from the School of Nursing.

REMOVING A STUDENT FROM CLINICAL LAB

A student may be removed from clinical at any time for the following reasons:

- Failure to wear proper photo identification in clinical lab
- Failure to bring clinical passport where required
- Failure to prepare adequately for the clinical lab
- Illness that would impair ability to care for patients or harm patients
- Being under the influence of alcohol or drugs (including prescription drugs that alter mental or physical performance)
- Performing any action that is unsafe
- Violation of any agreement associated with clinical probation
- Unprofessional behavior or language
- Failure to comply with the School of Nursing dress policy or policy of the agency

If a student is asked by the clinical agency not to return because of concerns about performance, professionalism, behavior or preparedness, this may constitute failure in the course.

PROGRESSION / PROBATION

The following policies are also available in the Walla Walla University *Bulletin*.

- Any student with a WWU grade-point average less than 2.75 will be placed on conditional progression status and be limited to 12 credits for the following quarter. If after one quarter, the student has not achieved a 2.75 GPA, he or she may not enroll in another clinical nursing course until the GPA is above 2.75. Clinical courses may be repeated to improve the GPA if space is available.
- Students who receive a grade lower than a C or withdraw because they are failing in a required nursing course cannot enroll in further nursing courses until approved to register by the School of Nursing Dean. A written request for approval to register and a written plan for improvement must be submitted. Approval to register is granted or denied on a case-by-case basis by the nursing faculty. If a request is denied, the student is dismissed from the nursing program.
- Readmission to the School of Nursing is also contingent upon meeting the following criteria: 1) meet all admission requirements and 2) complete all outstanding work including standardized examinations. Readmission is not guaranteed and space for re-entering students may be limited.
- A passing grade in a course cannot be achieved without the successful completion of the clinical portion. An unsatisfactory clinical grade or a grade below C in the theory portion of any clinical course requires that the total course be repeated, both theory and clinical, prior to further progression in the program. Students with an incomplete in a clinical nursing course, NRS 211, 212, 213, 321, 331, 344, 421, 437, 441, cannot begin the next clinical course until the incomplete is removed.
- Standardized examinations are given after completion of designated sophomore and junior nursing courses. Students who fail to achieve a satisfactory score must enroll in remedial courses. Students who do not pass a standardized examination in three attempts must stop progression in the nursing program. Exam material must be reviewed by auditing the theory component of the course connected with the exam. After auditing the class, students have one more chance to take the exam. If students still do not pass the exam on the fourth attempt, they may not continue as nursing majors. All sophomore and junior level standardized tests must be passed prior to entrance into any senior nursing classes.
- Students must earn a grade of C or better in every required nursing course within a level of course work before progressing to a higher level.
- During the last quarter of the senior year, two standardized comprehensive nursing examinations are given. A passing score must be achieved on one exam to graduate. Graduation will be delayed and the student will not be eligible to take the NCLEX-RN until a satisfactory score is achieved.
- Students who are judged to be unsafe practitioners will be removed from the clinical area and are subject to dismissal as nursing majors.
- Students must graduate within two years of completion of nursing courses to be recommended to take the NCLEX-RN exam.

Unless otherwise stated, all academic probation and dismissal policies are the same as listed in the Walla Walla University *Bulletin*. However, four additional nursing-specific types of limited progression or probation (warnings) are used within the School of Nursing:

1. Conditional Progression is designed to for students whose Walla Walla University GPA drops below 2.75 OR who have failed a required nursing course.
 - If the GPA drops below 2.75, the student is placed on Conditional Progression. The student is then limited to 12 hours of credit for the next quarter and must raise the GPA to above 2.75 again. If after one quarter the student has not achieved a 2.75 GPA, he or she may not enroll in another clinical course until the GPA is above 2.75. However, the student may elect to repeat a clinical course to improve GPA. (A student may not graduate unless the GPA is above 2.75. Courses may be repeated or other courses must be taken until the GPA is above 2.75.)
 - If a student fails a required nursing course and is repeating a nursing course, they may be placed on Conditional Progression and limited to 12 hours of credit for the next quarter regardless of GPA.

2. Clinical Probation is designed for the student who is at-risk in a clinical area but has not failed a clinical course. This type of probation is commonly used when a student has difficulty in clinical performance, documentation or care plans. However, the nursing faculty may place a student on clinical probation when his or her clinical performance is marginal in any area. This type of probation serves as a warning that if the behavior continues, a clinical failure may result in a future course. Specific individual instructions or guidelines will be given to the student on how to improve in the at-risk area. Clinical probation is removed when the student has convinced the faculty that performance in the area of concern has been satisfactorily improved. Clinical probation is in effect for at least two quarters, not including summer quarter.

