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**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 Handbook*.

The WWU Bulletin can be found at: [http://bulletin.walla.walla.edu/](http://bulletin.walla.walla.edu/)


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 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.

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** originates from faith in a personal God.
• **Communication** is a dynamic process which establishes a connection between individuals.

• **Ethics** are principles and standards that govern proper conduct.

• **Evidence Based Practice** is integration of clinical expertise, patient values and the best research evidence into the decision making process for patient care (Sachett, 1996).

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

• **Informatics** is the use of information and technology to communicate, manage knowledge, mitigate error and support decision-making. (QSEN, 2012). This would include the use of information management systems, documentation technologies and patient care equipment.

• **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.

• **Patient Centered Care** is recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs. (QSEN, 2012)

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

• **Quality Improvement** is the use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2012)

• **Respect** is positive regard for self and others.

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

• **Safety** is minimizing the risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2012)

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

• **Synthesis of Knowledge** is the blending of previously learned information into new concepts and understanding.

• **Teamwork & Collaboration** are functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision-making to achieve quality patient care (QSEN, 2012).

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

**References:**

Quality & Safety Education for Nurses (2012) *Pre-licensure KSAs.* Retrieved from the QSEN Institute website http://qsen.org/competencies/pre-licensure-ksas/

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.
LEVEL OBJECTIVES

The majority of the Outcomes of the Curriculum have been leveled from simple to complex across the curriculum according to the sophomore, junior and senior nursing courses. Two of the Outcomes (#1 and #10) are not leveled as these reflect knowledge, skills and attitudes that must be demonstrated equally at all levels. Listed below are the Outcomes of the Curriculum with the level objectives.

1. Demonstrate sensitivity, compassion and respect while providing patient centered care.
   ~ Applies equally to all levels.

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, communities and populations.
   ~ 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, 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.
   ~ Sophomores: Safely perform basic therapeutic nursing interventions with frequent verbal and physical directive cues that are directed at promotion and maintenance of health behaviors, prevention of disease, recovery from illness, or acceptance of death for adult individuals.
   ~ Juniors: Safely perform therapeutic nursing interventions with decreasing need for verbal and physical 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: Safely perform complex 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 effective communication and teamwork/collaborative skills to deliver evidence-based, patient-centered care.
   ~ Sophomores: Practice beginning effective communication and teamwork/collaboration skills to deliver evidence-based patient-centered care.
   ~ Juniors: Demonstrate effective communication and teamwork/collaborative skills to deliver evidence-based, patient-centered care with increasing independence.
   ~ Seniors: 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.**
   ~ **Sophomores:** Use informatics to review and document selected information, improve accuracy and support decision-making.
   ~ **Juniors:** Apply informatics to review and document comprehensive information, improve accuracy and supposed decision making in selected settings.
   ~ **Seniors:** 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**
   ~ **Sophomores:** Recognize the role of healthcare research as it influences evidence-based practice.
   ~ **Juniors:** Evaluate the credibility of healthcare research to support evidence-based practice.
   ~ **Seniors:** Utilize healthcare research to support evidence-based practice.

8. **Apply leadership and management principles to effectively develop safety and quality improvement initiatives.**
   ~ **Sophomores:** Manage self to ensure safety and recognize quality improvement opportunities.
   ~ **Juniors:** Prioritize care to ensure safety and participate in quality improvement activities.
   ~ **Seniors:** Apply leadership and management principles to effectively develop safety and quality improvement initiatives.

9. **Integrate ethical principles and legal regulation into evidence-based practice.**
   ~ **Sophomores:** Apply general ethical principles and legal regulations that affect evidence-based practice.
   ~ **Juniors:** Apply ethical principles and setting-specific legal regulations to evidence-based practice.
   ~ **Seniors:** Integrate ethical principles and legal regulations into evidence-based practice.

10. **Demonstrate professional integrity, responsibility, accountability, and self-directed learning.**
    ~ Applies equally to all levels

Below is a comparison table outlining how the Outcomes of the Curriculum align with the following important professional nursing standards:

- The AACN Essentials of Baccalaureate Education for Professional Nursing Practice,
- The six QSEN concepts and the
- ANA Scope and Standards of Practice for Nursing.
| Comparison Table – WWU SON Outcomes, Conceptual Model, AACN Essentials, QSEN, ANA |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| AACN: Essentials of Baccalaureate Education | QSEN                              | ANA Standards of Practice and Professional Performance | WWU SON Outcomes of the Curriculum |
| I – Liberal Education for Baccalaureate Generalist Nursing Practice | | | 2. Synthesize knowledge and principles from the humanities, sciences, and nursing to form purposeful judgment. |
| II – Basic Organization and Systems Leadership for Quality Care and Patient Safety | Safety Quality Improvement | Standards 1-6: Steps of the Nursing Process Standard 10: Quality of Practice Standard 12: Leadership | 3. Apply the nursing process in diverse settings to provide care for individuals, families, communities and populations. 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. |
| III – Scholarship for Evidence Based-Practice | Evidence Based Practice | Standard 9: Evidence-based Practice and Research | 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. 7. Utilize healthcare research to support evidence-based practice. |
| VII – Clinical Prevention and Population Health | | Standard 5B: health Teaching and Health Promotion Standard 16: Environmental Health | 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. |
| IX – Baccalaureate Generalist Nursing Practice | Patient Centered Care | Standards 1-16 | Outcomes 1-10…. but especially 1. Demonstrate sensitivity, compassion and respect while providing patient centered care. 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. |
| Concepts from SON Conceptual Model | | | Purposeful Judgement Safety Nursing Process Quality Improvement Leadership/ Management Evidence Based Practice Informatics Leadership/ Management Communication Teamwork & Collaboration Health Promotion Ethics/Integrity Self-Directed Learning Responsibility/ Accountability Therapeutic Nursing Interventions Patient Centered Care |
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.

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

SCHOOL OF NURSING’S RESPONSIBILITIES TO THE STUDENT

1. Classroom instruction through use of lecture, group discussions, scenarios, activities, case studies and appropriate learning aids.

2. Skills lab instruction using mannequins, medical equipment and supplies.

3. Clinical experience coordinated by a lead instructor and supervised by an instructor or a preceptor in a variety of health care agencies and settings.

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 conduct which reflects the standards, values, and ethical behaviors of Walla Walla University and the profession of nursing.

5. Model the professional nursing role based on safe, 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: 
   • To know and understand the contents of the syllabus. 
   • To follow course policies. 
   • Not to ask for special treatment. (Although students with situations beyond their control are encouraged to communicate with faculty and staff) 

4. Students have the right to receive clear learning objectives and instructions. 
   Students are expected: 
   • To ask for explanation of any unclear learning objectives or instructions. 

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 for future assignments. 

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 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. 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 Associate Dean or Dean of the School of Nursing. All courses taken off campus after admission to the School of Nursing must be approved by the WWU Academic Records office with permission granted in writing. Five out of the last 45 credits before graduation may be taken off campus before graduation, but still must be approved by the WWU Academic Records office in writing.
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 can 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 one or two clinical days) would require a petition to 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, severe personal illness, or illness of your child) should communicate with the appropriate School of Nursing faculty member(s) immediately.

