

CENTRALIA COLLEGE



CENTRALIA
COLLEGE

NURSING PROGRAM

2022 - 2023

STUDENT-FACULTY HANDBOOK

CENTRALIA COLLEGE (CC) and
CENTRALIA COLLEGE NURSING PROGRAM (CCNP)
Associate Degree Registered Nurse Program
Approval, Accreditation, and State Licensure Information

<i>Washington State Approval</i>	<i>College Regional Accreditation</i>	<i>National Nursing Accreditation</i>
Washington State Nursing Care Quality Assurance Commission (NCQAC) 310 Israel Road SE Tumwater, WA 98501 360-236-4700 www.doh.wa	<u>Northwest Commission on Colleges and Universities (NWCCU)</u> 8060 165 th Avenue NE, Suite 100 Redmond, WA 98052 425-558-4224 www.nwccu.org	<u>National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA)</u> CCNP holds pre-accreditation status from the NLN CNEA, located at: 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received. www.nln.org/accreditation- services/overview

As a Washington State Nursing Care Quality Assurance Commission (NCQAC) approved pre-licensure Nursing Education Program, Centralia College Nursing Program meets Washington state requirements for licensure/certification as Registered Nurses. Upon completion of our program, Centralia College Nursing Program (CCNP) has had many graduates successfully license in many other US states, but has not made a formal determination that our Nursing curriculum meets educational requirements for licensure/certification outside of Washington State. We encourage students who plan to work out-of-state to check relevant state licensure/certification requirements with that state's Board of Nursing and/or Department of Health for their current licensure requirements and processes.

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Welcome



Dear Centralia College Nursing Students,

The Centralia College Nursing Program would like to congratulate and welcome our first-year students, and welcome back our second-year students. This program is approved by the Washington State Nursing Care Quality Assurance Commission (NCQAC), and has been granted Accreditation Status through the National League for Nursing Commission on Nursing Education Accreditation (NLN CNEA). The faculty and I are pleased to have you as part of this program, and are excited to help prepare you for this challenging, demanding, yet immensely rewarding profession!

You will learn many things while you are a student nurse. Some will be things you expect to learn: to apply care and compassion to all patients (regardless of circumstances), common and complex health alterations, cultural diversity and sensitivity, many simple and complicated clinical skills, to think critically and prioritize care accurately, to act ethically and professionally, to communicate effectively, and above all else to provide holistic, patient-centered care. But you will also learn many things about yourself on this journey. You will more than likely step out of your comfort zone, be challenged with the pursuit of excellence which sometimes includes setbacks. These setbacks, however, teach perseverance, help create sound care decisions, assist with overcoming fears, and refine you into a well-rounded novice nurse. You will work with a wide variety of people and professionals in a myriad of healthcare disciplines, and more than likely find personal growth you may not have been expecting. All these things, when combined, will help you become a successful nurse, and may indeed change you as a person.

Nursing is a unique blend of art and science which combines caring and compassion, with hard facts and data. You will learn how to “think like a nurse” and apply your breadth of knowledge to provide holistic care to a variety of situations and patients along the lifespan continuum. You will be honored to be a part of peoples’ lives in moments when they are most vulnerable, at some of their highest and lowest points. You will comfort people, advocate for your patients, and actively listen to assess, plan, implement, and evaluate plans of care.

Upon completion of Centralia College’s Nursing Program, it is our goal as faculty and administration, that you will find yourself well prepared to sit the NCLEX-RN exam for licensure to practice Registered Nursing in Washington State. You will be well prepared to accept an entry-level RN job within a wide variety of care settings (acute care, long-term care, community clinics...etc.), and you will be well prepared to pursue higher academic degrees (Baccalaureate and beyond) in nursing.

Our commitment to you, as a Centralia College Nursing student, is to set high standards in the pursuit of excellence but to also teach you when “good may have to be good enough” in certain situations. Faculty and administration view students as individuals with varying backgrounds, needs, interests, and goals, and we are interested and concerned about your progress. Your success will be our success. We will challenge you, but also support you on this exciting journey. Welcome to Nursing School!

Jenny Bauska, RN, MSN
Interim Interim Director of Nursing Program / Associate Professor of Nursing
Centralia College
Office phone: 360-623-8631
Campus email: jenny.bauska@centralia.edu

Handbook Purpose

This handbook provides information about the Centralia College Nursing Program's purpose, philosophy, objectives, outcomes, and conceptual framework. The handbook contains the nursing program policies which affect students and faculty. **Students and faculty are responsible for reading and abiding by the policies in this handbook, and any updates and/or changes made to it at the discretion of Centralia College Nursing faculty and/or administration.**

Centralia College Catalogs and Student Rights and Responsibilities

The Centralia College catalogs also contain information for which students are accountable and are available online at: [Schedule & Catalog \(centralia.edu\)](https://centralia.edu/schedule-catalog)
A booklet on Student Rights and Responsibilities can be obtained from the Student Services Office.

Centralia College Discrimination Statement

Centralia College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities and services. The College complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

Centralia College Mission Statement, Values, Goals, and Commitment

Centralia College Mission

Centralia College is committed to student success, academic excellence and supporting our community in an inclusive and equitable learning environment.

Centralia College Values:

- Student success
- Quality education and services
- Equity and inclusion
- Our diverse communities
- Stewardship and sustainability

Centralia College Goals:

- **Access**

Centralia College shall provide all students a quality education while keeping the costs of their college experience as affordable as possible.

- **Diversity**

Centralia College shall provide an inviting and supportive learning environment to those populations that have been traditionally underserved by higher education.

- **Educational programs**

Centralia College shall provide to our greater community an ever-increasing number of educated people having the knowledge, skills, attitudes, values, and behaviors to become life-long learners and productive and responsible citizens more capable of realizing their highest human potential.

- **Personal and community enrichment**

Centralia College shall provide diverse multicultural, musical, theatrical, artistic, athletic, instructional, and social program experiences for life-long learning and community enrichment.

- **Stewardship**

Centralia College shall serve as a model of effective stewardship to the citizens of Washington.

Centralia College Commitment:

Centralia College seeks to fulfill its mission by ensuring student success through our commitment to:

- Promote learning activities within the community the college serves.
- Offer opportunities for learners of all ages to gain knowledge and understanding.
- Respond to training and re-training requests in various skill areas.
- Provide respectful forums in which individuals may examine their values.
- Encourage learners to pursue multiple options for learning.
- Manage responsibly the assets and fiscal resources of the college.
- Demonstrate our values to our community.
- Provide a civil and non-disruptive learning environment.

Centralia College Nursing Program Goal and Mission

The Centralia College Nursing Program endorses and supports the mission, goals, values, and commitment of Centralia College. To that end, our program's goal and mission are:

Goal: Centralia College Nursing Program prepares men and women to sit the NCLEX-RN licensure examination, and to provide high-quality nursing care in a variety of healthcare settings covering the lifespan and diversity of the human experience.

Mission: Centralia College Nursing Program is committed to student success, academic excellence, and compassionate care and support of our community in an inclusive and equitable environment.

Nursing Program Purpose, History, and Philosophy

Nursing Program Purpose

The purpose of the nursing program is to prepare students from diverse backgrounds for licensure in nursing and to assume beginning nursing positions in the community. Students who successfully complete six quarters may apply for and receive an Associate of Applied Science-Transfer (AAS-T), Registered Nursing (RN) degree. Students are then eligible to apply to write the National Council Licensure Examination (NCLEX) for RN exam and apply for licensure as an RN. At the successful completion of four quarters students *may* be eligible to apply to write the NCLEX for Practical Nurses (PN) and apply for licensure to practice as a PN, provided the student has completed all requirements set forth by the Washington Administrative Codes (WACs) administered by the Nursing Commission (NCQAC).

Nursing Program History

In 1955 Centralia College started one of the first Nursing Programs available at a Community College in Washington State. Graduates of that program received a Certificate of Proficiency in Practical Nursing and

were eligible to sit for the licensure exam; those who passed became Licensed Practical Nurses (LPN). Previously combined in their educational efforts, in the 1980's Centralia College and Olympia Technical College (currently known as South Puget Sound Community College) became separate entities as their service areas were divided. Each had its own Nursing Program, with Centralia College maintaining their LPN program, but now offering an Associate of Technical Arts in Practical Nursing degree in addition to the Certificate of Proficiency already being awarded. In 2007, in response to community needs, Centralia College began a Registered Nurse (RN) program offering an Associate of Applied Science-Transfer degree in Registered Nursing. This is the degree currently awarded at the successful completion of Centralia College's Nursing program which enables graduates to sit the NCLEX-RN exam for licensure to practice as a Registered Nurse in Washington State. This degree also helps prepare students for advancing their Nursing education to the Bachelor degree level and beyond.

Nursing Program Philosophy: Nursing and Nursing Education

Nursing

CCNP recognizes Nursing as a profession which uniquely blends art and science. The art is based on the concepts of compassion and caring, while the science is based on knowledge gained from research which informs our practice to make sound decisions and provide skilled technical care. Nursing care is patient centered and directed toward diverse patient populations, (which may include: individuals, families, and/or groups of people) in a wide variety of settings. Nursing promotes, maintains, or restores the optimum state of wellness in patients with actual or potential health problems.

The nurse synthesizes elements of caring, knowledge, and skills to join with the patient to promote adaptation to altered functional status on the health-illness continuum. The nurse uses the nursing process, a problem-solving approach that requires the use of decision-making, clinical judgment, and other critical thinking skills to assess, identify, prioritize client/patient problems, to assign nursing diagnoses with measurable outcomes, to plan care systematically, and to implement and evaluate the results of the care given. The nurse also collaborates with other health care professionals and is an essential service to society. In all settings, the nurse occupies the roles of: caregiver, decision maker, communicator, teacher, manager/leader, professional, and researcher.

Combining the elements of art and science, CCNP utilizes Swanson's Theory of Caring as the framework for our curriculum, teaching the student nurse to maintain belief, know, be with, do for, and inform/enable their patients as they provide care.

Nursing Education

Nursing education involves teaching of nursing theory, skills, and attitudes which assist the students to assume responsibility and accountability as nurses. We recognize prior life and educational experiences enhance the learning environment for individual students and their classmates. We believe nursing education belongs in institutions of higher education and should be structured to evaluate prior learning for admission and/or advanced placement. Formal nursing education within the framework of a college reinforces development of the whole person in the achievement of expanded or changing career goals. Nursing education incorporates knowledge from the humanities as well as the behavioral, physical, and social sciences.