3. Citizenship Probation is designed to warn students of actions that seriously jeopardize their standing within the School of Nursing in an area other than academic or clinical performance. Students are expected to maintain the highest levels of ethical and moral standards in all areas of their lives, even in those areas apparently unrelated to nursing care. Students that behave dishonestly, deceitfully, or violate the standards of conduct outlined in this *Student Handbook* may be placed on citizenship probation. Specific individual instructions will be given to the student regarding the activities or behaviors that resulted in citizenship probation and must now be stopped. Citizenship probation is removed when the student has convinced the faculty that no further standards of conduct will be violated. Citizenship probation is in effect for a minimum of two quarters, not including summer quarter. There may be offenses that are so extreme that dismissal from the School of Nursing will be necessary.

4. Accountability Probation is designed to warn students of actions that seriously jeopardize their standing in the School of Nursing in the areas of professional responsibility and accountability for their actions. These actions may occur either in clinical lab or in the classroom. Students are expected to act in a professional manner in all areas of their lives, even in those apparently unrelated to their direct patient care. Students that behave irresponsibly or unreliably may be placed on accountability probation. Below are some examples where accountability probation might be applied:
 - Absences for more than 10% of the entire class for any reason
 - Continued lateness to class or lab
 - Repeated absences without contacting the instructor
 - Irresponsibility in dress in lab or in the classroom
 - Repeated problems with classroom courtesy
 - Repeated problems with timeliness of appointments
 - Missing class or lab to complete other assignments
 - Poor communication with the instructor about schedules

When a student is placed on accountability probation, specific individual information will be given to the student regarding the actions or behaviors that resulted in this probation that must now be stopped.

Probation is removed when the student has convinced the faculty that no further irresponsible actions will occur. This probation will be in effect for a minimum of two quarters, not including summer quarter. There may be offenses that are so extreme that failure of a course or dismissal from the School of Nursing will be necessary.

A report of any student placed on probation will be filed with the associate academic dean.

VIOLETION OF PROBATION

If a student is placed on Clinical, Citizenship or Accountability Probation they will be given specific individual information regarding what must change for probation to be lifted. If elements of a student's specific probation are violated, the student will immediately fail the clinical nursing course they are currently taking.

If this is the first required nursing course to be repeated, students must write an analysis of the situation that resulted in violation of their probation and provide a detailed plan related to how they will overcome the issues resulting in the violation. If approved to repeat the course (and there is space available), students are held to their own plan and the probation continues for at least two more quarters, excluding summer quarter.

If a second nursing course is failed, students must petition the faculty to continue as a nursing major. Readmission is not guaranteed.

SUSPENSION

Suspension from the School of Nursing may result from violations of academic, safety, ethical, moral or professional standards. Students who are suspended from the School of Nursing will be notified verbally and in writing. Students will be suspended for a predetermined period of time and there may be requirements to be met prior to re-enrollment. Suspended students will be told the specific time when the faculty are willing for them to re-enter the program. Students may be suspended at the end of a quarter or during a quarter. Once suspended, a student may no longer attend nursing classes or clinical labs. The student may appeal a dismissal from the School of Nursing, but cannot attend clinical lab during this appeal process. Enrollment in non-nursing courses is unaffected by a suspension from the School of Nursing.

DISMISSAL

Dismissal from the School of Nursing may result from violations of academic, safety, ethical, moral or professional standards. Students who are dismissed from the School of Nursing will be notified verbally and in writing. Once dismissed, students may no longer attend class or clinical lab. The student may appeal a dismissal from the School of Nursing, but cannot attend clinical lab during this appeal process. Enrollment in non-nursing courses is unaffected by a dismissal from the School of Nursing.

REQUEST FOR REACCEPTANCE AFTER DISMISSAL

If the dismissed student then desires re-admittance, a letter of petition must be submitted to the Dean of the School of Nursing for consideration by the faculty. Current acceptance standards and policies must be met. Reacceptance to the School of Nursing is rare and not guaranteed upon petition.

GRIEVANCE POLICY

Persons with grievances should seek first to resolve their disagreements privately with the persons involved or with their immediate supervisors. If a grievance is not resolved in this manner within a reasonable time, both parties involved in the grievance should choose another person to sit with them in further discussions. Each party will brief the third person on the facts of the grievance, and the three of them will seek to resolve the grievance.

If an agreement cannot be made, students who feel that they have been treated in an unfair, unethical, or discriminatory manner should follow the channels of authority outlined below:

- Students in matters of student life, services, and discipline should appeal first to the residence hall assistants and the resident hall dean if the complaint involves residence hall administration, then to the Vice-President for Student Life, and finally to the Government Committee.
- Students in matters of discipline may ask the Government Committee to reconsider its voted action and/or may appeal to the President of the University.
- Students in matters of academic program policies or procedure should appeal first to the Registrar, then to the Associate Vice-President for Academic Administration, and finally to the Academic Standards Committee. Students in matters of grading, instruction, and faculty relations should appeal first to the department chair, then to the Associate Vice-President for Academic Administration, and finally to the Academic Standards Committee.

SECURITY CHECK OF CRIMINAL HISTORY

Hospitals and other clinical agencies require background checks of all nursing students. The School of Nursing performs a criminal background security check covering convictions and sexual offences because it is required by clinical facilities.

