Walla Walla University
School of Nursing

Important Policies for Preceptors & Agency Staff
2016-2017
Dear Preceptors and Agency Staff:

The School of Nursing faculty and staff join me in saying “THANK YOU” for being willing to share your knowledge, skills and experience with our senior nursing majors in your place of work. Walla Walla University School of Nursing has a long history of providing nursing education in the Portland, Oregon/Southwest Washington area.

While our name is confusing, all senior nursing majors are enrolled at the Portland campus located in SE Portland on the campus of Adventist Medical Center. Our main campus is located in College Place, WA, (adjacent to the town of Walla Walla) but all nursing majors complete their junior and senior years on our Portland campus.

Walla Walla University is a private university affiliated with the Seventh-day Adventist church. The student population at WWU as a whole is primarily traditional college-age students who attend because the University is owned and operated by the SDA Church. Walla Walla University School of Nursing can trace its roots back to 1897 when the Portland Sanitarium and Hospital started a nursing program. The Portland Sanitarium nursing program started working with Walla Walla University (then Walla Walla College) in about 1936. Over time, the nursing program officially became part of Walla Walla University and the first class graduated with a baccalaureate degree in 1951.

We have developed this booklet to make sure preceptors and agency staff are informed about important policies regarding our students while they are in their clinical lab experience. At any time, you can contact the School of Nursing office if there are concerns or questions. However, each of our students is supervised by an instructor who you will see quite often during the quarter. It will be most efficient if you contact the instructor for questions or concerns regarding the student’s performance.

Thank you for your service to Walla Walla University and the profession of nursing.

Sincerely,

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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 recreation 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 and vision of the university and is in harmony with the beliefs and practices of the Seventh-day Adventist Church. The School of Nursing faculty hold a belief that the profession of nursing is supported by the concepts of competence and professionalism. These concepts include the knowledge, skills, and attitudes that guide the practice of safe patient-centered nursing care 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. Therapeutic nursing interventions and health promotion for individuals, families, communities and populations are enhanced by effective communication, informatics, and the use of technology. Ethics, integrity, and respect for others are essential building blocks in the development of professional nurses who demonstrate responsibility, accountability, teamwork, collaboration and self-directed learning. Baccalaureate nursing education prepares the graduate to participate in leadership, management, quality improvement, and to provide evidence based practice. The educational process provides a foundation for graduate study, lifelong learning, and generous service.

Revised – April, 2015
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 the acquisition of knowledge, skills and attitudes required for entry into professional nursing practice. The curriculum of the School of Nursing has as its foundation Christian spirituality. The building blocks of the curriculum reflect the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, the six QSEN concepts and the ANA Scope and Standards of Practice for Nursing. The curriculum is designed to assist students to balance professionalism and competence within a caring environment.
OUTCOMES OF THE CURRICULUM

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

1. Demonstrate sensitivity, compassion and respect while providing patient centered care.

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, communities and populations.

4. Safely perform complex 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 effective communication and teamwork/collaborative skills to deliver evidence-based, patient-centered care.

6. Integrate informatics to manage information, mitigate error and support decision making in a variety of settings.

7. Utilize healthcare research to support evidence-based practice.

8. Apply leadership and management principles to effectively develop safety and quality improvement initiatives.

9. Integrate ethical principles and legal regulation into evidence-based practice.

10. Demonstrate professional integrity, responsibility, accountability, and self-directed learning.

THE ROLE OF THE PRECEPTOR

The School of Nursing utilizes preceptors in four different courses; all in the senior year. These courses are:

NRSG 421 - NURSING OF THE CHRONICALLY ILL (8 credits)
Nursing care of clients experiencing long term alterations in health. Emphasis on concepts related to chronic illness applied in a variety of clinical settings to clients of different ages.

NRSG 437 - ADVANCED ACUTE NURSING (8 credits)
Advanced nursing care of clients in an acute care setting who are experiencing complex multi-system health problems.