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:

<table>
<thead>
<tr>
<th>Passing Grades</th>
<th>Non-passing grades</th>
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</thead>
<tbody>
<tr>
<td>Grade</td>
<td>%</td>
</tr>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>84-87</td>
</tr>
<tr>
<td>B-</td>
<td>82-83</td>
</tr>
<tr>
<td>C+</td>
<td>80-81</td>
</tr>
<tr>
<td>C</td>
<td>76-79</td>
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</tbody>
</table>

Students must successfully complete both the theoretical and clinical portions of a course in order to pass the course. All required nursing and 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, but may elect to continue to study at WWU in another major.
### STANDARDIZED ACHIEVEMENT EXAMINATIONS

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

<table>
<thead>
<tr>
<th>YEAR</th>
<th>TESTS</th>
<th>ADMINISTERED</th>
</tr>
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<tbody>
<tr>
<td>Pre-admission</td>
<td>Accuplacer Reading Skills Test</td>
<td>Pre-admission</td>
</tr>
<tr>
<td></td>
<td>Health Sciences Reasoning Test</td>
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<td></td>
<td>Accuplacer Arithmetic Test</td>
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<tr>
<td>College Place</td>
<td>Fundamentals Exam</td>
<td>At the end of NRS 211</td>
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<tr>
<td>Sophomores</td>
<td>Health Assessment Exam</td>
<td>At the end of NRS 212</td>
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<tr>
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<td>Sophomore Comprehensive Exam</td>
<td>At the end of NRS 213</td>
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<tr>
<td>Summer</td>
<td>Sophomore Comprehensive Exam</td>
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<tr>
<td>Sophomores</td>
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<tr>
<td>Juniors</td>
<td>Med-Surg Nursing Exam</td>
<td>At the end of NRS 321</td>
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<tr>
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<td>Mental Health Nursing Exam</td>
<td>At the end of NRS 331</td>
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<tr>
<td></td>
<td>OB Exam</td>
<td>At the end of NRS 344</td>
</tr>
<tr>
<td>Seniors</td>
<td>Senior Comprehensive Finals (two separate tests)</td>
<td>During NRS 450</td>
</tr>
<tr>
<td>Graduates</td>
<td>NCLEX-RN (fees range from $300-500 – depending on state)</td>
<td>After completion of degree</td>
</tr>
<tr>
<td></td>
<td>(Not required for the degree, but required to practice nursing)</td>
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</tbody>
</table>

- **Accuplacer Reading Skills Test**: This test is given to pre-nursing majors and applicants. Scores of 80 or above are necessary for admission. This test may only be taken twice for each application deadline.

- **Health Sciences Reasoning Test**: This test is given to pre-nursing majors and applicants. Scores of 17 and above are necessary for admission. This test may only be taken twice for each application deadline.

- **Accuplacer Arithmetic Test**: This test is given to pre-nursing majors and applicants. Scores of 80 and above are necessary for admission. This test may only be taken twice for each application deadline.

- **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 after 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 these tests. Students who do not pass a test will be presented with their individualized re-testing options in writing. Students must wait at least 10 days before retesting. If this is the FIRST standardized exam that has been failed while in the nursing program, the student may:

1. Elect to study independently during the break between quarters and try to pass a re-take of the test on their own before the next quarter starts.
   - If this re-take is passed, the student continues on with the nursing curriculum as planned.
   - If the re-take is not passed on this second try, the student is required to enroll in NRS 100: Directed Nursing Studies the subsequent quarter and be limited to 13 credit hours while in directed studies.
2. Voluntarily enroll in NRSG 100: Directed Nursing Studies the next quarter without trying to study independently. The student will also be limited to 13 credit hours while in directed studies. Students who are unsure of their abilities to study on their own are encouraged to select this option as it preserves one of the four attempts at the test.

To pass NRSG 100: Directed Nursing Studies, the student must pass a re-take of the test. If the test is not passed after one quarter in Directed Nursing Studies, 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 NRSG 100: Directed Nursing Studies and be limited to 13 credit hours while in directed studies.

- **Senior Comprehensive Exams:** During NRSG 450: NCLEX Review, two senior comprehensive exams (NCLEX predictor tests) are given. Students must achieve a passing score on ONE of these senior comprehensive exams 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 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 NRSG 450: NCLEX Review. Fees for taking the NCLEX range from $300-500 and are paid directly to the state board and the testing company. Authorization to take the NCLEX-RN can only be obtained when one of the senior comprehensive exams is passed at the required level and the student has officially graduated (all other graduation requirements must be met as well). The timing of recommendation to take the NCLEX-RN will be based on the following policy:

A. If a student passes BOTH of the senior comprehensive exams at the required levels, the student’s name will be released immediately after graduation to their preferred state board of nursing to receive an “Authorization to Test” and schedule a testing date. (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 comprehensive exams is passed by a student, the student’s name will not be released to their preferred state board immediately after graduation. These students must wait until the official Walla Walla University transcript is ready and sent. Graduates should expect that this may delay the receipt of their “Authorization to Test” by about one to two weeks. This is to strongly encourage taking time for a great deal of serious study in preparation for the senior tests as well as for the NCLEX-RN.

C. If neither of the two senior comprehensive exams is passed on the first try, an “in progress” grade will be given in NRSG 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 may be delayed if one of the two senior comprehensive exams is not passed during NRSG 450: NCLEX Review.

D. If a student cannot pass a comprehensive nursing exam after taking a third test, the student must audit nursing courses in the areas of deficiency and be retested until this graduation requirement is met.
GRADING IN RELATION TO SOPHOMORE AND JUNIOR STANDARDIZED ACHIEVEMENT EXAMS

Students must complete any required 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 OR D2L FOR TESTS/QUIZZES

When faculty members elect to use the automatic scanning machine or D2L to assist in the grading of quizzes and tests, the official school policy is that whatever the student marks on the scanning page or the computer screen is the answer that is graded. Students should take care in documenting their answers.

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 but 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. Note: Cell phones can NOT be used as calculators during a test or quiz.

3. Students may not listen to music 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 or discuss the questions in the room while others are still taking the test.

8. Once students’ complete tests and leave the room, they may NOT return until all students have completed the test.

9. For tests taken 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 such as where to sit or requiring the use of security/privacy devices.

Violation of these test-taking guidelines may constitute failure of the test or being place on probation.
CLINICAL EVALUATIONS

Each clinical instructor will provide formal feedback on performance in clinical lab at least twice during the quarter; at mid-term and at the conclusion of the course. The midterm evaluation provides feedback on the student’s progress toward achieving the clinical objectives at that point in the quarter. 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 either for the midterm or final evaluation or both. 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.

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. Overall 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.

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 course grade of F and are required to repeat the course, if allowed, to continue as a nursing major.

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.
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. (See specific policy on alcohol and marijuana use)
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).
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. Faculty have a responsibility to foster integrity by example and instruction. Students have a responsibility to learn, respect, and practice integrity.