Nursing program faculty and administration believe learning is a dynamic process that results in persistent changes in behavior. Nursing education is influenced by communication, past and present teaching-learning experience, environmental conditions, and motivational levels of students and faculty. It addresses cognitive (thinking), psychomotor (doing), and affective (feeling) behaviors. Faculty and administration believe each student has unique abilities to accept responsibility for learning and thinking critically.

The teaching-learning process is reciprocal and interactive, with faculty and students sharing the collaborative enterprise of learning, inquiry, teaching, and evaluation.

Differences in Roles in Nursing Practice

A number of educational pathways provide entry to nursing practice. At Centralia College individuals may pursue educational opportunities in the following nursing career paths:

The nursing assistant is prepared to assist in the basic care of individuals under the direction and supervision of a registered nurse or licensed practical nurse.

The nursing technician may participate in all aspects of the nursing care process under the guidance of the registered nurse and within the scope of the nursing technician's education. S/he is authorized only to perform specific nursing functions within the limits of their education, up to their skills and knowledge, as verified by their nursing program.

The practical nurse is prepared to recognize and meet the basic needs of individuals under the direction and supervision of the registered nurse or licensed physician in routine nursing situations, and assist in more complex situations. The scope of practice focuses on individuals as they adapt along the health-illness continuum.

The associate degree nurse applies the nursing process and critical thinking to the delivery of nursing care. The associate degree nurse utilizes a variety of sources to understand the patient's specific needs and to facilitate effective nursing care in complex situations. The associate degree nurse functions as a change agent and patient advocate for individuals and small groups of patients. The scope of practice focuses on individuals and their support systems and community as they adapt along the health-illness continuum.

Individuals who attain their associate degree in nursing are prepared academically and encouraged to pursue higher education in nursing, such as baccalaureate, and advanced degrees in nursing, such as masters or doctorate.

Nursing Process

The nursing process utilizes critical thinking and problem-solving to meet the health care and nursing needs of the patient and promote, maintain, or restore their optimum state of wellness. There are five distinct steps of the nursing process:

Assessment:

Assessment is the systematic collection and documentation of data about the patient's actual or potential health needs. Assessment includes history taking, research, and physical examination.

Diagnosis:

Collected data is analyzed to formulate nursing diagnoses from the North American Nursing Diagnosis Association (NANDA)-approved compilation.

Planning:

Planning is based on the nursing diagnosis and requires collaboration between the nurse and the recipient(s) of care. Planning includes: determining priorities, setting goals for nursing action, and identifying specific nursing interventions necessary for goal attainment. The documentation of the nursing diagnoses, goals, interventions, and desired outcomes on a nursing care plan is part of the planning phase.

Implementation:

Implementation is an action phase that follows the formulation of the nursing care plan. The proposed plan of care is carried out by the nurse or coordinated by the nurse.

Evaluation:

Evaluation is a determination of the patient’s response to the nursing interventions and the extent to which the goals have been achieved.

The nursing process is cyclical; patient responses to nursing interventions direct further assessment, diagnosis, planning, implementation, and re-evaluation.

Role of the Nurse

In addition to the nursing process the role of the nurse also encompasses

Caring Theory: Swanson’s Theory of Caring is used to guide understanding and application of this concept.

Cultural Competence: Culturally appropriate nursing care – recognizing the interplay of the nurse’s and patient’s cultural heritage and practices

Health Care System: Nursing role in the local and global health care systems is addressed

History of Nursing: Recognizing the importance of a profession understanding its own history

Continuum of Care

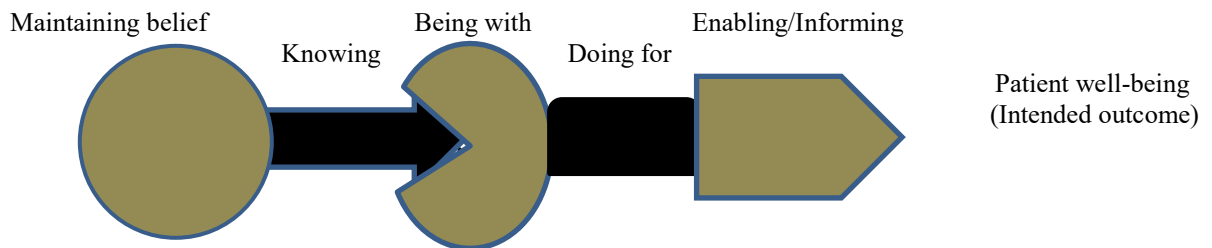
Examination of the continuum of care includes: Age-appropriate Care, Preventive Care, Acute and Chronic Illness, and End of Life Care.

These concepts are used by nursing faculty and nursing students as they collaborate to achieve the program outcomes.

Conceptual (organizing) Framework

The nursing curriculum of Centralia College is founded primarily on Swanson’s Theory of Caring. The Dreyfus Model of Skill Acquisition and a version of Benner’s Novice to Expert Theory adapted for student nurses are also used for skills acquisition and clinical evaluation.

Centralia College Nursing Program: The Swanson’s Theory of Caring (Model)



Model Linkages

Maintaining Belief –Philosophical attitude towards persons (in general) and the designated patient (in specific). This is foundational to nursing practice.

How? – Having faith in the capacity of others and maintaining belief in the rights of all people to “get through” events.

Knowing - Informed understanding of the clinical condition (in general) and the situation and the client (in specific).

How? - Understanding events as they have meaning in the life of the other. Considering the individual’s physical, cultural, spiritual, and psychosocial response to illness and wellness. Possessing awareness of personal biases. Avoiding assumptions.

Being with – Message conveyed to patient

How? - Providing patient-centered care. Being emotionally present. Being an active, attentive listener. Providing reflective responses to the patient.

Doing for....Enabling/Informing – Therapeutic actions

How? – Comforting, anticipating needs, performing competently, preserving dignity, informing, explaining, coaching, guiding, and supporting.

Swanson, K.M. (1993). Nursing as Informed Caring for the Well-being of Others. *IMAGE: Journal of Nursing Scholarship*, 25(4), 352 – 257.

Program Outcomes

Centralia College Nursing Program: Program Outcomes

Swanson’s Caring Processes	Linkage reference number	Program Outcomes**
Maintaining Belief	1	Provides patient-centered care to facilitate spiritual, mental and physical health with sensitivity and respect for the diversity of the human experience.
Knowing	2	Uses clinical judgement and evidence-based practice as the basis for decision making in the provision of safe, comprehensive patient-centered care.
Being With	3	Practices compassionate, competent, holistic, high quality patient-centered care in all situations.
Doing For	4	Uses critical thinking to promote holistic health while performing technical skills in an efficient, competent manner.
Enabling/Informing	5	Coordinates, collaborates, and communicates with diverse patient populations, families, and interdisciplinary health care teams to plan, deliver, and evaluate care which promotes quality of life and empowers the patient through education.

** Adopted from Swanson’s Theory of Caring – a theory used to guide research, education, and practice.

Swanson, K.M. (1993). Nursing as Informed Caring for the Well-Being of Others. *Image: Journal of Nursing Scholarship*, 25 (4), 352 – 357.

Outcome Criteria: Progression in the nursing program requires maintenance and demonstration of previously specified competencies by utilizing the following CCNP Clinical Evaluation Tool

From professional standards of conservation, Institute of Conservation (London) 2003 based on Dreyfus model of skill acquisition	Dependent (0)	Novice (1)	Assisted/beginner (2)	Supervised/competent (3)	Self-directed/proficient (4)	Notes:
Maintain Belief <ul style="list-style-type: none"> Treats all patients with dignity and respect Maintains patient confidentiality Promotes a caring attitude among peers and contributes to team Demonstrates accountability for personal actions Considers needs & preferences of client when providing care 						
Knowing Assessment <ul style="list-style-type: none"> Demonstrates comprehensive and focused assessments Recognizes changes in assessment findings and responds appropriately Demonstrates initiative to acquire information needed for patient care Decision Maker <ul style="list-style-type: none"> Uses theoretical knowledge base, analysis of assessment data, and critical thinking to make clinical judgements that ensure safe, effective care Actively seeks learning opportunities Uses assessment data to guide prioritization 						
Being With <ul style="list-style-type: none"> Performs in an organized and efficient manner that allows adequate time to address patient’s psychosocial and spiritual needs Organizes day in a manner that assures time for meal break without compromising care Able to manage disruptions to plan Uses nursing process to evaluate outcomes 						
Doing For -Medication Administration <ul style="list-style-type: none"> Knows classification, action, dose, therapeutic benefit, and side effects of all patient medications Administers medications in a timely manner per agency policy Consistently demonstrates the 6 rights of medication administration -Clinical Skills <ul style="list-style-type: none"> Competently performs skills in a manner that is safe and effective Identifies need for assistance in performing skills 						
Enabling/Informing <ul style="list-style-type: none"> Assesses current knowledge level, learning style, and learning readiness Provides patient with information and skills needed to achieve desired outcome Communicates relevant, accurate, complete information in a concise and clear manner Collaborates with others appropriately on behalf of client Documentation is sufficient to allow effective communication between shifts/disciplines 						

Supporting Documents

Benner's Stages of Clinical Competence/Dreyfus's Model of Skill Acquisition

According to Patricia Benner, in the acquisition and development of a skill a nurse passes through five levels of proficiency: novice, advanced beginner, competent, proficient, and expert. For purposes specific to Centralia College's nursing department, we have incorporated both the Benner and Dreyfus models of skill acquisition to evaluate student progression through the program.

Stage 1: Novice

Benner

- The Novice or beginner has no experience in the situations in which they are expected to perform.
- The Novice lacks confidence to demonstrate safe practice and requires continual verbal and physical cues.
- Practice is within a prolonged time period and he/she is unable to use discretionary judgement.

Dreyfus

- There is a demonstrated adherence to taught rules or plans.

Stage 2: Advanced Beginner

Benner

- Advanced Beginners demonstrate marginally acceptable performance because the nurse has had prior experience in actual situations.
- He/she is efficient and skillful in parts of the practice area, requiring occasional supportive cues. May/may not be within a delayed time period.
- Knowledge is developing.