Sophomores at College Place Campus: The School of Nursing performs a security check through the Washington State Patrol.

Portland Campus Students: Clinical agencies in Portland require more extensive background checks than those in the College Place area. Each student will be charged for this more comprehensive security check. Usually a security check is considered current for two years. There are some clinical agencies that require more frequent background checks. Students continuing for more than two years at the Portland Campus may be subject to another security check and fee. If additional security checking is required, students will be responsible for any fees. Any student with a criminal history should discuss the specific situation with the School of Nursing Dean. Some crimes will prevent licensure as an R.N.

REQUIRED ANNUAL TRAINING

All nursing students are required to receive general annual training regarding patient and fire safety, the spread of bloodborne pathogens and tuberculosis (OSHA) and legal requirements for confidentiality and privacy (HIPAA). A required training session is provided in the fall on the College Place campus. City-wide on-line training and testing is used on the Portland campus. The required test must be passed before attending any clinical setting, hospital or agency. It is mandatory that students complete the training each year.

DRUG TESTING

A number of clinical facilities now require urine drug testing prior to allowing students to care for patients. If a student is assigned to a facility that requires drug testing, they are responsible for working with the School of Nursing faculty and staff to complete this requirement. If a student has had drug testing at their place of employment and can obtain results that are less than two years old, this may be sufficient. Otherwise, a urine drug screen must be performed. At this time this urine drug screen can be performed at the Adventist Medical Center lab for a small fee. Students will be charged for this drug screen. Once completed, the drug screen is considered current for two years.

Positive drug screens require an evaluation according to the WWU Drug and Alcohol Policy. If a student is taking prescription medications that lead to a positive drug screen, they must provide documentation from their health care provider prescribing that medication. Agencies reserve the right to deny access to patient care in their facilities to students with positive drug screens.

DISASTER DURING CLINICAL LAB

A disaster is defined as a natural event (earthquake, fire or storm etc.) or manmade disaster (bombing, military action or aggressive attack)

1. When students are in an acute care facility where an instructor is also present:

- A. Each quarter establish a meeting place inside the facility where all students will go to meet their instructor if a disaster occurs.
- B. Once all students and instructor(s) are together, the group will determine the safest action depending on the situation and advice of authorities.
- C. Any student or faculty member may seek a safe location at the nursing residence hall if traveling home is not possible or not advised by authorities.

2. When students have clinical in the community where an instructor is not present:

- A. Students are not required by Walla Walla University to stay at their health care facilities to provide patient care after a disaster.
- B. Students who elect to stay at their assigned clinical sites and assist the staff do so as volunteers.
- C. Students may leave their assigned clinical sites to seek a safe location on the advice of authorities. Students must notify their preceptors or agency personnel that they are leaving.
- D. Once a safe location is identified and the student has arrived there, they are asked to call the voice mail of their instructor to inform him/her of their actions and locations. The student should not page the instructor as he/she may not be able to respond and this will keep calls to a minimum.
- E. Any student or faculty member may seek a safe location at the residence hall if traveling home is not possible or not advised by authorities.

POST-EXPOSURE PROCEDURE

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials such as body fluids.

1. Immediately following a puncture or laceration, make the wound bleed.
2. If eyes or any mucous membranes were exposed, immediately flush for five minutes.
3. Clean the exposed area with soap and water.
4. Immediately report exposure to:
 - a. Appropriate personnel in agency where exposure occurred.
 - b. Clinical lab instructor, who will assist in completing an incident report and facilitate care and testing of the source individual.
 - c. Dean, School of Nursing, to assist in contacting source individual for testing.
 - d. University employees must report exposures to the Dean of the School of Nursing who will refer employees to health care providers.
5. Follow the agency's protocol for the immediate post-exposure treatment. If there is no agency protocol, report to a health care provider immediately. **Note: For best results, testing must be done within 20 minutes of exposure and prophylactic medicine administered within two hours.**
6. As part of the immediate post-exposure procedure, the source individual will be contacted by the agency or the dean of the School of Nursing and referred for blood testing. Expenses for testing and health care evaluation of the source individual will be paid by the agency or the university. Note: Source individual can refuse testing.
7. Contact your health care provider or WWU health service provider for further blood testing and health care evaluation. All expenses incurred for blood testing and health care evaluation will be paid by the university's accident insurance company. Bills associated with testing and after care are to be submitted to the School of Nursing office. Note: Student/Employee can refuse testing.
8. Fill in the information on the *Walla Walla University Accident Report*.
9. Documentation of the incident and the treatment provided is maintained at the School of Nursing and a copy is sent to the Risk and Safety Management office for the University.

UNIFORM AND DRESS CODE

Dress Policy: Student appearance is crucial to the image and influence of Walla Walla University and is a key factor in presenting the university's mission of Christian service.

Hygiene: General good hygiene such as bathing, use of deodorants and brushing of teeth is expected. Some individuals are sensitive to perfumes, colognes and cigarette smoke and may have allergic reactions. All students should adhere to hygiene practices that assure they will arrive to care for their patients not smelling of highly scented products or cigarette smoke.