All acts of dishonesty are unacceptable. The term “academic dishonesty” may include cheating, prohibited collaboration, helping someone else to be dishonest, plagiarism, forgery, falsification and misrepresentation. All assignments submitted by a student must represent his/her own ideas, concepts, and current understanding or must cite the original source. Academic dishonesty may include, but isn’t limited to the following:

- Cheating/Prohibited collaboration:
  o Using notes or books during a test or quiz unless allowed by the instructor.
  o Using any unauthorized assistance from other students on class assignments, exams, etc. (whether other students are aware or not)
  o Unauthorized copying of class assignments (i.e. quizzes, exams, etc.)
  o Having another student complete an assignment for you.
  o Talking to another student during an exam.
  o Gaining unauthorized access to past exams from a course.
  o Removing tests from a classroom or office without prior consent.
  o Discussing an exam you have taken with other students who have yet to take that exam.
  o Providing false or exaggerated excuses to postpone due dates or an exam date.

- Helping Someone Else be Dishonest:
  o Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
  o Allowing other students to look at one’s own work during an exam or in an assignment where collaboration is not allowed.
  o Providing information, material, or assistance to another person knowing that it may be used in violation of policies.
  o Providing false information in connection with any academic honesty inquiry.

- Plagiarism:
  o The use by direct quotation and/or paraphrasing of another person’s work, published or unpublished, without proper citation.
  o Attempting to “blur the line” between your own ideas and those taken from another source.
  o The use of papers purchased online and turned in as your own work.
  o Submission of written work such as reports, assignments, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

- Forgery/Falsifying records/Misrepresentation of Official Documents:
  o Making up data or falsifying signatures/information on your charting.
  o Falsifying clinical lab hours on your clinical log.
  o Falsification of class, clinical or assembly attendance documentation.
  o Forging signatures or falsifying information on official documents such as drop/add forms, incomplete forms, petitions, letters of permission, recommendation letters, or any official university document, etc.

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 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.

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.
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, NRSR 211, 212, 213, 214, 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 no more than 13 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 approved to return to repeat the failed nursing course, they will be placed on Conditional Progression and limited to no more than 13 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 with clinical performance, communication, documentation or care plans (skills that are not specific to that particular course). 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 School of Nursing Student Handbook and the WWU 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. Below are some examples where citizenship probation might be applied:
   - Plagiarism/Cheating/Helping someone else to cheat
   - Falsification of clinical hours, attendance in class, attendance at CommUnity etc.
   - Dishonesty
   - Physical abuse, verbal abuse or threats to a faculty/staff member, patient or other student
   - Hazing/Bullying
   - Purposeful destruction of WWU property
   - Theft or attempted theft
   - Possession of stolen property
   - Duplication or unapproved use of University or clinical agency keys or access codes/fobs
   - Use or sale of tobacco, alcohol or recreational drugs (marijuana etc) on campus or at WWU event
   - Violation of sexual misconduct policy
   - Other violation of the WWU Code of Conduct or Residence Hall policy
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:

- A HIPAA violation
- 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 or civility
- Disruptiveness in class
- 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.

**VIOLATION OF PROBATION**

If elements of a student’s specific probation are violated, the student will immediately fail the nursing course(s) they are currently taking. A written request to be reaccepted and a written plan for improvement must be submitted. Approval to return to nursing classes 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.

**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 they can apply 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 suspension 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

If a student who has failed a class, suspended or dismissed desires re-admittance, a letter of petition and written plan for improvement must be submitted to the Dean of the School of Nursing for consideration by the faculty. Current acceptance standards, pre-requisites and admission policies must be met. Reacceptance to the School of Nursing after class failure, suspension or dismissal is not guaranteed upon petition.

GRIEVANCE POLICY

Students 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, student 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 Dean of Students and Vice-President for Student Life.

- 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 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 to the Academic Standards Committee.

- Further complaints can be taken to the WWU Grievance Committee. The full grievance policy can be found in the WWU Governance Handbook on pages 12-17. Below is the link to this document. https://wallawalla.edu/academics/academic-administration/governance/governance-handbook.html

SECURITY CHECK OF CRIMINAL HISTORY

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 if the student is continuously enrolled. 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 or Associate Dean. Some crimes will prevent licensure as an R.N. Students with a criminal history must be cleared by each clinical agency the student is assigned to. Agencies reserve the right to deny access to patient care in their facilities to students with a positive background check. If an agency denies access to a student with a positive background check, that student may not be able to continue as a nursing major if a comparable clinical experience cannot be found at another agency willing to accept the student.
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

College Place Campus:
At this time, no clinical agencies or state laws required drug screenings for students on the College Place campus. Walla Walla University and any clinical agency reserve the right to require a drug screening at any time if there is suspicion of impairment.

Portland Campus:
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. At this time this urine drug screen is performed at Adventist Health Parkrose Occupational Medicine Services for a fee. Students will be charged for this drug screen. 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 may not be able to continue in the nursing program as there are no alternative clinical experiences available for some rotations.

If a student is a certified nursing assistant or license practical nurse, their appropriate state board of nursing/nursing commission will 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 annual training regarding patient and fire safety, the spread of bloodborne pathogens and tuberculosis (OSHA) and legal requirements for confidentiality and privacy (HIPAA).

**College Place campus:** Required training sessions are provided by the School of Nursing in collaboration with the clinical agencies.

**Portland campus:** The Portland campus participates in a city-wide on-line training and testing called ACEMAPP. The required tests 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.

DISASTER DURING CLINICAL LAB

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

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

   A. At the time of the disaster, the clinical group will meet together with their instructor(s) to determine the safest action depending on the situation and advice of authorities.

   B. Any student or faculty member may seek a safe location at the WWU campus or 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 physically 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 and are no longer covered by WWU liability insurance.

   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 contact their instructor by phone call or text to inform him/her of their actions and locations as soon as possible.

   E. Any student or faculty member may seek a safe location at the WWU campus or residence hall if traveling home is not possible or not advised by authorities.

   **** All students are expected to register their phone number, email or other contact information using the e2Campus notification alert system. This system will be used for emergency communication or weather-related announcements only. ****
ELIGIBILITY FOR NRSG 490: NURSING PRACTICUM

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

- Students must be in the senior year of nursing courses.
- Students must have a junior year cumulative WWU GPA of 3.25 or higher.
- Students who have ever been on any type of probation are not eligible for a practicum regardless of GPA.
- Students who have been required to take directed studies because they did not pass a standardized exam for any JUNIOR level clinical nursing course are not eligible for a practicum regardless of GPA.
- Students who have failed a nursing course or dropped a nursing course failing are not eligible for a practicum regardless of GPA.

To remain eligible for a practicum in the senior year, the WWU GPA must be maintained at 3.25 or higher for each quarter of the senior year prior to the practicum as well.

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 cumulative WWU GPA. Practicums are especially hard to arrange at clinical agencies in the spring quarter. Availability cannot be guaranteed.