NRSG 441 - COMMUNITY HEALTH NURSING (8 credits)
Study and application of nursing, public health, and organizational theories through use of the nursing process to communities, populations, and subpopulations at risk within the community. Health beliefs and special needs of groups from diverse cultures are explored.

NRSG 490 - NURSING PRACTICUM (2 – 4 credits)
Individual study arrangement involving students, faculty, and health care agencies to gain additional clinical experience in an area of special interest.
Preceptors and nursing faculty work together to ensure that students obtain the best clinical opportunity possible and achieve the outcomes for the course. Preceptors are provided with the syllabus, faculty contact information, clinical evaluation form and other course specific information at the beginning of each quarter. Below is an outline of the role of the preceptor, clinical instructor and student.

Roles:

A. Role of the Preceptor:
- Expert who assists the student in integrating theory into practice
- Role model for socialization into the professional setting
- Teacher who is interested in student learning
- Provider of experiences necessary to meet course/clinical objectives
- Communicator of evaluative information for the student’s final clinical evaluation

B. Role of the Clinical instructor
- Representative of WWU
- Communicator of course expectations to the preceptor and the student
- Monitor of student progress toward meeting course and clinical objectives
- Resource for both student and preceptor
- Collaborator with preceptor and agency
- Consultant/teacher on a weekly basis
- Evaluator of student performance
- Evaluator of the adequacy and quality of the agency

C. Role of the Student
- Representative of WWU
- Learner of skills, experiences and information
- Provider of nursing care to clients in accordance with agency policies and procedures
- Collaborator with agency staff
- Identifier of personal clinical learning needs
- Seeker of direction and feedback from preceptor and instructor
- Director of own learning experiences
- Communicator with clients, preceptor, staff, instructor and peers
- Evaluator of own clinical experience, agency/preceptor, instructor and course

Availability of Faculty to Preceptors and Students - Preceptors and students may contact clinical instructors by pager or phone during all clinical hours. In addition, preceptors and students may utilize email, fax and voice messaging through the School of Nursing. Preceptors and students may contact the School of Nursing office for assistance in locating a clinical instructor on non-clinical days.

Agency Liaison (Non-Nurse)
In some community settings where NO NURSES are employed, agency liaisons work with faculty to supervise students. Agency liaisons are experienced managers or school personnel who know the agency and clients well. This agency liaison is asked to provide evaluation information to the WWU faculty on the students’ demonstration of professionalism, communication and teamwork. Nursing care is evaluated by WWU faculty. Frequency of faculty contact may need to be increased in some situations.
IMPORTANT SCHOOL OF NURSING POLICIES

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


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. Willful and purposeful disrespect for patients, patient families or patient belongings.
2. Charged with a criminal offense (speeding/parking tickets not applicable).
3. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
4. Failure to assume personal responsibility for appointments and obligations, communication, appearance, rights of others, etc.
5. Inability to recognize or inattention to matters of patient safety and well-being.
6. Professional incompetence, egregious errors or concerns of patient safety.
7. Repeated poor nursing care due to lack of preparation.
8. Unsafe or unacceptable behavior due to physical or emotional illness of the student, i.e., over-dependency, hostility, uncooperativeness, addiction or aggression.
9. Consistent and extended inability or unwillingness to improve in documented areas of weakness that are critical to professional nursing care.
10. 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.
11. Failure to maintain patient confidentiality/violation of HIPAA.
12. Violation of the Nurse Practice Acts.
13. Performing an intervention not allowed in that course or before being formally approved to complete that intervention independently (without direct supervision).
LEGAL RESPONSIBILITIES AND LIABILITY INSURANCE

Students are legally responsible for their own actions as judged reasonably 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.

ATTENDANCE POLICY

Attendance at all classroom and clinical sessions is required. When illness or special circumstances prevent attendance, students are responsible for notifying the instructor, the clinical agency and the preceptor. The student must then work with the preceptor to arrange for make-up time to complete the required number of clinical hours.

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.