Classroom Attire: Students are expected to dress appropriately for classroom activities.

- Clothing should not be revealing and shoes must be worn.
- Clothes should not have holes or offensive sayings/logos.
- Avoid clothes that are tight, show cleavage, midriff or shorts/skirts that are too short.
- Underwear should not show.

Lab/Clinical Attire -- These policies reflect agency policies for both staff and students.

(The following apply to all clinical settings including time in the agency when researching for patient care.)

- **Identification:** School photo ID badges must be worn in all clinical settings; ID badges are ordered at the School of Nursing office. In some cases, agency ID must also be worn. The clinical passport must also worn with the ID badge while in clinical.
- **Lab Coat:** A white lab coat is required for NRS 441: Community Health Nursing and may be appropriate for use in other courses as well. When a lab coat is worn, it must have the photo ID badge on the front.
- **Body Adornment:**
 - Other than one non-dangling earring per earlobe, piercing jewelry must be removed. This includes tongue studs, nose rings, lip or eyebrow jewelry, etc. Band aids may NOT be used to cover piercings.
 - Multiple rings on the hands should be removed. One band for those that are married is allowed.
 - Necklaces or bracelets should not be worn in lab.
 - Tattoos must be covered at all times.
 - Fingernails should be kept short and no more than 1/4 inch beyond the finger. Artificial nails are specifically forbidden by several agencies, so cannot be worn. Ideally nail polish should not be worn to clinical lab. If worn, nail polish must be in good repair and a pale shade. (No unusual colors such as green, blue, black, etc.)
- **Hair:**
 - Hair should be clean and pulled away from the face. Long hair should not fall forward into the face requiring it to be brushed back repeatedly.
 - Hair color should be a color occurring naturally in humans.
 - Beards, mustaches and any facial hair must be neatly trimmed and maintained. A stubble appearance is not acceptable in any clinical setting.

Specific Dress Policy when the Student Uniform is Required	Specific Dress Policy when the Student Uniform is NOT Required
<p>Uniform: In most hospital clinical settings the School of Nursing uniform is worn. The required navy blue uniform scrubs may be purchased at the School of Nursing office in Portland or ordered at the School of Nursing office in College Place.</p> <ul style="list-style-type: none"> • Uniform should be clean, wrinkle-free and worn with appropriate undergarments. • T-shirts or turtlenecks under the nursing uniform are acceptable if white, black or navy blue color. <p>Shoes and Socks: Shoes must have closed toes and closed heels. Students must be able to run in these shoes. All white or all black leather athletic shoes are appropriate, but cannot have a mesh top that blood or a needle could penetrate. Socks must be worn in the clinical setting.</p>	<p>Some clinical settings consider the student uniform to be inappropriate and allow students to wear other professional clothing. All policies regarding identification, hygiene, clothing, hair and body adornment apply while researching your patient assignment as well as during your actual clinical experience. Below are specific clothing requirements:</p> <ul style="list-style-type: none"> • Clothing and accessories should be professional in appearance and appropriate for the clinical setting. No jeans, sweats, shorts, short skirts, sleeveless shirts, sheer clothing or t-shirts can be worn. • Clothing should not show cleavage, midriff (front or back) or be backless. • Clothing should not be tight. • Underwear should not show. • No shirts with logos of any kind should be worn. • Clothing should be clean, wrinkle-free and without holes. • Socks must be worn. • Shoes that cover the toes must be worn. High heeled shoes may not be acceptable. • Hats or scarves are not recommended.
<p>Violation of the Dress Policy in Lab: Students who do not adhere to the dress policy in lab will be asked to leave lab immediately. This absence will be considered unexcused and students will have to make up time missed. If a student is asked to leave lab twice in the same quarter, they immediately fail the lab and course.</p>	

RETURNING AGENCY IDENTIFICATION BADGES

Some clinical agencies issue their own photo ID badges to students. In many cases, the ID badge must be returned at the completion of the rotation. If ID badges are not returned, an Incomplete grade (I) is given until it is returned. Some agencies have up to a \$100 fine for lost or unreturned ID badges. Students must pay any fines they incur.

INFECTIOUS DISEASE POLICY

Students must use good judgment on whether they are too ill to attend clinical labs. Students may feel free to consult with their clinical instructors if they have questions. Students should not consider attending clinical labs with an open cold sore, diarrhea, fever above 101°, or unexplained rash.

HEALTH POLICY

All applicants who are admitted as nursing majors at Walla Walla University are required to adhere to this health policy. Registration cannot be completed until health policy requirements are fulfilled; students are not permitted to participate in clinical settings until health policy requirements are complete. Expenses incurred in fulfillment of this policy are the responsibility of the applicant/student.

Student health immunization records are transferred to the Portland campus when students from College Place transition to the Portland campus.