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 at least 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 or Associate Dean of the WWU School of Nursing to assist in contacting source individual for testing.
   d. University employees must report exposures to the Dean or Associate 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 or Associate 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.
8. Fill in the information on the Walla Walla University “Non-Work Related Accident/Incident Report. This form can be found on the next page or at: https://wallawalla.edu/fileadmin/user_upload/Risk_and_Safety/Forms-Other/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 Risk and Safety Management and reviewed by the WWU Safety Committee.
NON-WORK-RELATED ACCIDENT / INCIDENT REPORT

Please submit within 10 days from the date of the incident to
Risk & Safety Management
111 SW 4th Street, College Place, Washington
risk.safety.management@wallawalla.edu
Phone 509-527-2250

Please Print

Check one: □ Student □ Faculty/Staff □ Visitor

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Local Address: Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone</th>
</tr>
</thead>
</table>

_____________________________ Date: ___/___/_____ Student ID # __________
_____________________________

Signature

Accident / Incident:

Athletics/Intercollegiate Accidents: Please use Intercollegiate Athletic Accident Insurance Claim Form at https://wallawalla.edu/Id=1783

Type of Accident/Incident
✓ Check one:
  □ University-related
  □ Not University-related

Describe Accident / Incident:

Place of Accident / Incident:

Accident/Incident Date: ___/___/____
Month Day Year
Time: _________ □ a.m. □ p.m.

Nature of Injury: Give full details as to which body part was injured and type of injury (i.e., cut, puncture, burn, sprain, etc.)

How Could This Accident / Incident Have Been Prevented?

Witness to Accident / Incident:

Name: ___________________________ Phone: (____) _____-_____
MEDICATION ADMINISTRATION POLICY

1. General Policies for Medication Administration
   A. 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 including the use of two identifiers for the patient.
   - 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 (200 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 students MAY:
      - Hang IV primary solutions.
      - Administer routine IVPB medications.
      - Flush saline locks with saline according to agency policy.
      - Change dressings on peripheral lines according to agency policy
      - Discontinue peripheral IV lines according to agency policy.
      - Administer TPN or intralipids.

      Sophomore students may NOT:
      - Change central line dressings
      - Administer IV push medications
B. **Juniors (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.

In addition to IV actions allowed for sophomores, Juniors may:
- Administer IV push medications – with direct supervision
- Change central line caps

Junior students may NOT:
- Change central line dressings.

C. **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.
- Seniors may change central line dressings if allowed by the agency policy.

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)
- Students may not perform venipuncture on children.

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.

**Medication Errors:** In case of a medication error, the staff RN and lab instructor must be notified immediately. The patient’s physician and nursing supervisor must also be notified and a hospital incident report AND a WWU incident report must be completed. The medication must be charted as given, but no statement indicating an error was made should appear in the chart. What was done for the patient and the response to the incident must be charted. Notifying the patient will be done in collaboration with the agency staff.

**Blood or Body Fluid Exposures:** If the event that you experience a needle stick or exposure to another person’s blood or body fluid, you need to inform your nurse and instructor immediately. Testing of you and the source individual needs to be done quickly so that appropriate treatment can be done. An accident form must also be completed.

**QUALITY MANAGEMENT REPORT (Incident Report)**

Patient safety and quality nursing 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 etc)
- Adverse events where patient injury did not obviously occur, but might show up later (break in sterile technique etc.)
- HIPAA violation

The student and the clinical instructor will complete the WWU SON Quality Management Report together. This form (see next 3 pages) 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 48 hours of the event and submitted to the SON Dean or Associate Dean.

Accidents involving injury to the student are not reported using this process and form. Use the WWU accident Report.
# Walla Walla University School of Nursing
## Quality Management Report

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>Time of Event:</td>
</tr>
<tr>
<td>Instructor(s):</td>
<td>Agency where event occurred:</td>
</tr>
</tbody>
</table>

**Nature of Event:** (please describe the incident concisely and objectively. If incident involved medication please include name, dose, route, frequency, and scheduled administration time of the medication)

**Patient-care Actions Taken at the Time of the Event:**

1. Health Care Provider Notified: ☐ Yes ☐ No  Name__________________________
   Time and Date of Report to Health Care Provider: ______________________________

2. Additional Follow-up Care Provided to the Patient:
Reports Taken at the Time of Event:

1. Reported to Clinical Facility: □ Yes □ No  Who did you report to? ________________________
   Time and Date of Report to Clinical Facility: _______________________________________

2. Reported to Clinical Instructor: □ Yes □ No  Name of instructor: _______________________
   Time and Date of Report to Clinical Instructor: _______________________________________

3. Clinical Facility Incident Report/Quality Improvement Form completed: □ Yes □ No
   Date and time facility report completed: _______________________________________

4. Lead Instructor Notified: □ Yes □ No  Date and Time: __________________________

5. Dean or Associate Dean Notified: □ Yes □ No  Date and Time: ___________________

Factors Contributing to the Event (why it happened):

Actions that need to be taken to prevent a similar incident in the future:

Signatures:

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Is a Further Plan for Improvement Needed: □ Yes □ No  If yes, complete next page.
Student Plan for Improvement

Area(s) of concern:

---

**PLAN**

Skills, knowledge, and competencies that must be demonstrated to meet clinical performance behavior(s) (What will be done differently in the future):

---

Suggested Resources and activities:

---

Instructor’s Signature: ___________________________ Date: __________________

Student Signature: ___________________________ Date: __________________

Follow-up conference(s):

---

**OUTCOME**

☐ Student nurse meets above objective(s):

☐ Student nurse does not meet above objectives(s):

Comments:

---

Instructor Signature: ___________________________ Date: __________________
INVASIVE PROCEDURES PROTOCOL

During classes at the School of Nursing you will be learning and practicing skills in which practicing on classmates or other people is part of the learning process. As part of your learning activities you will be asked to perform invasive skills on others and may be asked to be the “patient” for a classmate.

Learning activities that use human subjects must be conducted under the supervision of the instructor who has been assigned to teach the course. Before any student may act as a “patient” for a classmate, the student must give informed consent and must be over the age of 18.

Benefits: The experiences listed below have been selected for practice on human subjects because the faculty believe that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning. Specific benefits are listed below.

Risks/Discomforts: Participation may create some anxiety for you. Some of the procedures may create minor physical or psychological discomfort. Specific risks/discomforts are listed below, but none of these procedures come with extreme risk or discomfort.

Your Rights: As a nursing student, you must practice these skills on others, but you may decline to serve as the “patient” for your classmates. You have the right to withhold consent for to participation and to withdraw consent after it has been given. If you decide not participate, you must provide another person willing to act as the “patient” for your lab partner/classmate.

You may ask questions and expect explanations of any point that is unclear.

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Specific Benefits</th>
<th>Specific Risks/Discomforts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Finger stick to check glucose</td>
<td>Appreciation for what it feels like to give and/or receive a finger stick</td>
<td>Minimal discomfort, bruising, infection</td>
</tr>
<tr>
<td>2. Subcutaneous injections</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal exposure to infection</td>
</tr>
<tr>
<td>3. Intradermal injections</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal exposure to infection</td>
</tr>
<tr>
<td>4. Intramuscular (IM) injections</td>
<td>Appreciation for what it feels like to give and/or receive an injection</td>
<td>Discomfort related to use of a needle, bruising, minimal exposure to infection</td>
</tr>
<tr>
<td>5. Intravenous (IV) starts</td>
<td>Appreciation for what it feels like to give and/or receive an IV</td>
<td>Discomfort related to use of a needle, bruising, exposure to infection</td>
</tr>
</tbody>
</table>
Invasive Procedures Consent Form

I _____________________________________________ have read and understand *Invasive Procedure Protocol* found in the Walla Walla University School of Nursing Student Handbook. In accordance with these principles I agree to act as a “patient” for a WWU nursing student to practice the invasive procedure(s) listed below. I understand that only sterile supplies provided by WWU will be used and that all procedures will done under the supervision of a WWU instructor. I understand the risks/discomforts and benefits of invasive procedure practice and my questions have been answered.