Dreyfus

- Situational perception is still limited.
- All attributes and aspects are treated separately and given equal importance.

Stage 3: Competent

Benner

- Competence is demonstrated by the nurse who has been on the job in the same or similar situations for two or three years.
- The nurse is able to demonstrate efficiency, is coordinated and has confidence in his/her actions.
- For the Competent nurse, a plan establishes a perspective, and the plan is based on considerable conscious, abstract, analytic contemplation of the problem.
- The conscious, deliberate planning that is characteristic of this skill level helps achieve efficiency and organization. Care is completed within a suitable time frame without supporting cues.

Dreyfus

- Conscious, deliberate planning.
- Standardized procedures.
- Now sees actions at least partially in terms of "longer term" goals.

Stage 4: Proficient

Benner

- The Proficient nurse perceives situations as wholes rather than in terms of chopped up parts or aspects.

- Proficient nurses understand a situation as a whole because they perceive its meaning in terms of long-term goals.
- The Proficient nurse learns from experience what typical events to expect in a given situation and how plans need to be modified in response to these events.
- The Proficient nurse can now recognize when the expected normal picture does not materialize. This holistic understanding improves the Proficient nurse’s decision making; it becomes less labored because the nurse now has a perspective on which of the many existing attributes and aspects in the present situation are the important ones.

Dreyfus

- Sees situations holistically rather than in terms of aspects.
- Sees what is most important in a situation.
- Decision making is less labored.
- Perceives deviations from the normal pattern.
- Uses maxims for guidance, whose meanings vary according to the situation.

Stage 5: The Expert

Benner

- The Expert nurse has an intuitive grasp of each situation and zeroes in on the accurate region of the problem without wasteful consideration of a large range of unfruitful, alternative diagnoses and solutions.
- The Expert operates from a deep understanding of the total situation. His/her performance becomes fluid and flexible and highly proficient. Highly skilled analytic ability is necessary for those situations with which the nurse has had no previous experience.

Dreyfus

- Intuitive grasp of situation based in deep tacit understanding
- Vision of what is possible

Benner, P. (1984). From novice to expert: Excellence and power in clinical nursing practice

Dreyfus, S.E (1981). Four models of human situational understanding

Stage of skill acquisition	Knowledge	Standard of Work	Autonomy	Coping with Complexity	Perception of Content
Novice	Textbook book knowledge without connecting to practice	Requires close supervision	Close supervision or instruction necessary	Little conception of dealing with complexity	Tends to see actions in isolation
Beginner	Working knowledge of key aspects of practice	Straightforward tasks likely to be completed to an acceptable standard	Able to achieve some steps using own judgment, but supervision needed for overall task	Appreciates complex situations but only able to achieve partial resolution	Sees actions as a series of steps
Competent	Good working and background knowledge of area of practice	Fit for purpose, though may lack refinement	Able to achieve most tasks using own judgement	Copes with complex situations through deliberate	Sees actions, at least partly, in terms of “longer term” goals

				analysis and planning	
Proficient	Depth of understanding of discipline and area of practice	Fully acceptable standard achieved routinely	Able to take full responsibility for own work (and that of others where applicable)	Deals with complex situations holistically, decision making more confident	Sees overall “picture” and how individual actions fit within it
Expert	Authoritative knowledge of discipline and deep tacit understanding across area of practice	Excellence achieved with relative ease	Able to take responsibility for going beyond existing standards and creating own interpretations	Holistic grasp of complex situations, moves beyond intuitive and analytical approaches with ease	Sees overall “picture” and alternative approaches; vision of what may be possible

From professional standards of conservation, Institute of Conservation (London) 2003 based on Dreyfus model of skill acquisition

Centralia College Nursing Program: Clinical Expectations Criteria for Passing (per Quarter in Program)
See Appendix A

Centralia College Nursing Program: Course Curriculum See Appendix B

Nursing Program Policies: Students and Faculty

Student Self-Evaluation of Behavior Contributing to Success in the Nursing Program

- Can you make the following statements?
 - I will have a financial base of support while I'm in school.
 - I will have the support of the important people in my life.
 - I will have a reliable car that will get me to clinical experiences in Chehalis and Centralia.
 - I will be able to be in the clinical area for day or evening experience as scheduled.
 - I will have a back-up baby-sitter who will care for my children during their common illnesses.
 - I have made a commitment to going to school.



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Ellen Hinderlie on 08/01/2022

Reviewed by Jenny Bauska on 8/01/2022

Policy Number: CCNP-POL-01

TITLE: RETENTION/PROGRESSION IN NURSING PROGRAM

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- For all Nursing courses (N101, 102, 103, 201, 202, 203, 220, and 222).
- The student must achieve a grade of 2.0 or better in each required nursing course listed above, and an S (Pass) in off-campus clinical and on-campus skills and simulation labs in order to continue in the program.
- A student who has a grade lower than 2.0 in a nursing course may repeat that course only once. The sequential nature of the program requires a waiting period before repeating the course. Students must apply for readmission to the Nursing program.
- The faculty admission committee will determine the feasibility of a student repeating more than one nursing course due to a failing grade.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-02

TITLE: WITHDRAWAL FROM NURSING PROGRAM

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Voluntary Withdrawal

- The student will write a letter of explanation to the Nursing Program Interim Director.
- The student will have an exit interview with the Nursing Program Interim Director.

Involuntary Withdrawal

- The student who does not achieve a grade of 2.0 or better in a nursing course will not be allowed to continue in the program.
- Violations of the Student Rights and Responsibilities Code (available electronically or in written form from Student Programs) will be addressed by the Centralia College Vice President of Student Services and can result in dismissal from class, the nursing program and/or the college.
- The student will have an exit interview with the Nursing Program Interim Director.
- The student has a right to appeal, and should s/he decide to exercise this right, will follow the appeal process as outlined in POLICY #: 2017-18-04

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-03

TITLE: RE-ADMISSION INTO THE NURSING PROGRAM

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- The student will request re-admission by filling out a Nursing Program Application and submitting it, and appropriate fees, to the Centralia College Interim Director of Enrollment Services at least three months prior to the desired re-admission date.
- For first quarter readmission the student must complete the entire competitive admission process by the yearly application deadline (April) as posted on the Centralia College Nursing website: <http://www.centralia.edu/academics/nursing/index.html>.
- Applications for readmission to first quarter will NOT be given priority status.
- Any request for re-admission depends upon available space.
- The faculty will determine feasibility of students' re-admission.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-04

TITLE: STUDENT REQUIREMENTS FOR CLINICAL PASSPORT COMPLIANCE

Campus Contact: Jenny Bauska, Interim Director of Nursing Program; Kelley Thunberg, Lab Coordinator

POLICY:

- Nursing students and faculty must comply with the clinical requirements listed in the Clinical Placements Northwest (CPNW) Student/Faculty Clinical Passport Requirements, **AND** complete all required CPNW online training modules prior to attending ANY clinical setting.
- Any required items listed in the Clinical Passport (including HCP CPR certification card) that will expire during the academic year (Sept.-June) must be completed and submitted by the last business day of September of that school year for 1st year students, and by the end of the first week of classes for 2nd year students (prior to attending ANY clinical setting). **The only exception made will be for completion of the Hepatitis B vaccination series and associated titer.**
- Students who fail to provide documentation of compliance with all requirements listed in the Clinical Passport will not be allowed to attend clinical, resulting in a clinical failure day for each day of clinical missed.
- If the Clinical Placements Northwest Student/Faculty Clinical Passport Requirements change after the student meets initial requirements, the student will be required to comply with the updated requirements until the completion of their program.

Attachment: **Clinical Placements Northwest (CPNW) Student/Faculty Clinical Passport Requirements**

AUTHORITY:

WAC 246-840-519

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-05

TITLE: INSURANCE REQUIREMENTS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Malpractice

- Students and clinical faculty are required by clinical agencies to purchase malpractice and general liability insurance at registration at the beginning of each academic year.
- For students, this is included with the Fall quarter lab fee.
- For faculty, you must provide your own malpractice insurance, at your own expense.

Health

- Students and faculty are urged to acquire health insurance to protect themselves if illness or accidents occur.
- The clinical agencies have no provisions for free or reduced cost health care for students.
- Injuries or illnesses related to nursing program activities will be the responsibility of the student or faculty member.
- Students and clinical faculty must provide immunization, antibody titer and tuberculin testing information prior to off-campus lab (clinical) experiences.
- Students and clinical faculty are required to meet the health standards/requirements of the clinical agency to which they are assigned.
- Students and clinical faculty must complete the Clinical Placement Northwest (CPNW) Clinical Passport, and CPNW online training modules, PRIOR to attending ANY clinical site.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-06

TITLE: ETHICAL - LEGAL RESPONSIBILITIES

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Students Rights/Responsibilities

- Nursing students, and their clinical faculty, are privileged to give personal care to persons in a variety of situations. They have access to a wide range of information about each patient.
This information must be used only for care and educational purposes.
- Any mention or use of confidential information in public places, including electronic sites or with personal family is a violation of the patients' rights of privacy.
- Only the patient's initials, never the name, are to be used on care plans, and other homework. Copies (hard copies or electronic copies) of patients' medical records may not be removed from approved areas of clinical agencies.
- The conduct of the students reflects upon their personal integrity, that of the nursing faculty, and the college.

Faculty Rights/Responsibilities

- The nursing faculty have an obligation to students, patients, health care providers, the college, and the nursing profession to maintain high professional standards.
- The nursing faculty reserves the right to determine if the student has the personal, intellectual, and physical ability necessary to meet this high standard.

Grounds for Dismissal from the Classroom, On-campus and/or Off-campus (Clinical) Lab

- The following situations are grounds for dismissal from the classroom, on-campus and/or off-campus lab practice areas.
 - a. Impaired function due to use of drugs, alcohol or other chemical substances.
 - b. Impaired function due to physical or mental exhaustion or illness.
 - c. Cheating; representing the work of another as one's own (i.e. homework assignments, papers, nursing care plans, concept maps, test answers).