Health Requirements

1. Health insurance is required of each student. Each student will complete the health insurance form by the first day of school each summer and fall, or upon enrollment into the School of Nursing. Should students change health insurance anytime during the school year, they are to complete new health insurance forms, updating the information. Those who do not have health insurance must purchase it through the university or carrier of choice. *Participation in clinical nursing requires current health insurance.*
2. Upon initial admission to WWU, each student must complete the health record form which requires a physical examination report from a health care provider.
3. Each student is responsible for keeping their immunization file up to date by recording information on the health record form, or submitting copies of their records to the School of Nursing in Portland, or Campus Health Services in College Place. *Immunization records must be complete before students may participate in clinical nursing.* The immunization records listed below are required.

Required Immunizations/TB testing:

- a. Tuberculosis: Documentation of a negative PPD skin test, annually (before attending clinical nursing classes each year) or a negative result on the QuantiFERON-TB Gold blood test. If the results are positive, the student must submit a written verification of a chest x-ray from their physician stating that the TB is inactive, and the student is receiving appropriate therapy and follow-up treatment. Students who have had a positive TB test previously will be required to submit a written verification from their physician stating that the TB is inactive and the applicant has received appropriate follow-up treatment. Annual assessment for TB risk factors must be done.
- b. Measles, Mumps and Rubella: Documentation of two immunizations or a serologic titer showing immunity. Students prior to 1/1/57 are exempt from this requirement. Students who did not receive MMR immunizations previously must have the first dose before entering a clinical setting.
- c. Diphtheria, Tetanus & Pertussis Documentation of primary immunization series, booster immunization within the last 10 years, including at least one dose of Tdap. Students who did not receive diphtheria, tetanus & pertussis immunizations as a child are required to begin the tetanus/diphtheria/pertussis series before entering clinical settings. They must then complete three vaccinations spread over 7-12 months.
- d. Poliomyelitis: Documentation of OPV or IPV series, from primary care provider, parent, or guardian. Applicants who have never received polio immunizations are required to begin the IPV series before entering a clinical setting.

- e. Hepatitis B: Documentation of immunization series or serologic test (titer). Applicants who have never received hepatitis B immunizations are required to begin the series before entering clinical settings or sign a declination form. (A serologic test is recommended after completion of the series to verify immunity.)
- f. Chicken Pox: Documentation of two immunizations or serologic test showing immunity (varicella titer) or proof of medically diagnosed case of shingles. Students with no immunity must begin the first immunization before entering a clinical setting.
- g. Influenza: Documentation of immunization is required for all junior and senior nursing students unless it is contraindicated.

CPR CERTIFICATION

All student nurses are required to have current American Heart Association cardiopulmonary resuscitation (CPR) certification for health care providers (**not** community CPR). Students will be asked to provide evidence of their certification at registration. The School of Nursing accepts two-year CPR cards. Students without current CPR certification are not allowed to attend clinical labs; such absences are unexcused.

TRANSPORTATION

The availability of a car and a valid driver's license is imperative due to the many clinical facilities used by the School of Nursing. It is necessary for each student to have use of a car. Students are responsible for maintaining a valid driver's license and adequate car insurance. Students are never to transport clients in their cars.

ELECTRONIC DEVICES

- Electronic devices such as cell phones and mp3 players, etc, should not be audible during class or clinical conferences.
- Students will need to use good judgment in use of cell phones in clinical areas. For example, it would not be appropriate to interrupt patient care to answer personal calls or texts but it would be acceptable to contact your instructor or your agency's office.
- Texting in clinical lab with anyone other than your instructor is not allowed. Faculty recommend that sophomore and junior nursing students do not even bring a cell phone to lab unless they are in the community.
- Use of a cell phone or communication device during an exam may result in failure of the exam.

STUDENT EMPLOYMENT

It is often necessary for students to work while attending school. Faculty recognize this need; however, the demands of course work, employment and personal responsibility must be carefully balanced in order to obtain a worthwhile educational experience.

When learning needs conflict with employment, the educational requirements must come first in order to maintain the quality of the learning experience and safety in providing patient care. If problems arise please discuss them early with your instructor. Faculty will assist students in problem-solving related to educational endeavors in a way that upholds academic and safety standards.

SOCIAL MEDIA (FACEBOOK, TWITTER ETC)

Students are expected to avoid discussing their patients on social networking sites (such as Facebook and Twitter). Discussing the lab experience or patients could violate their privacy and HIPAA. Patients have a right not to be discussed in anything posted online. Even mentioning patients on any social media account should be avoided. Here are some guidelines:

- Keep your personal and professional life separate. Keep your professional life off social media.
- Do not post pictures of yourself, classmates or patients in the clinical setting. (Nursing students were recently expelled for posting pictures of themselves with a placenta).
- Do not discuss your patients specifically or even vaguely. (An ER Nurse was recently fired for posting something about having to care for a “cop-killer” at work – of course the identity of that person was all over the news.)
- Set your privacy settings as high as possible, but don’t assume that is good enough.
- Realize that anything you post is there FOREVER.