I agree to participate as a subject in these learning experiences. (Check all that apply.)

- □ Finger stick to check glucose
- □ Intradermal injections
- □ Intramuscular injections
- □ Subcutaneous injections
- □ Intravenous (IV) starts

____________________________________________________________

_________________________________
Signature

_________________________________
Date

_________________________________
Instructor’s Signature (witness)
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
(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:
  - 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.
  - 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.
  - Visible tattoos must be covered at all times in lab.
  - 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**

**Uniform**: In most hospital clinical settings, the School of Nursing uniform is worn. The School of Nursing 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.

**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.

**Specific Dress Policy when the Student Uniform is NOT Required**

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.
- Hats or scarves are not recommended.
- Shoes that cover the toes must be worn. High heeled shoes may not be acceptable.

**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.

---

**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) may be 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.

Submitting Documentation:
- College Place campus: Records are submitted to the School of Nursing office.
- Portland campus: Records are submitted electronically using the ACEMAPP system. Each student will be given an account and instructed on how to upload documents there. Please do not present paper copies of immunizations, CPR cards (etc.) to the office.

Health Requirements

1. Health insurance is required of each student. Participation in clinical nursing requires current health insurance. Proof of coverage is required and must be submitted with other health documentation. The university no longer provides a student health insurance plan or accident insurance.

2. 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 College Place or uploading to ACEMAPP for the Portland campus. *Immunization records must be complete before students may participate in clinical nursing.* The immunization records listed below are required.

3. **Required Immunizations/TB testing:**
   a. **Tuberculosis:**
      - **College Place Campus Clinical Sites:** A negative PPD skin test or a negative results on a Quantiferon-TB Gold blood test.
      - **Portland Campus Clinical Sites:** Documentation of a negative result on a Quanitiferon-TB Gold blood test or a negative result on a 2-step PPD skin test.

      If the results of any of the above are positive, the student must submit documentation of a chest x-ray 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 for those with a known positive TB test.

   b. **Measles, Mumps and Rubella:**
      Documentation of two immunizations or a serologic titer showing immunity. Students born 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.
d. Hepatitis B:  
**College Place Campus Clinical Sites:** Documentation of immunization series. Applicants who have never received hepatitis B immunizations are required to begin the series before entering clinical settings.

**Portland Campus Clinical Sites:** Documentation of immunization series AND titer to verify immunity. Applicants who have never received hepatitis B immunizations are required to begin the series before entering clinical settings. (A titer is required after completion of the series to verify immunity for all Oregon clinical sites once the series is complete.)

If a student has completed the immunizations but the titer does not show immunity, it is recommended that they complete the series again according to CDC recommendations. However, they will be asked to sign a declination form/waiver while this process is ongoing.

e. Chicken Pox:  
Documentation of two immunizations or titer showing immunity or proof of medically diagnosed case of shingles. Students with no immunity must receive the first immunization before entering a clinical setting.

f. Influenza:  
Documentation of annual immunization is required for nursing students unless it is medically contraindicated. A small number of agencies will not allow students to care for their patients if they cannot receive the influenza vaccine, even for medical reasons.

**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.

**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.

**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.
- Future employers often check social media sites to learn about applicants.

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.

FEES FOR NURSING MAJORS

Students are responsible to pay the fees listed in the Walla Walla University Financial Bulletin. These fees include testing fees, nursing clinical laboratory fees, nursing entrance deposit, background check fees, drug test fees, lab make up time and fees all fees required for students at WWU. Fees for syllabi & note guides, books, uniforms, immunizations, titers and TB testing are applied to student accounts unless the student elects to pay for these items separately. The WWU Financial Bulletin can be found at: https://wallawalla.edu/admissions/student-financial-services/your-student-account/financial-bulletin/

Students are charged for printing on WWU printers. Students will be charged for printing on the library and residence hall printers. Each student will be given a $10 credit (100 free pages) each quarter in case of technical problems with printing. After that, each page will cost 10¢. At the end of each quarter, the printing charges will be added to each students’ account. This applies to both the College Place and Portland campuses.
PHYSICAL AND LEARNING DISABILITIES

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

SABBATH OBSERVANCE

In keeping with the beliefs of the Seventh-day Adventist Church, there are NO classes, meetings, assignments due 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 prior to Friday night sundown and not begin until 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 or ask for leave to be a Student Missionary or Task Force Worker. Reserving a space for students to return is often difficult and being away for a significant period of time can be detrimental to learning.

A leave of absence from the School of Nursing for the purposes of going as a Student Missionary, Adventist Colleges Abroad (ACA), or any other activity which involves delaying the junior or senior level nursing coursework will be considered according to the following guidelines:

Guidelines for leave of absence:
1. Request for the leave of absence must be made on or before June 1 BEFORE the academic year student wishes to be absent.
2. A leave of absence will only be considered for the current College Place nursing students (those completing sophomore level nursing course work on the College Place campus) requesting a leave between the sophomore and junior year.
3. A leave will not be granted for students requesting absence between the junior and senior years, or in the middle of the sophomore, junior, or senior years.
4. If a leave of absence is granted, space will be reserved for the fall quarter in the academic year the student has requested to return.
5. The student must notify the school of nursing of their intent to return and pay a non-refundable deposit of $300 by May 1st prior to the fall term the students wishes to return to the school of nursing and begin attendance of the junior level nursing courses.
6. If a student fails to apply by the June 1st deadline before planned leave of absence or fails to notify the school of their intent to return and pay the $300 deposit by the May 1st deadline prior to the fall term they plan to attend, the students reserved space will be filled by the school of nursing with another student.
7. In the event that the student misses the May 1 deadline and still wishes to continue as a nursing major, they will be placed on a waiting list. In this instance, it may be necessary for the student to study part-time until space in a clinical class becomes available. This may delay the students’ graduation date.

If you wish to be considered for a leave of absence from the WWU nursing program, please complete and sign the following agreement.
WALLA WALLA UNIVERSITY SCHOOL OF NURSING
Leave of Absence Contract

A leave of absence from the School of Nursing for the purposes of going as a Student Missionary, Adventist Colleges Abroad (ACA), or any other activity which involves delaying the junior level nursing coursework will be considered according to the following guidelines:

Guidelines for leave of absence:

1. Request for the leave of absence must be made on or before June 1 BEFORE the academic year student wishes to be absent.
2. A leave of absence will only be considered for the current College Place nursing students (those completing sophomore level nursing course work on the College Place campus) requesting a leave between the sophomore and junior year.
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7. In the event that the student misses the May 1 deadline and still wishes to continue as a nursing major, they will be placed on a waiting list. In this instance, it may be necessary for the student to study part-time until space in a clinical class becomes available. This may delay the students’ graduation date.