See number 35 of WAC 132L-20-080 Student Rights and Responsibilities Code (Any student shall be subject to disciplinary action who, either as a principal actor or aider or abettor commits any of the following which are hereby prohibited: Cheating, fabrication, facilitating academic dishonesty, multiple submission, and plagiarism.)

- d. The student fails to meet the conditions of a Clinical Agreement which addresses patient safety, patient welfare, or professional behavior.
- Students removed from on-campus or off-campus lab will receive a clinical failure day and will be required to meet with the Interim Director of Nursing Program for counseling and/or disciplinary action.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017
Reviewed/Revised by Jenny Bauska and Student Representatives on 5/29/2022
Policy Number: CCNP-POL-07

TITLE: UNIFORM AND DRESS CODE

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Use of Uniform
 - The uniform is worn only in the clinical and campus lab areas.
 - The uniform is worn only for nursing program clinical activities and not for work as a paid employee.
 - Students must wear their uniform or black or white lab coat over conservative street clothes (NO JEANS) and name tag when they are in the clinical area selecting patients for clinical experience or doing patient-related research.
- B. Uniform Components
 - <https://www.amazon.com/Cherokee-Scrubs/s?k=Cherokee+Scrubs>
 - a. Pants: **Black or Navy** healthcare scrub/uniform pants (or skirt) of your choice. Note: Some clinical agencies require that all personnel wear pants for infection control purposes. Pants should fit to allow for bending, squatting, twisting, turning without exposing skin or undergarments. Pants should be straight legged (no jogger, wide leg, or skinny fit).
 - b. Top: Cherokee brand scrub/uniform top in the specified school color **Navy**. Top should fit loosely to allow for movement without constricting movement or exposing skin or undergarments. Tops should be short-sleeved (no long, ¾ length, cap or “muscle” type sleeves).
 - c. Undershirt: a solid black or white, long or short-sleeved shirt may be worn under scrubs.
 - d. Shoes: Solid color Black or White nursing uniform shoes of your choice (closed toed and with heel support). *Neutral accent color of black, white or gray is acceptable. No bright or primary colors. Be sure shoes are comfortable with good support!
 - e. Centralia College Nursing patch applied to LEFT upper sleeve of all tops or cover jackets/lab coats.
 - f. Centralia College picture ID name badge and Nursing School badge buddy.
scrub top.
- Dress Code
 - Wear the official school uniform only, in the approved colors and styles listed above.
 - Uniform skirt (if chosen) must be knee length or two to three inches below knee.
 - Uniforms must be clean, and in good repair.
 - Uniforms must be of appropriate fit and style to ensure that cleavage, midriff, buttocks, and undergarments are not exposed during routine patient care activities.

- Shoes must be clean, black or white in color with minimal neutral accent, meet infection control and safety standards (no sandals or canvas shoes, no open toes, or heels without straps).
- Wear only lab coats or warm-up jackets of specified school color (listed above).
- Undershirts worn under uniform tops must be plain black or white (no logos or décor).
- Rings and/or earrings (all jewelry) must meet infection control and safety standards.
- Pierced earlobes may be adorned with appropriate and safe jewelry (small studs only) in the clinical setting. Any facial or other visible piercings may need to be removed or covered if deemed offensive and as such, brought to the attention of CCNP faculty or administration by any facility patient, resident, staff member, or administrative personnel.
- Visible tattoos and other body art or piercings may need to be removed or covered if deemed offensive and as such, brought to the attention of CCNP faculty or administration by any facility patient, resident, staff member, or administrative personnel. Tattoos should then be covered with medical sleeves, undershirt, or other appropriate covering as needed/requested. Piercings should be removed as needed/requested.
- Keep fingernails short (<1/4 inch) with no colored polish, no gel polish, and NO artificial nails.
- Hair must clean, combed, kept off the collar, and out of the face. Men wearing facial hair must keep it clean and well groomed, sufficient to wear surgical face masks and achieve appropriate seal and coverage. Any hair color or style deemed to be offensive, or a potential infection control concern, and as such brought to the attention of CCNP faculty or administration by any facility patient, resident, staff member, or administrative personnel, will need to be returned to a naturally occurring human hair color and/or a style that is no longer seen as an infection control concern.
- Gum chewing is not allowed during clinical, including Simulation lab setting.
- Avoid perfume or use scented lotions or hair sprays in clinical or lab settings.
- Hygiene sufficient to avoid body odor is expected.

Approved: Interim Director of Nursing Program

Jenny Bauska, MSN, RN, 07/11/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska, MSN, RN, 07/11/2022



Originated with Nursing Department Faculty on 4/17/2018
Reviewed by: Nursing Faculty & Student Representatives – 05/05/2022
Policy Number: CCNP-POL-08

TITLE: Use of Electronic Devices (example: personal cell phones, lap top computers, netbooks, and tablets)
Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Personal electronic devices are permitted in the classroom with faculty permission, however there are instances of unacceptable usage.

Examples of unacceptable usage may include, **but are not limited to:**

- Cell phone rings, vibrates excessively or in any other way disrupts the class.
- Visiting inappropriate sites or content during class time.
- Completion of assignments during class time, unless granted permission by faculty.
- Electronic devices out during exams, quizzes, or practice tests.
- Except in rare instances; computers, phones and electronic device are to be used only for instructional purposes during class time.

Policy Violation Consequences

- If a student uses an electronic device in an unacceptable manner, the student will receive a verbal warning on first offense. Faculty will log the event including the student’s name and date/type of occurrence.
- If there is a second policy violation with the same student, an “at risk” Student form with a plan for improvement must be completed by the student and reviewed with the Nursing Program Interim Director. This form will remain in the student’s permanent file in the Nursing Program office.
- If there is a third policy violation, or the terms of the “at risk” Student form are not adhered to, by decision of faculty, staff, and/or administration, more serious consequences may occur depending on severity of misconduct.

If there is a medical or other personal/family need for access to your cell phone during class time regularly or occasionally (thus leaving the ring tone/vibration on) please speak with your faculty before class.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 7/10/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 7/10/2022



Originated with Jo Sullivan and Nursing Department Faculty on 6/14/2019

Reviewed by: Nursing Faculty and Student Representatives 05/05/2022

Policy Number: CCNP-POL-09

TITLE: NURSING PROGRAM SOCIAL MEDIA POLICY

Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Program

POLICY:

Definition: “Social media” includes but is not limited to social networking sites (Facebook, LinkedIn, Google+), microblogging (Twitter, Tumblr), photo sharing (Instagram, Snapchat, Pinterest), and video sharing (YouTube, Facebook Live, Periscope, Vimeo).

Students and faculty

- During the time a student is enrolled in the Centralia College Nursing Program (CCNP), a faculty or staff member shall not “follow” or “friend” them (or vice versa) on any such platform
- If such relationship existed before the student’s acceptance into the CCNP, it shall be terminated during the time she or he is enrolled in the CCNP
- Such relationships may be initiated or renewed after the student graduates or is no longer enrolled in the CCNP.

Students and patients

- During the time she or he is enrolled in the CCNP, such relationships shall not be initiated between a student and their patient, former patients, or patients’ families.

Online posting

- Students, faculty and staff shall not share specifics, issues or opinions about their experiences in the CCNP on any social media platform or blog. This includes, but is not limited to:
 - protected health information of patients
 - information about their peers gained during CCNP program participation
 - photos from learning activities at clinical sites or in simulation lab
 - comments about other students, faculty, staff, clinical partners, classroom teaching, exams, or simulation labs
 - any comments that are or may be perceived as disparaging, threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or otherwise offensive

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 07/08/2019

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 07/08/2019



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Nursing Department Faculty and Student Representatives 05/05/2022

Policy Number: CCNP-POL-10

TITLE: ATTENDANCE

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Attendance and punctuality are required. Arriving late to class or leaving class early is disruptive to the learning environment and is not acceptable. Students arriving late may not join the class until breaktime. Students are expected to learn missed class content. To avoid interference with class/clinical schedules, it is recommended students adjust work or other schedules accordingly.

- All students are expected to attend all classes. Absences may result in a reduction of grade at the prerogative of the faculty.
- If you will be absent or late to class notify your instructor via the instructor's preferred method.
- If absences for unavoidable reasons threaten a student's progression in the program the faculty may approve alternate assignments.
- No visitors or children are allowed in class without prior permission of the faculty.

College (On-campus Skills and Simulation) Laboratory

- All students are expected to attend campus lab as scheduled, or notify faculty as instructed above.
- Students must wear official college uniform for campus lab return demonstrations and simulation labs.
- All students must demonstrate satisfactory completion of lab performance tests (demonstrate competency) before performing the skills in the clinical setting.

Off-campus Laboratory (Clinical sites)

- Students and faculty must receive clearance from the Washington State Patrol in regards to the Child/Adult Abuse Information Act, in order to be accepted into clinical facilities. Individual clinical sites may require further clearances and/or documentation.
- All students are required to attend off-campus clinical laboratory at assigned times. Promptness is imperative to avoid disruption of agency routines.
- If unable to attend clinical, students are responsible for notifying the faculty member (as outlined in clinical expectations) prior to the assigned clinical time.
- An excused absence will be made-up, but is dependent on
 - a. Time, space, and experience availability
 - b. Faculty availability

Students missing clinical for any reason will make up the clinical time.

- Faculty may assign individual students to alternate learning opportunities as deemed appropriate to learning and program scheduling needs.
- Any student missing more clinical hours than can be made-up must submit (prior to the last class day) a written proposal to the Director of Nursing summarizing how he/she intends to make up the lost hours.
- If accepted, all clinical make up hours must be completed before the final exam is given. Failure to do so will result in failure of the clinical component of the course or, at the discretion of faculty, a grade of incomplete.
- If clinical objectives are not met due to excused absences, the student will receive a incomplete grade for the nursing course.
- An unexcused absence will be given if the student fails to obtain an excused absence.
- If the student has an unexcused absence, the student will receive a clinical failure day.
- If a student accrues more than one unexcused absence per academic year, the student will meet with the Director of Nursing and a Clinical Agreement will be written. If the student fails to meet the conditions of the Clinical Agreement the student may receive a failing grade in that nursing course.