COMMITTEE REPRESENTATION

As a student in the School of Nursing it is your privilege and responsibility to become involved in the activities of the school. Two students are elected to represent the student perspective to the Faculty/Curriculum Committee. Information obtained while serving on faculty committees is considered confidential. Student representatives are not present when specific student situations are discussed. Students are elected by the student body based on the following criteria:

1. Two nursing students are elected by the student body on the Portland campus; ideally one junior and one senior
2. Students elected may have no issues with confidentiality as observed by the faculty
3. Students on probation are not eligible
4. If an elected student is placed on probation, he/she may no longer serve as a student representative.

PHYSICAL AND LEARNING DISABILITIES

If a student has a physical and/or documented learning disability and require accommodations, please contact the the Dean, Associate Dean or or the Disability Support Services Office at the College Place campus, (509) 527-2366.

FEES FOR NURSING MAJORS

Students are responsible to pay the fees listed in the Walla Walla University *Financial Bulletin* and this School of Nursing *Student Handbook*. This includes all testing fees and nursing clinical laboratory fees, which are charged to students' accounts. A nursing clinical laboratory fee is charged for each clinical course. (See the Walla Walla University *Financial Bulletin*.)

SABBATH OBSERVANCE

In keeping with the beliefs of the Seventh-day Adventist Church, there are NO classes, meetings, or labs conducted on Sabbath (beginning from sundown on Friday to sundown on Saturday). Any scheduled school activities that are not of a religious/spiritual nature should end one hour prior to Friday night sundown and not begin until at least one hour after Saturday night sundown. Two spiritual nursing ceremonies do take place during Sabbath hours: Nurses' Dedication in the fall quarter and Nurses' Pinning during graduation weekend. University libraries close early on Friday afternoon and remain closed all day Saturday.

REQUEST FOR A LEAVE OF ABSENCE

Once students start taking the sequence of clinical nursing courses, it is preferred that they do not take time off to be a Student Missionary or Task Force Worker. Reserving a space for students to return is often difficult and can be detrimental to learning. A leave of absence from the School of Nursing for the purpose of going as a Student Missionary/Task Force Worker will be considered according to the following guidelines:

1. A leave of absence will only be considered for students starting nursing courses on the College Place campus requesting a leave between the sophomore and junior years.
2. A leave of absence will not be granted for students requesting to be away between the junior and senior years, between the summer entry and the junior year, or in the middle of the sophomore, junior or senior years.
3. Request for the leave of absence must be made on or before June 1 BEFORE the student leaves. (For example, if going as an SM for 2012-13, the request to reserve a space in nursing classes for the fall of 2013 must be made by June 1, 2012)
4. If a leave of absence is granted, a space will be reserved for the quarter indicated by the contract.
5. A deposit is required to hold the reserved space.
6. If a student fails to apply by June 1 before departure or fails to pay the required deposit on time, a space will not be reserved and the student will be placed on the waiting list upon return.

PORTLAND CAMPUS RESOURCES & STUDENT LIFE

STUDENT - FACULTY COMMUNICATION

The bulletin boards and front glass doors in the School of Nursing serve as an avenue of general communication between faculty and students. Information concerning events, assemblies and other topics of interest to the students will be posted in these areas.

Most urgent communication with students will be sent my email or phone message. Students are expected to monitor their WWU email account regularly for urgent communication from the School of Nursing or from their instructors.

Papers and messages for individual students will be placed in the student's box in the School of Nursing. Each student is provided with a mailbox key. Lost keys are subject to a small replacement charge.

Students wishing to meet with faculty members may make appointments. A student wishing to reach a faculty member who is temporarily unavailable is encouraged to leave a message on the faculty's telephone voice mail or send them an email. The faculty member will attempt to return the call or email as soon as possible. Messages for faculty may also be placed in their boxes located in the lobby of the School of Nursing office.

STUDENT PROGRAM ADVISORS

The student program advisors at Walla Walla University School of Nursing work closely with the registrar's office and the Dean of the School of Nursing in evaluation of students' programs and academic progress. You should contact the program advisor if you:

- have questions regarding your total academic credits and what courses you need to take
- wish to transfer course work from another college or university to Walla Walla University
- need to repeat a course
- wish to add or drop a course
- wish to discuss current educational plans and progress
- need assistance in identifying methods of strengthening your academic performance
- wish to discuss your academic progress if you are on probation

HEALTH SERVICES

For students who do not have established health care providers in the Portland area, the School of Nursing recommends:

Ventura Park Adventist Health Clinic
 11510 SE Stark Street
 Portland OR 97216
 Phone: 503-256-0636
 Hours: Monday – Friday

Be sure to identify yourself as a Walla Walla University student. Further details about Portland health services and insurance coverage are available in the School of Nursing office lobby. (The insurance plan purchased through WWU is accepted at Ventura Park Clinic).

COUNSELING SERVICES

The School of Nursing recommends this professional for students in need of counseling services:

Carol Nightingale, LCSW, PC
 320 N. Main Ave, Suite 216
 Gresham, OR 97030
 Phone: 503-669-1095

Her office hours are Mondays-Thursdays. (This is not a suicide line or a 24-hour crisis line). The office is located in downtown Gresham. Details about costs of this service are available in the School of Nursing office lobby.