If you wish to be considered for a leave of absence from the WWU nursing program, please complete and sign the following agreement:

Student Name (Please Print)  WWU ID#

Email Address  Phone Number

I am requesting a leave of absence requested for the ______________ academic year for the purposes of:
☐ Student Missionary  ☐ ACA  ☐ Other, please explain: __________________________________________________________

I am requesting that the School of Nursing reserve a space for me to resume my clinical nursing courses in fall quarter of the ______________ academic year.

I understand and agree to the requirements of WWU School of Nursing leave of absence contract. I understand that failure to meet the requirements and the deadlines of WWU School of Nursing leave of absence contract may result in losing my guaranteed space in the WWU nursing class. By signing this contract, I acknowledge that WWU is not liable for any delay in my graduation if I fail to comply with the above listed policies.

Student Signature  Date

Faculty Witness Signature  Date
REQUEST FOR DEFERRED ENROLLMENT

Current WWU students who have been offered admission to WWU nursing program and the sophomore level nursing courses may request to defer their enrollment for up to one year. Students who are approved to defer their enrollment and who satisfy the requirements listed below do not have to file a new application and are guaranteed re-admission for the subsequent fall quarter.

Requirements for deferred enrollment:

1. Request for enrollment deferment will only be considered for the purposes of student mission work, Adventist Colleges Abroad (ACA), active duty military service or other academic work required on the WWU campus (e.g. completion of a second major or minor).
2. Deferment will be granted for one academic year only.
3. Students may not defer their enrollment to attend another college or university.
4. Students who wish to defer their enrollment must sign and return the WWU school of nursing deferred enrollment form on or before June 1st in the academic year in which they received acceptance notification.
5. The student must notify the school of nursing of their intent to return by the admissions cycle deadline of April 15th prior to the fall term the students wishes to return to the nursing program and begin attendance of the sophomore level nursing courses.

If a student fails to apply by the June 1st deadline before planned absence or fails to notify the school of their intent to return by the April 15th deadline prior to the fall term they plan to attend, their re-admission will not be guaranteed and the student may be placed on the waiting list upon return. The following request must be submitted.

**Note: Deferment of enrollment is NOT typically offered for the summer entry program or to students who are not already WWU students at the time of application. The School of Nursing will work individually with any student called to active duty military service.**
WALLA WALLA UNIVERSITY SCHOOL OF NURSING
Request for Deferred Enrollment

Applicants who have been offered admission to WWU nursing program and the sophomore level nursing courses may request to defer their enrollment for up to one year. Students who are approved to defer their enrollment and who satisfy the requirements listed below do not have to file a new application and are guaranteed re-admission for the subsequent fall quarter.

Requirements for deferred enrollment:
1. Request for enrollment deferment will only be considered for the purposes of student mission work, Adventist Colleges Abroad (ACA), active duty military service or other academic work required on the WWU campus (e.g. completion of a second major or minor).
2. Deferment will be granted for one academic year only.
3. Students may not defer their enrollment to attend another college or university.
4. Students who wish to defer their enrollment must sign and return the WWU school of nursing deferred enrollment form on or before June 1st in the academic year in which they received acceptance notification.
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If a student fails to apply by the June 1st deadline before planned absence or fails to notify the school of their intent to return by the April 15th deadline prior to the fall term they plan to attend, their re-admission will not be guaranteed and the student may be placed on the waiting list upon return.

If you wish to be considered for deferred enrollment in the WWU nursing program, please complete and sign the following agreement:

Student Name (Please Print) __________________________ WWU ID# __________________________

________________________
Street Address

________________________
Email Address Phone Number

Enrollment deferment requested for: ☐ Student Missionary ☐ ACA ☐ Other coursework, please explain:

I am requesting that the school of nursing defer my enrollment until the __________________________ academic year.

I understand and agree to the requirements of WWU School of Nursing Deferred Enrollment. I understand that failure to meet the requirements and the deadlines of WWU School of Nursing Deferred Enrollment may result in my revocation of admissions to the nursing program and sophomore level nursing coursework.

Student Signature __________________________ Date __________________________

Faculty Witness Signature __________________________ Date __________________________
NURSE TECHNICIAN – WASHINGTON
(A student nurse status)

The State of Washington has a special classification for Student Nurses who wish to work as a “Nurse Technician” prior to graduation. Nurse Technician status requires current enrollment in an RN nursing program (BSN or Associate Degree) in "good standing": e.g. you must pass all your nursing course with a C or better and have satisfactory evaluations in clinical. You must have completed at LEAST NRSG 210: Introduction to Nursing and NRSG 211: Fundamentals of Nursing to be eligible for this status.

You must secure employment as a nurse technician from a Washington hospital first and your employer verifies the employment offer as a Nurse Technician. This is not the same as CNA certification. That is a separate certification process.

The application and information about Nurse Technician requirements can be found at: http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing/NursingTechnician/LicenseRequirements

CNA CERTIFICATION - OREGON

The state of Oregon has two levels of CNA certification. The CNA-1 role includes basic care and activities of daily living tasks. The CNA-2 role is an expanded role with a list of additional tasks that the CNA-2 is allowed to perform under the supervision of an RN. To our knowledge, separate CNA-1 and CNA-2 certification ONLY exists in Oregon. Walla Walla University School of Nursing has completed the paperwork necessary to be a training site for students wishing to have CNA1 and CNA2 certification. This option is only available to students enrolled in the School of Nursing who have satisfactorily completed the required courses.

CNA-1 certification is available upon successful completion of:
- NRSG 210: Introduction to Nursing
- NRSG 211: Fundamentals of Nursing
- NRSG 212: Health Assessment and the Nursing Process
- NRSG 213: Pharmacology in Nursing

WWU nursing majors can be cleared to apply for CNA-1 certification in the state of Oregon when all four of the above courses have been passed with a C or above. A special “Student Nurse” application is required to receive this certification. Fingerprinting is also required along with a letter of verification from the School or an official transcript.

CNA-2 certification in Oregon is available upon successful completion of:
- All sophomore nursing classes
- NRSG 354: Pathophysiology
  AND
- A review of a few selected skills.

Because Pathophysiology is the key additional component required this additional certification, students become eligible for CNA-2 certification in December of each year. The extra skills review is offered during finals week each fall quarter for those who wish to have CNA-2 certification. It is not offered at other times, so even if you are interested in obtaining CNA-2 certification later, please participate in December.

**Note:** CNA-1 certification can be obtained first and CNA-2 certification can be added to it at a later date OR both CNA-1 and CNA-2 certification can be obtained at the same time. The cost is the same either way because CNA-2 certification is considered “continuing education” and an additional fee is not required to add it to basic CNA-1 certification.
CAMPUS RESOURCES & STUDENT LIFE

STUDENT - FACULTY COMMUNICATION

Most urgent communication with students will be sent by 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. Information concerning events, meetings and other topics of interest to students are typically emailed to students and notices are posted in student areas.

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 left at the School of Nursing office.

Portland campus students are given a mailbox. 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.