Lab/Clinical Attire
(The following apply to all clinical settings including time in the agency when researching for future 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.
• Lab Coat: For any clinical when a lab coat is worn, it must have the photo ID badge on the front.
• Body Adornment:
  o Other than one non-dangling earring per earlobe, piercing jewelry must be removed. This includes other piercing such as tongue studs, nose rings, lip or eyebrow jewelry, etc. Band aids may NOT be used to cover piercings.
  o Multiple rings on the hands should be removed. One band for those that are married is allowed.
  o Necklaces or bracelets should not be worn in lab.
  o Tattoos must be covered at all times in lab.
  o 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)
• Hair:
  o 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.
  o Hair color should be a color occurring naturally in humans.
  o Beards, mustaches and any facial hair must be neatly trimmed and maintained. A stubble appearance is not acceptable in any clinical setting.
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<th>Specific Dress Policy when the Student Uniform is Required</th>
<th>Specific Dress Policy when the Student Uniform is NOT Required</th>
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| **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.  
  * 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. | Some clinical settings consider the student uniform to be inappropriate and/or 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:  
  * 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. |
| **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. | |
| **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. | |

**CLINICAL EVALUATION**

Each clinical course uses an evaluation form based on the ten objectives that make up the *Outcomes of the Curriculum*. 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 selected items in Outcomes 9 and 10 are 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*

All 10 of the overall objectives must be passed to satisfactorily pass the clinical portion of the course. Scores on items grouped under each of the 10 objectives must average a 3.0 to pass that objective. All items rated as “Not met/Met” must be scored as “Met” to pass.

* Ratings of 5, 2 or 1 require a specific instructor comment or rationale.
Senior level courses 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.

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 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
- Professional incompetence, egregious errors or concerns for patient safety.
- Violation of any agreement associated with clinical probation
- Unprofessional behavior or language
- Failure to comply with the School of Nursing dress policy or dress policy of the agency
- Performing invasive procedures or administering medications without supervision or approval from instructor (Juniors) or preceptor (Seniors)

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.

DRUG, MARIJUANA OR ALCOHOL USE

The use of drugs, marijuana and/or alcohol impairs a nurse’s ability to practice. Practicing under the influence of drugs, marijuana or alcohol is considered Professional Misconduct by the Washington State Nursing Care Quality Assurance Commission and the Oregon State Board of Nursing. Impairment of a nurse or a nursing student due to drugs, marijuana or alcohol may result in suspension of a nursing license, denial of initial licensure, dismissal from WWU School of Nursing and/or dismissal from Walla Walla University.

Students whose behaviors suggest that they are impaired due to the use of drugs, marijuana or alcohol (including drugs taken with valid prescriptions for legitimate medical purposes), will be removed from the classroom and/or clinical area. Walla Walla University School of Nursing reserves the right to require any student to submit to alcohol and/or drug testing when there is reason to suspect that the student is under the influence of any drugs or alcohol. The student will be notified by the Dean or Associate Dean of the School of Nursing.

Students who are on prescription medications that impair judgment, cognition, motor skills or functioning in any manner are expected to assume professional accountability and notify their clinical instructors about their need to be absent from clinical while on this medication. Impaired functioning in the clinical area due to any medication is considered unprofessional and unsafe. Prolonged need to use this prescription medication may delay progression in the program.

For additional information, please see the Walla Walla University Student Handbook for all students at https://wallawalla.edu/campus-life/student-life/dean-of-students/student-handbook-and-code-of-conduct.html
DRUG SCREENING POLICY

Due to Oregon State Law, students in clinical nursing classes are required to pass a drug screening prior to beginning the clinical experience. Walla Walla University and any clinical agency also reserve the right to require a drug screening at any time.

Urine drug screens must be conducted and the official results return to the School of Nursing before a student can go to lab. Once completed, the drug screen is considered current for two years as long as the student is continuously enrolled in the program. 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.

Positive drug screens that are unrelated to documented prescription medication use require an evaluation according to the WWU Drug and Alcohol Policy. Students cannot participate in clinical while the drug evaluation is taking place. The School of Nursing will notify the clinical agency of a positive drug screen. Agencies reserve the right to deny access to patient care in their facilities to students with positive drug screens that are unrelated to prescription medications. If an agency denies access to patient care due to this positive drug screen, the student cannot continue in the nursing program.