SCHOOL EQUIPMENT

Students are responsible for any damage to equipment that they have checked out from the school for clinical lab. It is expected that equipment will be returned in a timely manner and in the same condition as when checked out. Students will be expected to reimburse the school for damaged equipment. Special permission must be obtained for audio-visual equipment to be used off campus.

LIBRARY

Numerous library resources are available for student and faculty use, including books, periodicals, videos, DVDs, audio-visual equipment, study aids, a computer lab, and databases providing access to many full-text nursing/medical journals. A full-time librarian and student library assistants are available to help students. Questions and suggestions are welcomed. Below are important library policies.

Books: Books may be checked out for three weeks.

Periodicals: Periodicals can only be checked out by special arrangement with the Librarian.

Media Items: Except for reserve items, videos/DVDs/CDs/audiobooks may be checked out for three days.

Reserve Items: Reserve items are available at the reference/help desk. Most of these materials are available for use only within the library.

Children: Children under the age of 12 must be under the supervision of a responsible adult.

Responsibility: The individual who checks out an item is solely responsible for the return of the item in good condition.

Lost Resources: A flat fee will be charged for any item that is damaged or lost. The fee will be based on the average cost of replacing the item plus the cost of reordering and reprocessing. If charged to a student's account, an additional \$10 accounting fee will be added.

Copy Machine: The copy machine operates on the honor system. Copies cost 5 cents per copy. Please place money in the receptacle provided. The copy machine also has scanning capabilities.

Summit: WWU is a member of a library consortium. Students have access to the holdings of 35 other academic libraries in OR and WA. It generally takes about 5 days to receive items requested. Summit provides access to books and media items. The Summit collection can be searched using the online library catalogue.

Interlibrary Loan: Journal articles or other items not available through Summit can be requested through interlibrary loan. Request forms are available on the library webpage. Please see the librarian for assistance. Arrival times vary.

COMPUTER USE POLICIES

- Computers are maintained by Walla Walla University; therefore, priority is given to current Walla Walla University students, faculty, and staff.
- A student needing to do research for a nursing assignment has priority over others, using the computers for personal reasons.
- Computers in the library are available only during library hours.
- During high usage time, such as the end of the quarter or before deadlines, computer time may be limited.
- University computers may not be used for any illegal or pornographic purpose or to run a personal business.
- Downloading of movies or large files that impede the speed of the Portland campus network may result in a warning and/or loss of computer privileges.

ANIMALS & PETS

Animals and pets should not be brought on campus. Only seeing-eye or hearing assistance animals are allowed in school buildings.

PARKING

Student parking is provided in the Adventist Medical Center employee parking lot located behind the dormitory. Students' cars must be registered at the beginning of summer and fall quarters, and whenever students change vehicles or license plates. An Adventist Health parking sticker is required. Students may also park on the *north* side of Market Street, but this is not as safe as the employee parking lot. Do not park on the south side (residential side) of Market Street, as there is an agreement between the hospital and the neighborhood that cars will not be parked in front of those homes.

The small parking lot in front of the dormitory is for short-term visitors only. Student cars in the visitors lot in front of Hansen Hall dormitory or in any hospital visitor parking lot will be ticketed. Fines must be paid before subsequent registration.

Medical Center security personnel (ext. 6009) are available to walk students to their cars at night, if students feel a need for this service.

Parking at clinical agencies varies according to each agency policy. Students are responsible for any parking tickets received at agencies for parking inappropriately.

WEATHER POLICY

During the winter months, weather occasionally becomes so severe that safe travel is hazardous.

On class days: When there are inclement weather conditions, students can check on decisions about a class delay or school closure by:

- Checking their WWU email.
- Checking the School of Nursing website at www.wallawalla.edu/nursing
- Calling the School of Nursing Weather phone line – 503-251- 6115 ext. 7322. Do NOT just call the office manager.

On clinical days: Follow the instructions for your particular lab group as provided by your instructor about what to do in case of hazardous weather.

CHILD CARE

Child care is not provided at the School of Nursing. Children are not permitted in class or lab settings, and they are not to be left unattended in the hallways, library, school lobby, or dormitory. Parents/guardians will need to make their own arrangements for the care of children.

SMOKING

Smoking is not allowed in or around campus buildings.

CAFETERIA SERVICES

Students on the Portland Campus may elect to charge meals at the Adventist Medical Center cafeteria on their school accounts. An AMC ID card is required to charge means to the school account, otherwise cash or credit cards are accepted. Cafeteria hours are limited on weekends.

PORTLAND CAMPUS ASSEMBLY

The Portland campus has a mandatory assembly for students about every other week each quarter. Typical quarters have four assemblies but this varies based on holidays. These assemblies generally occur on Mondays at 1:00pm and last for 50 minutes. Any Monday class usually meeting at 1:00pm will start one hour later and run for the full class time or as determined by the instructor. (Example: If class usually is held from 1-2:50pm, it will be from 2-3:50pm on assembly days.) Attendance is taken at assembly and faculty include assembly attendance into course grades especially for clinical courses. The number of points assigned for assembly attendance is at the discretion of the instructor.