IN ADDITION: Standards for Classroom/Lab/Clinical Behavior

To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in this classroom in a manner that does not disrupt teaching or learning. The faculty are authorized to take such steps as are necessary when behavior of the students disrupts the normal classroom procedure. Faculty may remove a student for the single class session in which such disruptive behavior becomes continuous and/or serious and may begin disciplinary proceedings. (See the Student Code of Rights and Responsibilities or Vice-President, Student Services). Violation of the disciplinary code may result in serious sanctions such as suspension or dismissal. In addition, instructors have the right to limit classroom discussion in order to meet the educational objectives of the class session.

These are some examples of disruptive classroom behaviors:

- Monopolizing class discussion
- Rude, disrespectful, contemptuous, or offensive language, posturing, or gestures
- Aggressive, hostile, or confrontive language, posturing, or gestures
- Sleeping
- Chattering
- Excessive or disruptive lateness (tardiness)
- Engaging in unrelated tasks
- Interruptions caused by cell phones and other electronic devices
- Unexcused exiting, or premature preparing to exit class

Nothing in this section is meant to curtail legitimate on-topic classroom discussion that is conducted in a civil manner. Academic dialogue is encouraged and is enhanced by these norms for civil behavior.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017
Reviewed by Nursing Faculty and Student Representatives – 05/05/2022
Policy Number: CCNP-POL-11

TITLE: STUDENT PREPARATION FOR CLASS, COLLEGE LABORATORY, AND OFF-CAMPUS LABORATORY (CLINICAL) EXPERIENCES

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Class

- All students are expected to come prepared for class.
- A student who consistently comes unprepared for class may be asked to leave by the faculty member in charge of the class.

College Laboratory

- All students are expected to come prepared to lab.
- A student who is unprepared for lab may be asked to leave by the faculty member in charge of the lab.

Off-campus Laboratory (Clinical)

- All students are expected to come prepared to clinical.
- A student who comes unprepared to clinical will be asked to leave by clinical faculty and will receive a clinical failure day.
- A student whose acts of omission or commission endanger the patient's safety and/or welfare may be asked to leave clinical and may receive a clinical failure day.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated Mary Capen 9/14/18

Reviewed by Jenny Bauska 08/01/2022

Policy Number: CCNP-POL-12

TITLE: NURSING PROGRAM EXAMINATION (Exam) POLICY

Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Program

POLICY:

- Competency testing is done in multiple ways in the Nursing program. This policy specifically addresses Written in class Exam (I), Written Take home Exam (II), Online learning management system (CANVAS) Exam (III) Testing center online and written Exam (IV), and Return demonstration (V).
- Any questions regarding errors or typos on the exam can only be discussed with the faculty member who created the exam.
- Electronic Devices / Cell phone policy has exam verbiage included.
- **Student concerns of classmate academic dishonesty must be immediately directed to the exam proctor, Nursing faculty, or Nursing Program Interim Director.**

I. WRITTEN IN CLASS EXAM

- There will be **no talking with other students for any reason. Student hand bags and back packs must be left in the back of the classroom prior to testing.**
- For math computations, a **basic-functions, hand held calculator will be provided by the Nursing program and distributed by the exam proctor. These calculators will be the only ones allowed during the exam.** Once the exam is complete calculators must be returned to the exam proctor.
- **No exit and re-entry will be allowed during exams.** Exams must be turned in to the proctor prior to the student leaving the room. Unless arranged ahead of time, the exam will be considered complete when the student leaves the room.

II. WRITTEN TAKE HOME EXAM

- **The exam is for individual students to take on their own, and must not be discussed with classmates. Taking photos of the exam is not allowed. A confidentiality honor contract will be signed by students in order to place responsibility on each individual for their behavior. Breech of the confidentiality honor contract will result in application of the Centralia College Academic Dishonesty Policy.**
- **The exam is to be turned in at the Nursing office, unless otherwise directed, at the designated date and time the faculty member has directed.**

III. ONLINE LEARNING MANAGEMENT SYSTEM (CANVAS) EXAM

- Time allowed for testing is monitored through Canvas there will be no additional time allotted. The faculty member will decide the time and date when the exam begins and ends.
- **The exam is for individual students to take on their own, and must not be discussed with classmates. Taking photos of the computer screen is not allowed. A confidentiality contract will be signed by students in order to place responsibility on each individual for their behavior. Breach of the confidentiality contract will result in application of the Centralia College Academic Dishonesty Policy.**
- Electronic monitoring devices (i.e., web cams) may be required, and, if so, they will be provided by Centralia College on loan for the exam and must be returned upon completion.
- Students unable to access Canvas exams due to poor home internet connectivity or other problems, must take online the exam in the Centralia College testing center.

IV. TESTING CENTER ONLINE AND WRITTEN EXAM

- A photo ID with first and last name (non-expired) is required prior to testing. There will be **no talking with other students for any reason**. Student **hand bags and back packs must be left in the back of the classroom prior to testing or in a locker**.
- For *specific cases* a written exam will be available upon arrangement and check in. The testing center form is required to be completed by the faculty member issuing the exam. Online exam are scheduled for a time and date as they are available, this may include Kaplan exams or Canvas exams.
- For math computations, a **basic-functions, hand held calculator will be provided by the Nursing program and distributed by the exam proctor. These calculators will be the only ones allowed during the exam**. Once the exam is complete calculators must be returned to the exam proctor.
- **No exit and re-entry will be allowed during exams.**

V. RETURN DEMONSTRATIONS

- Students must come to lab prepared for the return demonstration. This includes being dressed in the official Centralia College Nursing uniform, having a stethoscope, and any assessment tools needed. Hair longer than shoulder length will be pulled up and secured off the collar of clothing.
- Any questions regarding equipment or supplies can **only** be addressed with the return demonstration faculty member. There will be **no talking with other students for any reason**. Student **hand bags and back packs must be left in the back of the lab prior to testing**.
- For math computations, a **basic-functions, hand held calculator will be provided by the Nursing program and distributed by the return demonstration proctor. These calculators will be the only ones allowed during the return demonstration**. Once the return demonstration is complete calculators must be returned to the return demonstration proctor.

- **No exit and re-entry will be allowed during return demonstration.**
- No discussion about other students' performances in lab is allowed, as agreed to in confidentiality agreement specific to lab.

AUTHORITY:

Centralia College Academic Dishonesty Policy

APPENDIX:

Confidentiality Honor Contract attached

Testing Center Faculty Form attached

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN, 08/01/22

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN, 08/01/22



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-13

TITLE: EXAM SCHEDULES

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Timing

- All students must take written examinations at the scheduled time and hour.
- Prior notification (call: 360-623-8922) of inability to attend an exam must be given to the faculty if make-up tests are to be provided.

Make-up Exams

- Make-up exams are scheduled at the prerogative of the faculty on a mutually agreed upon date arranged between the student and the faculty member.
- All make-up exams will require the student to sign a confidentiality contract.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-14

TITLE: GRADING USED IN NURSING PROGRAM

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Theory Content

- Nursing class theory content will include material from lecture, discussion, seminars, case studies and assignments, required reading, required viewing, required electronic resources and lab.
- Theory content will be evaluated by a variety of methods.
- Additional details on grading will be in each course syllabus/outline.
- Comprehensive final exams will be given.
- A cumulative grade of 2.0 (80 percent) must be achieved on theory EXAMS, to remain in the program. No other assignment grades will be figured into a student's course grade if their theory exam average is less than 80 percent

- The following grading scale will be used for N101, 102, 103, 201, 202, 203, 220, 222:

4.0 - 99 - 100 %	1.9 - 79 %
3.9 - 97 - 98 %	1.8 - 78 %
3.8 - 95 - 96 %	1.7 - 77 %
3.7 - 93 - 94 %	1.6 - 76 %
3.6 - 91 - 92 %	1.5 - 75 %
3.5 - 90 %	1.4 - 74 %
3.4 - 89 %	1.3 - 73 %
3.3 - 88 %	1.2 - 72 %
3.2 - 87 %	1.1 - 71 %
3.1 - 86 %	1.0 - 70 %
3.0 - 85 %	0.9 - 69 %
2.8 - 84 %	0.8 - 68 %
2.6 - 83 %	0.7 - 67 %
2.4 - 82 %	0.6 - 66 %
2.2 - 81 %	0.5 - 65 %
2.0 - 80 %	0.4 - 64 %

2.0 and above is passing

Students must pass theory, laboratory and clinical in order to receive a passing grade (2.0) in the course.

- Unless prior arrangements have been made with faculty, ANY work (for classroom, lab, or clinical) submitted after the posted due date and time will be docked 10 percent for each day it is late; (i.e.: Due by 12 noon, submitted anytime from 1201 of due date-1200 the following day, would receive a 10

percent score reduction; 1201 the following day-1200 two days following would have a 20 percent deduction in score, etc.).

On-campus Laboratory Content

- Laboratory content may include material from lecture, discussion, seminars, required reading, electronic sources, and required viewing.
- In addition to open lab practice opportunities there will be scheduled mandatory campus lab sessions.
- Laboratory content may be evaluated by a variety of methods, including exams and quizzes.
- Laboratory procedures will be evaluated by a performance test which will be rated as satisfactory (competent) or unsatisfactory (needs remediation).
- It is the student's responsibility to schedule make-up or repeat performance tests in a timely manner.
- Failure to pass subsequent performance tests on a given procedure may result in a failing grade for the course.

Off-campus Laboratory (Clinical) Content

- Clinical performance is evaluated on a pass/fail basis.
- Specific clinical objectives are evaluated and documented.
- Written clinical assignments will be graded. Points may be assigned.
- Clinical evaluation is an on-going process.
- Students are kept informed of their clinical performance by means of verbal/written reports as needed and at the end of the quarter.
- Clinical performance that endangers a patient's safety and/or welfare constitutes a clinical failure day.
- If poor clinical performance jeopardizes completion of the course, the student will be warned as soon as possible and a plan for improvement (clinical agreement) will be initiated. If a clinical agreement already exists, the student will be warned of potential for non-advancement (involuntary withdrawal) in the Nursing Program.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Faculty on 09/17/2020
 Reviewed by Jenny Bauska MSN, RN, Interim Director on 8/1/2022

Policy Number: CCNP-POL-15

TITLE: NURSING PROGRAM LATE ASSIGNMENT POLICY
 Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Program

POLICY:

All required assessments have due dates (located in the Canvas Calendar and in the Unit Lesson Plan). If students are unable to meet any due date for any reason, they must contact their professor in advance to make arrangements. Otherwise, if a student does not submit an assignment by the due date the assignment is automatically awarded a reduction in points possible. All late assignments, regardless of timeframe, must be turned in.