If a student is a certified nursing assistant or license practical nurse, their appropriate state board of nursing/nursing commission must also be notified of this positive drug screen. Student may be investigated by these state agencies.

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). Required training sessions are 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. In addition, each clinical agency may have additional required training that are site-specific. Students must also hold current CPR certification. CPR certification must be Professional Rescuer through the American Heart Association.

DISASTER DURING CLINICAL LAB - A disaster is defined as a natural event (earthquake, fire or storm etc.) or other disaster (bombing, military action or aggressive attack)

When students have clinical 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.
MEDICATION ADMINISTRATION POLICY

Note: The whole WWU medication administration policy is included here so that preceptors can see the close supervision of students in the sophomore and junior years. All students assigned to preceptors are seniors and taking 400 level nursing courses.

1. General Policies for Medication Administration
   A. Initially, all medication administration will be supervised by the instructor, or with the consent of the instructor, by the staff RN. As students achieve competency in medication administration, clinical faculty will determine the degree of faculty collaboration and consultation for specific medications.

   All students are expected to:
   - Practice the "Rights" of medication administration.
   - Implement appropriate nursing actions for administered medications.
   - Make ongoing assessments of client pertinent to medication before, during and after administration (client observations, pain scale, vital signs, and lab reports etc).
   - Document all administered medications on appropriate client records (MAR, Flow Sheets, narcotic record, etc.) according to clinical facility policy.
   - Use filter needles for all medications drawn from ampules.
   - Use "Z" track technique of medication administration for irritating parenteral meds using procedure prescribed by the clinical facility and/or published skills procedure resource.
   - Give IM medications to clients under the age of six in the vastus lateralis only. (Immunizations may utilize a different protocol)
   - Work directly with their instructor, staff RN or preceptor when giving oral, injectable or IV narcotics.
   - Waste controlled substances with two licensed RNs who co-sign the narcotic record.
   - Give heparin and insulin only when prepared medication has been specifically checked with an RN per agency protocol.
   - Adhere to clinical facility policies for any other specially designated medications including narcotics.

   B. Students may NOT:
   - Administer IV cancer chemotherapeutic agents.
   - Administer conscious sedation medications
   - Add medications to an epidural
   - Give any medication in the school setting not specifically approved for that patient.

2. Specific Policies for Intravenous Medication Administration
   A. Sophomores and Juniors (200 level or 300 level courses):
      All IV medications must be prepared and administered under the DIRECT supervision of the clinical instructor or in some cases the assigned staff RN if specifically allowed by the clinical instructor.

      Under DIRECT supervision, sophomore and junior students MAY:
      - Hang IV primary solutions.
      - Administer routine IVPB medications.
      - Flush saline locks with saline according to agency policy.
      - Change dressings on peripheral lines.
      - Change dressings and discontinue peripheral IV lines according to agency policy.
      - Monitor and document PCA and may add medication.
      - Administer TPN or intralipids.
      - Administer IV push medications after successfully completing the NRSG 213: Pharmacology in Nursing IV Push medication skills test AND with the clinical instructor.
or the EXPRESS consent of the clinical instructor on that DAY under the direct supervision of the staff registered nurse.

B. **Seniors (400 level courses)**
   - IV medications and solutions may be administered under the supervision of the preceptor according to agency policy.
   - TPN and intralipid administration require DIRECT supervision.

3. **Specific Policies for Venipuncture Initiation**
   Students may perform Venipuncture only after completing the venipuncture instruction, practice and venipuncture lab in NRSG 321: Nursing of the Acutely Ill Adult following these guidelines:
   - Students may only perform venipuncture on adults.
   - Junior students must be directly supervised by the clinical instructor or the assigned staff nurse with the instructor’s permission.
   - Senior students must have discussed the procedure with their clinical instructor/preceptor prior to initiating the procedure and receive specific approval to do venipuncture independently.