WEEK OF WORSHIP

Once per quarter, Week of Worship assemblies are held on a Monday and Tuesday at 1:00pm and last for 50 minutes. Afternoon classes will start one hour later and run for the full class time. Attendance is taken and all assemblies are required.

STUDENT ASSOCIATION

Associated Students of Walla Walla University (ASWWU) officers are elected each year for the Portland campus. Activities and events sponsored by the ASWWU are open to all registered students and sometimes their families. Information about activities is generally announced at assembly and posted on the ASWWU bulletin board by the student mailboxes.

NURSING HONOR SOCIETY – LAMBDA PSI

The Honor Society is a group of junior and senior nursing majors with outstanding academic achievement. Each fall quarter on the Portland campus, the School of Nursing Dean examines the Walla Walla University grade-point average of each student and determines the top 35 percent of each class. Individuals in the top 35 percent are invited to join the Honor Society.

The Honor Society plans events for its members and holds regular meetings. A major event is the annual job fair in the spring where agencies interested in recruiting CNAs and new graduate RNs come to meet students.

At the end of each school year, the Honor Society elects officers for the next year. Graduating members of the Honor Society wear gold cords at graduation to signify their membership and academic achievement.

NURSING DEDICATION

The nursing dedication ceremony marks an important milestone in professional development. This ceremony is a candle-lighting ceremony. Each participating student will need to choose a friend or relative who is a nurse, a senior nursing student, or a nursing faculty member to light his or her nurse's lamp during the program. The lighting of the candle is meant to signify the transfer of dedication to nursing from one to another.

This ceremony is held fall quarter. All students in the junior clinical courses are encouraged to participate. Participating students wear their school uniforms for this ceremony and their guest nurses wear nice church attire. The program is held at Sunnyside Seventh-Day Adventist church next door to the School of Nursing.

PINNING CEREMONY

The pinning ceremony signifies the completion of the nurses program and entry into the role of a professional nurse. Pinning is held the weekend of graduation on the main campus at College Place, Washington. Any senior nursing student who graduates in December, March, or June of a given school year is eligible to participate in the June pinning service on graduation weekend. In addition, any student expecting to graduate in August or December after June is also eligible to participate in that pinning or may elect to wait until the next June.

GRADUATION

Graduation is an important ceremony. Eligibility to march signifies the earned right to publicly accept a university diploma. All eligible students are encouraged to attend. Graduation is held on the main campus at College Place, Washington. Students not attending will need to notify the Academic Records Office.

CHURCHES

Portland area Seventh-day Adventist churches extend a warm welcome for you to worship with them on Sabbath at the church of your choice. Sunnyside Seventh-day Adventist Church is adjacent to the School of Nursing. A complete directory of churches in Oregon and Clark County, Washington is available at the School of Nursing office.

**Vice President for the Senior Class – Portland Campus
Job Description**

1. During the fall quarter of each year, the senior nursing class elects a vice president or co-vice presidents.
2. There can be no more than two co-vice presidents. These individuals are vice presidents for the senior class at Walla Walla University as a whole. Although the senior nursing class may elect additional officers, they are not recognized as officers by the senior class at Walla Walla University as a whole. At graduation, the co-presidents march with the class officers in front of the entire class (they will not sit or march with the rest of the nursing graduates).
3. The responsibilities of the nursing senior class officers are:
 1. Plan the nurses' pinning ceremony on graduation weekend. This includes:
 - Selection of a speaker, special music, individual for opening prayer.
(Note: The School of Nursing will reimburse reasonable costs for a speaker, such as hotel room for one night, but will not pay transportation other than car mileage.)
 - Determination of what students will wear (cap & gown, student uniform, white uniform or church clothes with lab coat).
 - Coordination with organist, church and PA personnel.
 - Determination of the pinning ceremony procedure (i.e. will class have slides, what will be said while they are being pinned, order of pinning, etc.)
 - Inviting all graduates from December, March, June, next August and next December.
(Note: Graduates from the next December may participate in the pinning ceremony, but not march at commencement.)
 - Class is not responsible for planning or paying for the pinning reception, printing programs, ordering pins, ordering honor cords or selecting awards. Presentation of flowers is usually the only cost to the class unless slides/pictures are shown during the ceremony.
 2. Coordination of the finances of the class. (Note: All funds are kept by Walla Walla University School of Nursing office, not a separate bank account)
 3. Determine if any other official senior class events will be held for the class.
 - Any additional events the class plans (other than the pinning ceremony) must be paid for with class funds.
 - Events must comply with University rules of conduct (i.e. no alcohol and avoidance of Sabbath hours unless spiritual in nature)
 - Class must invite all graduates from December, March, June, next August and next December
 - Events cannot conflict with final exams, pinning or graduation events
4. Encourage all graduates to attend events in College Place, Washington.