The reduction is as follows:

How Late is the Assignment?	Effect on Grade
Assignment submitted within 1 day after the deadline	10% deduction from the maximum possible grade.
Assignment submitted 2 days after the deadline	20% deduction from the maximum possible grade.
Assignment submitted 3 days after the deadline	30% deduction from the maximum possible grade.
Assignment submitted 4 days after the deadline	40% deduction from the maximum possible grade.
Assignment submitted 5 or more days after the deadline	50% deduction from the maximum possible grade.

Approved: Interim Director of Nursing Program
Jenny Bauska RN, MSN 09/17/2020
 Reviewed/Revised: Interim Director of Nursing Program
Jenny Bauska RN, MSN 09/17/2020



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-16

TITLE: OFF-CAMPUS LABORATORY (CLINICAL) FAILURE DAY

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

Definition

- The student is not prepared for off-campus lab (clinical) experience.
- The student's act of omission or commission endangers the patient's safety and/or welfare.
- The student has an unexcused absence from clinical.
- The student fails to maintain competencies from prior quarters.
- The student, in the judgment of the clinical faculty member, demonstrates impaired function due to physical or mental exhaustion, illness, drug, alcohol, or other chemical substance use.
- The student, in the judgment of the clinical faculty member, violates the policies and procedures of the clinical agency such that the integrity of the nursing program is jeopardized.

Consequence

- The student will meet with the Interim Director of Nursing Program and a Clinical Agreement will be written.
- If the conditions of the Clinical Agreement are not met, the student may fail the clinical component of the course, which will negatively impact the student's ability to advance in the nursing program.
- The accumulation of clinical failure days (two or more during the academic year) may be considered cause to refer the student to the Student's Rights and Responsibilities Code disciplinary process and involuntary withdrawal from the program.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-17

TITLE: MEDICATION ADMINISTRATION IN THE CLINICAL SETTING

Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Program

POLICY:

- All Centralia College nursing students must be supervised by a clinical faculty and/or preceptor while collecting, preparing, and passing medications during any clinical experience.
- No Centralia College nursing student will be allowed to administer blood or blood products, conscious sedation medications, epidural medications, critical/high risk drugs such as those given in the Obstetric and/or Critical Care Units, or anti-neoplastic chemotherapy medications. These medication experiences will be by observation of licensed staff RNs only.
- Beginning in quarter 2-of-6, all students will be given the opportunity to administer medications to patients in a clinical setting. PRIOR to passing medications in the clinical setting the following requirements of the Centralia College Nursing Program MUST be MET:
 - Successfully complete the pharmacology curriculum, including use of Automated Drug Dispensing Devices (ADDD).
 - Successfully complete Math for Medications and Nursing Care exam at >90%.
 - Successfully complete campus skills lab practice and return demonstration of competency for the pharmacology curriculum, including use of ADDD.
 - Complete medication research per syllabus and faculty guidelines.
 - Satisfactorily answer any questions about medication action, indication, safety precautions, or nursing implications as directed by faculty.
 - Medications are to be collected from the dispensing device(s), prepared, and administered under direct supervision of the clinical faculty and/or preceptor.
 - Student nurses may NOT pass medications with a licensed staff nurse on the unit until cleared by their clinical faculty. When permission from the clinical faculty is granted, and if the licensed staff nurse agrees, then students may pass medications with the guidance of a staff nurse, but the staff nurse must be the cosigner of the medication administration in the documentation system used by the facility.
 - Follow all facility policies and procedures for medication handling, administration and documentation.
 - Student nurses cannot administer IV route medications or fluids, access, de-access, change central line dressings, or draw blood from central lines until they have successfully completed the Central Venous Catheter (CVC) and IV didactic curriculum and passed the return demonstration in the on-campus nursing lab.
- In the event of an incident or near miss, policy number 2016-17-02 will be followed.

Attachment: **Centralia College Nursing Department Clinical Expectations Criteria for Passing (per Quarter in Program)** (Appendix A)

AUTHORITY:

WAC 246-840-513

WAC 246-840-519

WAC 246-840-541

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-18

TITLE: REPORTING AND RECORDKEEPING REQUIREMENTS FOR INCIDENTS OR NEAR MISSES

Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Program

POLICY:

- Within two business days, Centralia College nursing program shall report to the commission, on forms provided by the commission, events involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances.
 - Centralia College Interim Director of Nursing Program will be notified of any incident no later than the next business day following the event.
 - Location of Nursing Commission form for incident reporting is communicated to all faculty via electronic means (site location forwarded via email from Interim Director of Nursing Program).
- Centralia College nursing program shall keep a log of all events reported by a patient, family member, student, faculty or a health care provider resulting in patient harm, an unreasonable risk of patient harm, or allegations of diversion, and medication errors. The log will be kept in a secured, central location accessible to all faculty, and will include:
 - The date and nature of the event;
 - The name of the student or faculty member involved;
 - The name of the clinical faculty member responsible for the student's clinical experience;
 - Assessment of findings and suspected causes related to the incident or root cause analysis;
 - Nursing education program corrective action; and
 - Remediation plan, if applicable.
- Centralia College nursing program shall use the principles of just culture (SPEET), fairness, and accountability in the implementation and use of all incident reporting logs with the intent of:
 - Determining the cause and contributing factors of the incident;
 - Preventing future occurrences;
 - Facilitating student learning; and
 - Using the results of incident assessments for on-going program improvement.

Attachment: **Just Culture SPEET Tool** (Appendix C)

AUTHORITY:

WAC 246-840-513

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-19

TITLE: STUDENT CONTACT INFORMATION

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Name/Address/Phone Number/Email
 - The student must notify the Interim Director of Nursing Program of any change of name, address, email address, or phone number.
 - Updated contact information will be gathered at the beginning of each quarter; it is the student's responsibility to update their information at that time, or immediately following any change which occurs during an academic quarter.
 - Clinical agencies may be given a list of student names and contact information each quarter.
 - Student must maintain a phone number so they may be reached in case of emergency and a Centralia College email address to facilitate program communication.
 - All contact information provided will remain strictly confidential with the only exception being information released to agencies where the student has clinical.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-20

TITLE: RETENTION OF STUDENT RECORDS IN THE NURSING DEPARTMENT

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Paper copies of student exams and evaluations will be retained in secured storage within the nursing department office for a minimum of seven years after the date that student leaves the program.
- Paper copies of required health records and background checks are retained in secure storage within the nursing department for the same duration of time stated above.
- With student informed consent (a signed form kept in each student's records) they may be subject to audit by the industry organizations where students are placed for nursing clinical experiences as a part of the college nursing program. They also may be subject to review by representatives from the Clinical Placement Consortium Northwest, a healthcare industry and education partnership which facilitates placement for these experiences.
- Preceptorship summary records will be kept in each student's permanent file.
- A signed statement and/or written request for release of information will be on file prior to releasing any information from the student's file to prospective employers or educational institutions.
- At the end of seven years all records are disposed of by mechanical shredding.
- Digital and electronic records are secured and retained according to the policies and procedures of the Centralia College institution.

AUTHORITY:

WAC 246-840-519

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-21

TITLE: GRADUATION

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

• Requirements

- All certificates and degrees require a minimum grade of 2.0 in each course in the nursing program.
- Students must apply for graduation through the Registrar's Office.

• Certificates and Degrees

- Students who successfully complete NURS 101, NURS 102, NURS 103, NURS 201, NURS 220 and program requirements are eligible to receive a Certificate of Proficiency in Practical Nursing.
- Students who successfully complete NURS 101, NURS 102, NURS 103, NURS 201, NURS 220, NURS 202, NURS 203, NURS 222 and program requirements are eligible to receive an Associate of Applied Science-Transfer (AAS-T) in Registered Nursing.

- Students are encouraged to participate in commencement / graduation exercises.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-22

TITLE: NATIONAL COUNCIL LICENSURE EXAMINATIONS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

○ Examination for Practical Nurses

- At the end of four quarters the student who has successfully completed program requirements is eligible to take the Nursing Council Licensure Examination for the Practical Nurse (NCLEX-PN).
- Information on how to obtain appropriate forms will be available from the Interim Director of Nursing Program and posted on CANVAS.
- The student must complete and return NCLEX-PN application (with the appropriate fee) as directed by the National Council Licensure Examination Office, or designated testing agency.

○ Examination for Registered Nurses

- At the end of six quarters the student who has successfully completed program requirements is eligible to take the Nursing Council Licensure Examination for the Registered Nurse (NCLEX-RN).
- Information on how to obtain appropriate forms will be available from the Interim Director of Nursing Program, and posted on CANVAS.
- The student must complete and return NCLEX-RN application (with the appropriate fee) as directed by the National Council Licensure Examination Office, or designated testing agency.

○ Licensure Application Procedure

- Information on how to obtain appropriate forms will be available from the Interim Director of Nursing Program and posted on CANVAS.
- The student applies for licensure through the Washington State Nursing Care Quality Assurance Commission. Completed forms and application fee are submitted directly to the Nursing Commission (Washington State Department of Health).

IN ADDITION: Questions similar to the following will appear on the Washington State application for licensure:

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?
2. Do you currently use chemical substance(s) in any way which impairs or limits your ability to practice your profession with reasonable skill and safety?

3. Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism, voyeurism, or frotteurism?
4. Are you currently engaged in the illegal use of controlled substances?
5. Have you ever been convicted, entered a plea of guilty, nolo contendere or a plea of similar effect, or had prosecution or sentence deferred or suspended, in connection with:
 - a. the use or distribution of controlled substances or legend drugs?
 - b. a charge of a sex offense?
 - c. any other crime, other than minor traffic infractions?
(Including driving under the influence and reckless driving)
6. Have you ever been found in any civil, administrative or criminal proceedings to have:
 - a. possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or legend drugs, violated any drug law, or prescribed controlled substances for yourself?
 - b. committed any act involving moral turpitude, dishonesty or corruption?
 - c. violated any state or federal law or rule regulating the practice of a health care professional?
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal or foreign authority, or have you ever Surrendered such credential to avoid or in connection with action by such authority?
9. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence or malpractice in connection with the practice of a health care profession?