4. **Administration of Blood and Blood Products**
   - Blood and blood products may be administered by students only under direct supervision of instructor or staff RN/preceptor.
   - Blood products must be double-checked with 2 RNs prior to administration.
   - Students may administer blood and blood products according to hospital policy, but cannot be done independently.
   - Prior to initiating blood transfusion, students will obtain baseline vital signs and record data appropriately.
   - Students may participate in ongoing assessments during transfusion as required by hospital policy

5. **Specific Policy for Pediatrics:**
   - All medications must be prepared and administered under the direct supervision of the instructor, or with the consent of the instructor by the staff RN.
   - IM medications to patients under the age of six will be administered only in the vastus lateralis.
     (Immunizations may utilize a different protocol)

6. **Student Use of Automatic Drug Distribution Devices (ADDD) (RxStation, Pyxis, Omnicell etc.)**
   - All students will receive orientation to use of the ADDD as a part of their orientation to each clinical facility. Some facilities provide a video orientation and others provide a live demonstration. Instructors are responsible for monitoring that orientation has been completed.
   - All students will receive orientation to the agency policy regarding student use of the ADDD.
   - Students will be given individual access codes to the ADDDs or must work with their instructor, preceptor or staff RN to access these devices according to agency policy.
   - Sophomore students may not access ADDDs without their instructor or staff RN present.
   - Junior students must demonstrate competency with the ADDD to their instructor prior to being approved to access the ADDD without direct supervision if allowed by agency policy.
   - Senior students must demonstrate competency with the ADDD to their instructor/preceptor prior to being allowed to access the ADDD without direct supervision if allowed by agency policy.
   - Errors related to use of the ADDD will be reported using the WWU School of Nursing Quality Management Reporting process.
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 with water 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. 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 “Non-Work Related Accident/Incident Report.” This form can be found at: http://www.wallawalla.edu/fileadmin/user_upload/risk_safety/forms/nonwork_related_forms.pdf
9. Documentation of the incident and the treatment provided is maintained at the School of Nursing and a copy is sent to WWU Campus Health and Wellness and reviewed by the Safety Committee.

QUALITY MANAGEMENT REPORT (Incident Report)

Patient Safety and Quality Care are some of the highest priorities at the School of Nursing. The faculty recognize that a medication error or adverse event can happen for a variety of reasons. No matter the cause of the error, there is value in learning from these events in order to improve quality care and patient safety. This is why the WWU SON strives to create a CULTURE OF SAFETY but also function in a JUST CULTURE among student nurses and faculty.

A JUST CULTURE recognizes that mistakes happen, but that many mistakes can be prevented. Our approach emphasizes individual accountability and has a zero tolerance for risky or reckless behavior. We try very hard to distinguish between:

- a. Human error (i.e. slips/pure accidents)
- b. At-risk behavior (i.e. taking shortcuts), and
- c. Reckless behavior (i.e. ignoring required safety steps)

If a medication error/adverse event occurs, it is imperative that the student report the mistake or event. This means informing your clinical instructor and your nurse at the agency immediately. You may also be responsible for providing emergency care for the patient and calling the health care provider. Once the situation has stabilized, you must complete the SON Quality Management Report as well as any report required by the agency.
Examples of what to report:
- Medication errors committed by the student RN
- Adverse events during time of patient care that results in patient injury (falls, mistake in an intervention)
- Adverse events where patient injury did not obviously occur, but might show up later (break in sterile technique, etc)

The student and the clinical instructor will complete the WWU SON Quality Management Report together. This form will include specific details pertaining to the incident as well as an analysis of how the mistake happened and what must be done to prevent it from happening again. The SON Quality Management Report should be completed within 24 hours of the event and submitted to the SON Dean or Associate Dean.

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.

ELECTRONIC DEVICES

- Electronic devices such as cell phones 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.

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.

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 expelled for posting pictures of themselves with a placenta).
- Do not discuss your patients specifically or even vaguely. (An ER Nurse was 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.