ACADEMIC ADVISING

The nursing faculty and student advisors at the School of Nursing work closely with the registrar's office in evaluation of students' programs and academic progress. You should contact your 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

<table>
<thead>
<tr>
<th>College Place Campus</th>
<th>Portland Campus</th>
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</table>
| At the time of this printing, Health Services are being negotiated for the College Place campus. | For students who do not have established health care providers in the Portland area, the School of Nursing recommends:  
Parkrose Medical Plaza  
1350 NE 122nd Ave  
Portland, OR 97230  
(503) 408-7010  
Hours: Monday - Friday  
Be sure to identify yourself as a Walla Walla University student when you call for an appointment. Services are billed to your personal health insurance plan. Co-pays apply.  
Further details about Portland health services and insurance coverage are available in the School of Nursing office lobby. |
## COUNSELING SERVICES

<table>
<thead>
<tr>
<th>College Place Campus</th>
<th>Portland Campus</th>
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<tbody>
<tr>
<td>Counseling services are provided by WWU Counseling and Testing Services. Counseling services include individual counseling for a variety of issues.</td>
<td>The School of Nursing has contracted with the Lewis and Clark Community Center to provide counseling services for Portland campus students. Counseling services include individual counseling for a variety of issues.</td>
</tr>
<tr>
<td>This center is located in the University Bookstore building.</td>
<td>Students must call 503-768-6320 and identify themselves as a Walla Walla University student. The WWU ID number must be provided for billing purposes. Intake information will be obtained over the phone and an appointment for counseling will be made.</td>
</tr>
<tr>
<td>For appointments please call: 509-527-2147</td>
<td>If a student does not wish to provide their WWU ID#, they can remain anonymous and pay for this low cost counseling themselves. Rates range from $10 to $50 per session.</td>
</tr>
</tbody>
</table>

4445 SW Barbur Boulevard
Portland, OR 97239
(Across the street from the Tabernacle SDA Church and in the same building as the Federative Tribes of the Grande Ronde)

https://graduate.lclark.edu/clinics/community_counseling/

Please see instruction sheet the located 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.

## 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.
- 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 network may result in a warning and/or loss of computer privileges.
- **College Place students are required to have access to a laptop for class related testing. All testing on the College Place campus is done electronically.**
LIBRARY SERVICES

The libraries at WWU provide numerous resources for students, staff, and faculty. These resources consist of books, journals, databases, DVDs, study areas, and computers. The Peterson Memorial Library serves all students on the College Place campus and several librarians, staff, and student assistants are available to help students and faculty. The Portland campus has its own library with a librarian and student library assistants who are available to help students and faculty.

Library Policies – Both campuses:

Books: Books may be checked out for three weeks. Items may be renewed. Reference items are non-circulating. Periodicals: Periodicals in the main collection may be checked out for one week. Media Items: Except for reserve items, videos/DVDs/CDs/audiobooks may be checked out for one week. Lost Resources: Library materials are considered lost if they are not returned within ten days of the item’s due date:
- Non-refundable processing fee $15.00 per item
- Most books $75.00 (minimum)
- Most periodicals $20.00 per issue (minimum)
- Audio/visual media $250.00
- Tablet, laptops, & other media equipment $2000.00
- More expensive items Current cost of item

Summit: WWU is a member of a library consortium that includes of 39 other academic libraries in OR, WA, & ID. It takes about five business days to receive items. Media items may be checked out for six days with no renewal. Books may be checked out for six weeks with no renewal. The replacement cost for lost/damaged Summit items is $90.

Interlibrary Loan (ILL): ILL offers access to non-textbook research materials not currently available within the WWU Libraries or Summit. Most ILL items may be acquired without additional charges to the borrower. When an item can only be acquired with a cost or copyright fees are required by law, the borrower will be notified and given the option to charge costs to their WWU account. Requests may be submitted through databases or by filling out the ILL form available on the library webpage. ILL policies are found on the library webpages. There are additional fees for overdue ILL items as those resources should be returned promptly to continue a good relationship with the lending institution.

<table>
<thead>
<tr>
<th>Unique College Place Library Policies</th>
<th>Unique Portland Library Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Items: Reserve items are available at the Library Information Desk. Check out times vary.</td>
<td>Reserve Items: Reserve items are available at the reference/help desk. Most of these materials are available for use only within the library.</td>
</tr>
<tr>
<td>Responsibility: All students must present a valid WWU ID card to check out library resources.</td>
<td>Responsibility: The individual who checks out an item is solely responsible for the return of the item in good condition.</td>
</tr>
<tr>
<td>Study Spaces: Numerous individual and group study spaces are available around the library. Some of these group study rooms may be reserved via the Library Information Desk kiosk or from the libraries’ homepage.</td>
<td>Study Spaces: A small study room &amp; media viewing room is available in the library. Other study rooms are available in the School of Nursing for both individual and group work. See librarian for access.</td>
</tr>
<tr>
<td>Copy Machines: Copies cost 10 cents per copy at PML. The library has a second machine with scanning and emailing capabilities.</td>
<td>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.</td>
</tr>
<tr>
<td>Children: Children under the age of 12 must be under the supervision of a responsible adult.</td>
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**ELECTRONIC ACCESS TO SCHOOL OF NURSING AREAS**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>The skills lab on the College Place campus is always locked to provide an extra measure of safety for the supplies and equipment kept there. Nursing majors have card key access to the skills lab using their WWU ID cards any time the WEC is open.</td>
<td>Portland campus buildings (both the residence hall and the school) are always locked to provide an extra measure of safety for all. Each student issued a fob to attach to a key chain. The fob will electronically open doors to allow entry.</td>
</tr>
<tr>
<td>Students should not lend their cards to anyone or prop doors unless allowed by the staff for a specific purpose. Student ID cards will not open the outside doors of the WEC.</td>
<td>Students should not lend fobs to anyone or prop doors unless allowed by staff for a specific purpose. The key fob does not allow entry to the school building 24 hours a day, but only during posted hours.</td>
</tr>
<tr>
<td>Lost ID cards should be reported to the WWU Records office right away for deactivation and replacement.</td>
<td>Lost fobs should be reported to the resident hall dean or the office manager right away so they can be deactivated and replaced.</td>
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</table>

**WEATHER POLICY**

<table>
<thead>
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<tr>
<td>During the winter months, weather occasionally becomes so severe that safe travel is hazardous.</td>
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</tr>
<tr>
<td>However, because the College Place campus is a residential campus, it is rare for the campus to be closed. Individual faculty may cancel classes and will notify students by email and D2L announcements.</td>
<td><strong>Campus closure or Delayed Start:</strong> The WWU e2Campus alert system will be used in case of weather closure or delayed start time on the Portland campus. All students are expected to subscribe to this system for text, email or phone alerts.</td>
</tr>
<tr>
<td><strong>On clinical days:</strong> Follow the instructions for your particular lab group as provided by your instructor about what to do in case of hazardous weather.</td>
<td><strong>On clinical days:</strong> Follow the instructions for your particular lab group as provided by your instructor about what to do in case of hazardous weather.</td>
</tr>
</tbody>
</table>

**ANIMALS AND PETS**

Animals and pets should not be brought on campus. Only therapy dogs, guide dogs or hearing assistance animals, etc. are allowed in school buildings.