Concerns about these nine questions should be addressed to:

Washington State Nursing Care
Quality Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864
(360) 236-4700

www.doh.wa.gov/hsqa/Professions/Nursing/default.htm

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-23

TITLE: COURSE AND PROGRAM EVALUATION FOR ONGOING PROGRAM IMPROVEMENT

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

• Current Students

Students will have an opportunity to anonymously evaluate their nursing courses at the end of each quarter.

Students will have an opportunity to anonymously evaluate their comprehensive nursing program, and Centralia College campus and services, at the end of each year.

An anonymous comprehensive nursing program evaluation and exit interview will be completed at the end of the 6th quarter (prior to graduation). An exit interview and program evaluation will also be offered to anyone exiting the program at the successful completion of the 4th quarter (PN option).

Student representatives will be selected from each cohort to represent their peers at faculty meetings for program improvement input and planning.

Data collected from surveys will be kept in a secure location in the Nursing office.

Clinical site evaluations will be completed by faculty and facilities used for clinical.

• Alumni

Graduates are urged to keep the Interim Director of Nursing Program informed of their name, contact information, job position, and employer.

Surveys of graduates and their employers will be initiated between 6 months and 1 year post graduation by the Interim Director of Nursing Program and by Centralia College Workforce Education staff.

Data collected from surveys will be kept in a secure location in the Nursing office.

- See Systematic Evaluation Plan (SEP) (Appendix D) for details

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-24

TITLE: STUDENT PARTICIPATION IN PROGRAM DEVELOPMENT AND EVALUATION

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Nursing students have a student representative from each class cohort selected by simple majority vote through the Nursing Club.
- This student representative acts as a liaison between the nursing students and the nursing faculty at quarterly planning meetings.
- All students will be provided a link to an anonymous, online survey to evaluate each nursing course following its completion, and an exit interview survey evaluating the nursing program as a whole at graduation. This link will be provided (communicated) via the online learning platform used by the Centralia College institution.
- Students' ideas and/or concerns are welcomed throughout each course. The Interim Director of Nursing Program, as well as Professors/Faculty are available to arrange a meeting regarding any ideas and/or concerns about the program, their progress in the program, safety issues in clinical and lab facilities, or life circumstances.

AUTHORITY:

WAC 2546-840-516

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 6/16/2017

Reviewed by Jenny Bauska on 08/01/2022

Policy Number: CCNP-POL-25

TITLE: APPEAL/GRIEVANCE or DISPUTE/COMPLAINT PROCESS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- **STEP 1: INFORMAL MEETING WITH FACULTY OR INTERIM DIRECTOR**

Talk directly to the faculty member involved, or the Interim Director of Nursing Program, regarding the issue you are appealing/disputing. If this is hard for you, you may bring someone with you. Make an appointment, and if you are bringing someone with you, let the faculty member or Program Interim Director know this.

- **STEP 2: FORMAL LETTER OF APPEAL TO ADMINISTRATOR (DEAN of WORKFORCE EDUCATION)**

In the unlikely event your informal meeting from step 1 does not solve your concern, write a letter to the faculty members, or Interim Director of Nursing Program's, immediate administrator. For the Nursing Program, that administrator would be the Dean of Workforce Education. In your letter describe the situation, provide dates and times, give examples, and provide documentation of the issue you are appealing. The administrator who receives your letter will send a copy of it to the faculty member, and/or Interim Director of Nursing Program. The administrator will send you and the faculty member and/or Interim Director of Nursing Program a written response within 15 contract days after receiving your letter. (The administrator may request to meet with you, first). If you wish to appeal the decision of the first administrator, you have five contract days after you receive your written response from step 2.

- **STEP 3: FORMAL LETTER OF APPEAL TO VICE PRESIDENT (VP OF INSTRUCTION)**

Write a formal letter of appeal to the appropriate vice president. For the Nursing Program, that Vice President would be the VP of Instruction. Include all the materials you sent and received in Step 2. The Vice President will send you and the faculty member and/or Interim Director of Nursing Program a written response within 15 contract days after receiving your letter. (The VP may request to meet with you first). If you wish to appeal the decision of the Vice President, you have five contract days after you receive your written response from step 3.

- **STEP 4: FORMAL LETTER OF APPEAL TO PRESIDENT**

Write a formal letter of appeal to the President. Include all the materials you sent and received in Step 3. The president will send you and the faculty member and/or Interim Director of Nursing Program a written response within 15 contract days after receiving your letter. The decision of the president is final.

- For this, and other, Centralia College Student Policies, access this link:

<http://www.centralia.edu/students/policies.html>

WHO TO CONTACT	Academic Transfer	Professional Technical / Workforce Education	Basic Skills	Child and Family Studies	Student Services
Step 1	Faculty Member	Faculty Member	Faculty Member	Faculty Member	Counselor
Step 2	Dean of Instruction, Academic Transfer	Dean of Instruction, Professional Technical/ Workforce Education	Associate Dean Learning Resource Dept., ABE	Dean Child and Family Studies	Does not Apply: Go to Step 3
Step 3	Vice President, Instruction				Vice-President, Student Services,
Step 4	College President				

IN ADDITION: THOUGHTS TO KEEP IN MIND:

- Teaching and learning are complex processes and the expectations for each may not always be clearly communicated or understood.
- Most people try to do the best job they can and have the best intentions.
- It is natural for people to have different ideas, opinions, or expectations.
- Most differences are resolved by direct, courteous, and respectful communications.
- Think about what would be a reasonable solution for all parties.
- Talk to someone like an advisor, counselor, other faculty/administrator, or staff person, if you have questions about this process.
- Most differences are solved at Step 1.
- Be open to alternate solutions.

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Nursing Program Policies: Faculty and General Program



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-26

TITLE: PURPOSE AND OUTCOMES FOR APPROVED NURSING PROGRAMS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- The purpose and expected outcomes of the nursing education program are available on the Centralia College Website, in the Nursing Department Student/Faculty Handbook, and on all Centralia College Nursing Program brochures.
- The purpose and expected outcomes are consistent with accepted standards of nursing practice for a Washington State Associate Degree in Nursing (ADN) program and the mission of Centralia College.

AUTHORITY:

WAC 246-840-514

NLN CNEA Standard II Culture of Integrity and Accountability – Mission, Governance and Resources

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/01/2022

Policy Number: CCNP-POL-27

TITLE: CENTRALIA COLLEGE NURSING PROGRAM ENTRANCE REQUIREMENTS AND STANDARDS OF CONTINUING EXCELLENCE

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Students are required to have taken (and passed with a 2.0 or better GPA): Intro to Chemistry CHEM121, English composition ENG101, Introduction to statistics MATH146, Lifespan psychology PSYC200, Human anatomy and Physiology I & II BIOL 241&242, and have a current Washington State NAC certification, prior to entering the nursing program. Other courses required for graduation and right to sit for the RN NCLEX include Microbiology BIOL260, Public Speaking CMST220, Health and Fitness three credits, and either Sociology 101 or anthropology 206. They are to complete a Test of essential Academic Skills (TEAS) test (with proficient or better score) when planning entry into the Centralia College nursing program.
- As materials are reviewed and upgraded, evidence-based practice showing best current nursing practices will be encompassed in the curriculum. Nursing instructors are required to stay current on the topics they are teaching and to be in contact with the clinical facilities regarding policies and new changes in practice.

Attachment: **Educational Plan Associate in Applied Science-Transfer Degree- Nursing (RN), Centralia College Nursing Program Fall 2017 Admission Rubric, Course Syllabi.**

AUTHORITY:

WAC 2546-840-541

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-28

TITLE: SYSTEMATIC EVALUATION PLAN (SEP) FOR ONGOING QUALITY IMPROVEMENT

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Centralia College Nursing Education Program has a SEP for ongoing program evaluation and quality improvement. The Nursing Education Program Interim Director, in collaboration with nursing faculty and Nursing Education Program Advisory Committee members (which includes alumni representatives) conducts the review on an annual basis.
- The annual program review criteria is based on program outcome data and input from nursing faculty, students, alumni, industry representatives/health care partners, and consumers.
- Methods used to evaluate include (all Likert scale surveys [5=Strongly Agree – 1=Strongly Disagree] completed anonymously, online using credible survey site(s); requesting comments on any score of Neutral (3) or less):
 - Nursing Students and Faculty
 - Course Evaluation and Satisfaction surveys (**fall, winter, and spring quarters**)
 - Campus Resources and Services surveys (**spring quarter**)
 - Didactic and clinical course effectiveness is evaluated each time a course is taught and from each clinical facility utilized
 - Student Representative (from each cohort), as elected by majority vote by Nursing Club membership, input at quarterly planning meetings (**fall, winter, and spring quarters**)
 - Nursing Faculty
 - Workload surveys, reported to Dean of Workforce Education (**spring quarter**)
 - Faculty evaluations of courses and clinical facilities (**fall, winter, and spring quarter**)
 - Faculty evaluations per negotiated agreement; tenure track faculty evaluations are overseen by each tenure committee
 - Monthly and as needed faculty meetings
 - Nursing Graduates
 - Nursing Program Exit Interview survey (**spring quarter**)
 - Alumni Satisfaction and Employment survey (**6 months post-graduation**)
 - Industry Representatives/Healthcare Partners (Clinical Facilities and Employers)
 - Clinical Course Satisfaction survey (**fall, winter, and spring quarters**)
 - Employer Satisfaction survey (**6 months post-graduation/licensure**)
- Measurable indicators or benchmarks of effectiveness include:
 - Student satisfaction = **85%** will respond as 4 or 5 on the Likert scale described above

- Faculty Satisfaction = **85%** will respond as 4 or 5 on the Likert scale described above
- NCLEX-RN first-time tester pass rates = **90%** or greater
- Student attrition and completion rates = **100%** graduate on time (2 years)
- Employment rates after graduation = **85%** are employed as RNs 6 months post-graduation
- Alumni satisfaction = **85%** satisfaction
- Employer satisfaction = **85%** satisfaction
- Program and student learning outcomes = **100%** met
- Re-evaluation of validity of process and instruments will occur every 3 years
- Return/participation rates on surveys
 - Faculty = **100%**
 - Students = **85%**
 - Alumni = **50%**
 - Employers = **50%**
 - Clinical Facilities = **50%**
- The Nursing Program will review and analyze the evaluative methods and instruments used to measure program outcomes for appropriateness according to the timelines specified in the plan.
- Data review process involves data analysis completed within 1 month of survey completion and/or 1 month prior to start of the next quarter (whichever is most reasonable depending on the survey and timing of its use), evidence based proposed changes, and actions taken.
- All activity is documented and can be found in the Nursing Program Faculty Meeting and/or Advisory Committee Meeting minutes.
- Nursing Program Advisory Committee endorsed modifications, ensuing action plan, and implementation strategies are part of the nursing program's ongoing quality improvement.
- Action steps with timelines are discussed and assigned at the monthly faculty meeting.
- Documentation is found in the faculty meeting minutes.
- Successes and implementation challenges are reported to the Advisory Committee.