**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 on campus. Parents/guardians will need to make their own arrangements for the care of children.
SMOKING

Smoking is not allowed in or around campus buildings. This includes cigarettes, cigars, pipe and electronic cigarettes. Smokeless tobacco and smoking of any substance is prohibited as well.

PARKING

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Students with a car on campus should park in student parking areas only. Parking stickers are required for some parking lots on campus. Street parking near the WEC is open to everyone. Parking at clinical agencies varies according to each agency policy. Students are responsible for any parking tickets received at agencies for parking inappropriately.</td>
<td>Student parking is provided in the Adventist Medical Center employee parking lot located behind the dormitory. Students’ cars must be registered when the student arrives on campus for the first time or 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 neighbors 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 visitor’s lot in front of Hansen Hall dormitory or in any hospital visitor parking lot will be ticketed. Fines must be paid before subsequent registration. Fines are $10 for each ticket. Fines double to $20 if not paid within 2 weeks. Fines cannot be changed to the school bill. Parking at clinical agencies varies according to each agency policy. Students are responsible for any parking tickets received at agencies for parking inappropriately.</td>
</tr>
</tbody>
</table>

CAFETERIA SERVICES

<table>
<thead>
<tr>
<th>College Place Campus</th>
<th>Portland Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Place students living in the residence hall purchase a meal plan for the cafeteria located in Kellogg Hall. WWU ID cards are used to charge meals.</td>
<td>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.</td>
</tr>
</tbody>
</table>
### COMMUNITY

<table>
<thead>
<tr>
<th>College Place Campus:</th>
<th>Portland Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College Place campus has a mandatory weekly CommUnity worship. Typically, this</td>
<td>The Portland campus has a mandatory CommUnity service for students about every</td>
</tr>
<tr>
<td>meeting occurs in the University Church on Tuesdays from 11:00 to 11:50. Occasionally,</td>
<td>other week each quarter. These CommUnity’s occur on Mondays at 1:00pm and last</td>
</tr>
<tr>
<td>the dates are changed to accommodate various holidays or events. Since this worship</td>
<td>for 50 minutes. Any Monday class usually meeting at 1:00pm will start one hour</td>
</tr>
<tr>
<td>service occurs every week, there are no regularly scheduled 11am classes on Tuesday.</td>
<td>later and run for the full class time or as determined by the instructor. (Example:</td>
</tr>
<tr>
<td></td>
<td>If class usually is held from 1-2:50pm, it will be from 2-3:50pm on CommUnity</td>
</tr>
<tr>
<td></td>
<td>days.) Attendance is taken and faculty include CommUnity attendance into course</td>
</tr>
<tr>
<td></td>
<td>grades especially for clinical courses. The number of points assigned for</td>
</tr>
<tr>
<td></td>
<td>CommUnity attendance is at the discretion of the instructor.</td>
</tr>
</tbody>
</table>

### WEEK OF WORSHIP

<table>
<thead>
<tr>
<th>College Place Campus:</th>
<th>Portland Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once per quarter, Week of Worship is held in the University Church. Meetings are</td>
<td>Once per quarter, “Weeklet of Worship” is held on a Monday and Tuesday at 1:00pm</td>
</tr>
<tr>
<td>typically held Monday through Friday at 11am and last for 50 minutes. Class</td>
<td>and lasts for 50 minutes. Afternoon classes will start one hour later and</td>
</tr>
<tr>
<td>schedules for the whole campus are adjusted a few minutes to accommodate these</td>
<td>run for the full class time. No classes are “cancelled” to make time for Week</td>
</tr>
<tr>
<td>worships. No classes are “cancelled” to make time for Week of Worship. Attendance is</td>
<td>of Worship. Attendance is taken and all assemblies are required.</td>
</tr>
<tr>
<td>taken and Week of Worship is required.</td>
<td>Week of Worship is scheduled so that it does NOT conflict with scheduled clinical labs on a regular basis.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If Week of Worship meetings conflict with regularly scheduled clinical lab, students</td>
<td></td>
</tr>
<tr>
<td>are “excused” from Week of Worship and will not be penalized. Nursing faculty submit</td>
<td></td>
</tr>
<tr>
<td>the names of students to be excused.</td>
<td></td>
</tr>
</tbody>
</table>

### STUDENT ASSOCIATION

Both the College Place campus and the Portland campus have chapters of the Associated Students of Walla Walla University (ASWWU). The College Place campus officers work with the Portland campus officers on joint projects such as the student pictorial directory (The Mask), newspaper (The Collegian) and yearbook (The Mountain Ash). ASWWU activities and events sponsored by the ASWWU are open to all registered students and sometimes their families. ASWWU officers are elected each year in the spring for the following school year. Information about ASWWU activities are generally sent to student by email or postings on campus.
NURSING SPECIFIC CLUBS

<table>
<thead>
<tr>
<th>College Place campus:</th>
<th>Portland campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Nursing Club is open to all freshmen and sophomore nursing majors. The purpose of the club is to provide nursing majors with information, support and opportunities for socialization together. Officers are elected to plan events and meetings.</td>
<td>The Nursing Honor Society (Lambda Psi) is a group of junior and senior nursing majors with outstanding academic achievement. Individuals in the top 35% of each class are invited to join the Honor Society based on cumulative WWU GPA. The Honor Society plans events for its members and holds regular meetings. Service projects are organized. At the end of each school year, the Honor Society elects officers for the next year. Graduating members of the Honor Society wear cords at graduation to signify their membership and academic achievement.</td>
</tr>
<tr>
<td>Sponsor: Kari Firestone</td>
<td>Sponsor: Karen Tetz</td>
</tr>
</tbody>
</table>

NURSING DEDICATION/PORTLAND PARENT SABBATH

The Nursing Dedication is held fall quarter for junior nursing majors on the Portland campus. The nursing dedication ceremony marks an important milestone in professional development. This ceremony is a candle-lighting ceremony. Each participating student selects 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 and other parent/family events occur on that same day. 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 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.
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:
   A. 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.)
      - Reminding students that they need to obtain the necessary graduation cap and gown.
      - Coordination with organist, church and PA personnel. If slides are being shown, a separate projectionist is needed.
      - 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 paying for printing programs, ordering pins, ordering honor cords or selecting awards. Presentation of flowers to families is usually the only cost to the class if they chose to do this.
   
   B. Coordination of the finances of the class. A portion of the senior class dues are given to the graduating nursing class for use in planning graduation events. (Note: All funds are kept by Walla Walla University School of Nursing office, not a separate bank account)
   
   C. 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
   
   D. Encourage all graduates to attend events in College Place, Washington.

Note: No reception is held after the pinning program. Families and guests are invited to the WWU Strawberry Feed that is held at 6pm on that evening on the lawn in front of the Fine Arts Building. Typically, the pinning program ends about 5:30pm making the timing perfect for all to attend this event.

Nursing senior class officers are often asked to participate at the Friday night vespers or one of the Sabbath morning church services. Class officers should be prepared to agree to represent the class if asked to participate.