Attachment: **Systematic Evaluation Plan (SEP) Outline** (Appendix D)

AUTHORITY:

WAC 246-840-512

WAC 246-340-516 (4/5)

WAC246-840-518

NLN CNEA Standard II Culture of Integrity and Accountability – Mission, Governance and Resources

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-29

TITLE: POLICY ON BENCHMARKS WITH MINIMUM STANDARDS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Nursing standards within the Centralia College nursing program include an entrance grade point average no less than a 2.0 in the required course classes, and an 80% or above average on unit exams while in the program.
- Students are prepared for NCLEX questions throughout the program and are measured externally against national standards.
- Progress through the program is not based on solely on external measurements or exams. External exams are utilized for purposes of benchmark measurements, NCLEX preparedness and predictions, and for augmentation of didactic material and faculty written exams.

Attachments: Centralia College Nursing Program Admission Rubric

Grading System Page of Nursing Course Syllabi

AUTHORITY:

WAC 2546-840-505

WAC 2546-840-537

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-30

TITLE: MEETING NCLEX-RN STANDARDS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Quarterly and Year-end NCLEX-RN data reports will be maintained and reviewed.
- Centralia College Nursing Program's benchmark/goal is 90% or greater passing rates for first-time NCLEX-RN testers.
- Continuous quality improvement methods will be used to reach and maintain this benchmark/goal.
- Plan of action should Centralia College Nursing Program first-time NCLEX-RN passing rates fall below 80%:
 - A comprehensive assessment of the nursing program will be completed.
 - This will be completed as a self-study and the Systematic Evaluation Plan (SEP) for ongoing evaluation will be reviewed at that time.

AUTHORITY:

WAC 2546-840-558

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-31

TITLE: NURSING EDUCATION PROGRAM QUALITY IMPROVEMENT STAKEHOLDER INPUT

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- The input of stakeholders including, but not limited to health care partners and community members is considered in evaluating the purpose and expected outcomes of the program.
- Input is solicited via online surveys and one on one interview with clinical site associates and community members.
- The Nursing Education Advisory Committee, comprised of community members, local clinicians, faculty, alumni, industry representatives, and college administrators are responsible for evaluating and refining the purpose and program outcomes (see policy 2016-17-04 on Systematic Evaluation Plan (SEP) for process).

AUTHORITY:

WAC 246-840-514 (4)

NLN CNEA Standard II Culture of Integrity and Accountability – Mission, Governance and Resources

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-32

TITLE: USING EVIDENCE TO SUPPORT PROGRAM CHANGE

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Methods of evaluating the nursing program are listed in the Systematic Evaluation Plan (SEP).
- Evidence/survey data indicating areas needing improvement will be immediately addressed/discussed at nursing staff meetings, held monthly and as needed.
- Steps for changes in curriculum will be put in place and evidence supporting the change will be documented.
- Stakeholders have advisory board meetings biannually in fall (October) and spring (April). Input from stakeholders is also gathered via online surveys on clinical rotations held in their facilities and employer surveys of Centralia College Nursing Program Graduates they have hired.
- Students and faculty are encouraged to complete a number of surveys, done anonymously via online link, evaluating faculty, courses, the overall program, and college facilities.
- Alumni are encouraged to complete an online survey evaluating their preparedness for NCLEX examination and employment.
- Faculty on a tenure track have more extensive reviews arranged through tenure committees, in compliance with their negotiated agreement.

Attachment: **Systematic Evaluation Plan (SEP) Outline**

AUTHORITY:

WAC 2546-840-512

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-33

TITLE: POLICY TO REPORT CHANGES AND SELF-STUDIES TO NURSING COMMISSION

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- A copy of any self-study that is submitted to the national nursing education accrediting body will be sent to the Washington State Nursing Commission. This includes, continuous improvement progress reports, substantive change notifications and accreditation action letters, site visit reports and program response letters, final site visits report and letter.
- A notice of change in program or institution accreditation status will be sent within thirty days to the Washington State Nursing Commission.

AUTHORITY:

WAC 2546-840-554

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

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Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-34

TITLE: FACULTY EDUCATION REQUIREMENTS AND FACULTY TO STUDENT RATIOS

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Faculty teaching in the classroom or laboratory will have:
 - A minimum of a graduate degree in nursing from an accredited college or university and from a nursing education program that is accredited by a nursing accreditation body recognized by the Department of Education; or
 - A bachelor's degree in nursing from an accredited college or university and from a nursing education program that is accredited by a nursing accreditation body recognized by the Department of Education, and a graduate degree in a health or education related field from an accredited college or university.
- Clinical faculty will have:
 - A minimum of a baccalaureate degree with a major in nursing from an accredited college or university and from a nursing education program that is accredited by a nursing accreditation body recognized by the Department of Education; and
 - Current clinical experience of at least three years in the clinical subject area taught.
- An Exception to Nursing Faculty Degree Form (WAC 246-840-529) will be completed prior to employing any faculty who have not yet met the above degree requirements.
- Clinical Ratios
 - In clinical settings involving direct patient care, the faculty to student ratio shall be no more than one faculty per ten students.
 - For observational clinical settings, student preceptorships, and skills practice lab, the faculty to student ratio shall be no more than one faculty per fifteen students.

AUTHORITY:

WAC 246-840-526

WAC 246-840-529

WAC 246-840-532

NLN CNEA standard III: Excellence and Caring: Faculty

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-35

TITLE: FACULTY DEVELOPMENT OPPORTUNITIES

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Faculty development opportunities are offered annually as an all-campus meeting day. This an educational opportunity where professors attend classes in areas of interest, from a list of classes formed by faculty requests. Participation on this day is expected by Centralia College Administration.
- Other educational opportunities are forwarded through email and general campus mail as they are offered.
- Nursing faculty are encouraged to attend conferences, seminars, and webinars that help develop curriculum and contribute to being current with evidence-based practice.
- In-services are scheduled for new or updated equipment and technology, both on campus and at clinical facilities through their educators and/or managers.
- Each Centralia College faculty member is allocated funds for use specific to professional development and continuing education.

AUTHORITY:

WAC 2546-840-523

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-36

TITLE: NURSING PROGRAM PROFESSOR/INSTRUCTOR RESPONSIBILITIES ON LICENSE, SAFETY, AND COMPETENCIES

Campus Contact: Jenny Bauska, Interim Director of Nursing Program

POLICY:

- Nursing faculty are responsible for the development, implementation and evaluation of the outcomes of the nursing program.
- Nursing Professors/Instructors will design and examine the curriculum annually.
- Nursing faculty will participate in the academic advising of students in the area of nursing.
- Professors/Instructors will contribute to evaluating students' success by measurement of curriculum objectives that are pertinent to nursing knowledge and practice, also including mentor and preceptor experiences.
- Nursing professors/instructors are responsible to keep a current, unencumbered Washington State RN license and stay competent in clinical areas and nursing topics they are accountable for teaching.
 - This can be demonstrated through continued education on relevant nursing subjects and certifications as appropriate in clinical skills.
- The nursing program will address any safety concerns within the clinical practice setting.

AUTHORITY:

WAC 2546-840-523

NLN CNEA Standard I: Culture of excellence – Program Outcomes

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022



Originated with Nursing Department Faculty on 1/27/2017

Reviewed by Jenny Bauska on 8/1/2022

Policy Number: CCNP-POL-37

TITLE: PRECEPTORS AND PROCTORS IN CLINICAL OR LABORATORY PRACTICE SETTINGS

Campus Contact: Jenny Bauska, MSN, RN, Interim Director, Nursing Department

POLICY:

- Preceptors will:
 - Have an unencumbered Registered Nurse license.
 - Have a minimum of two years of experience in the specialty area.
 - Be oriented to the student learning objectives.
 - Not be related to, or a personal friend of the student; and
 - Be oriented to the written role expectations of faculty, preceptor, and student.
- Faculty will be responsible for the supervision and evaluation of the student and will confer with each preceptor and student at least once before the student learning experience, at the mid-point of the experience, and at the end of the learning experience.
- Proctors will:
 - Have education and experience in the area being proctored.
 - Be credentialed as a licensed health care provider
 - Be used only when a faculty member has determined it is safe for a student to receive direct supervision from the proctor for the performance of a particular task or skill that is within the scope of practice for the nursing student.

AUTHORITY:

WAC 2546-840-533

NLN CNEA standard III: Excellence and Caring: Faculty

Approved: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Reviewed/Revised: Interim Director of Nursing Program

Jenny Bauska RN, MSN 08/01/2022

Appendices

Appendix A: Clinical Expectations for Passing

Appendix B: Course Curriculum

Appendix C: Just Culture SPEET Tool

Appendix D: Centralia College Nursing Program Systematic Evaluation Plan

Appendix E: Confidentiality Honor Contract for Take-Home Examinations

Appendix F: Testing Center Faculty Form



Acknowledgement of Student-Faculty Handbook Receipt and Contents:

The following statement is to verify the student has received, read, understands, and agrees to follow the content, policies, and guidelines in the Student-Faculty Handbook.

I _____ (print name) have received and reviewed the *Centralia College Nursing Program Student-Faculty Handbook*. I have had any questions I brought forward answered, and understand I am responsible for complying with Nursing Program policies as outlined in the Handbook. I also understand the Handbook may be updated at the discretion of Nursing Program faculty and/or administration. I will receive notification of changes or additions, and I am responsible to comply with those changes.

Name (print) _____

Signature _____

Date _____

