

**UMPQUA COMMUNITY COLLEGE NURSING PROGRAM  
STUDENT PROCEDURES HANDBOOK 2015-2017**

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## WELCOME

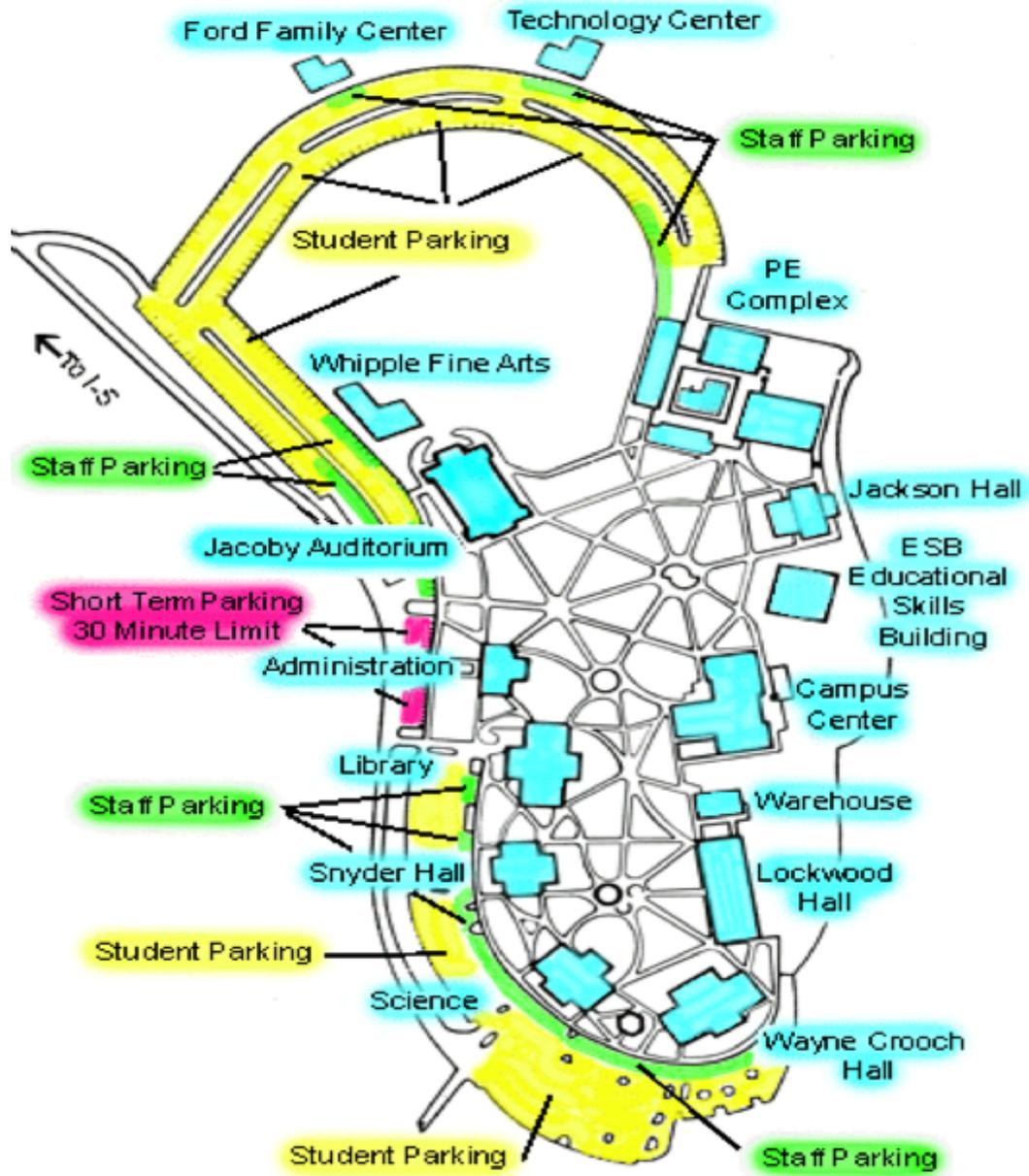
This Procedure handbook has been prepared by Umpqua Community College's (UCC) Nursing Program faculty, to provide you with the information you will need to be successful in your studies. Please read it carefully and refer to it frequently.

The nursing program consists of education that builds on the previous terms learning standards. Each course combines theory with clinical/lab experiences in a variety of settings including possibly a client's home. You will be responsible for your own learning, with your instructors serving as resource persons to facilitate your learning. Your progress will depend on your demonstrating achievement of the competencies required in each term. To succeed, you will need to use the many resources available on and off-campus such as the library, the tutoring center, computers, the internet and the Nursing Science Resource Center (NSRC).

The nursing program is accredited by the Oregon State Board of Nursing (OSBN), which means the curriculum taught meets or exceeds standards for excellence. To maintain the accreditation, the faculty is constantly monitoring the quality and outcomes of the curriculum. Based on their belief in student involvement in curriculum development, the faculty invites student participation in evaluating the curriculum. Students are given opportunities to provide feedback both oral and written throughout the course, at the culmination of courses and through individual conferences with their clinical instructors. The director also holds focus groups to invite feedback. Students are also invited to participate in program meetings (see policy).

The materials in this handbook supplement the Umpqua Community College (UCC) Catalog, the Nursing Program Policy Manual, and present more explicitly current requirements and policies for the nursing program.

# Campus Map



## Philosophy & Program Outcomes

### A. Mission Statement

The mission of the UCC nursing program is to prepare graduates who practice theory-guided, evidence-based nursing in any environment. Graduates are guided by an ethical framework, client-centered care, demonstrate social responsibility, and exemplify value-based caring while meeting the health care needs of a diverse and changing population.

To locate the Oregon Nurse Practice Act go to this web site. <http://www.oregon.gov/OSBN/adminrules.shtml>

### B. Vision Statement

The nursing program Taskforce Competency Subcommittee derived the College of Nursing competencies which follow from the work of the ONLC Education Committee. The original ONLC competencies were established through collaboration among representatives of the health care workforce, representation from community colleges, private and public programs of nursing education, and the Oregon State Board of Nursing.

### C. Nursing Program Outcomes

This entire theoretical framework for the registered nursing program was the combined efforts of all of the nursing educational programs in Oregon using current evidence to guide the thinking. Based on the PEW Health Profession Commission and Healthy People 2010 initiative in conjunction with the IOM reports identifying the types of clients that nurses will care for in the future, these competencies (outcomes) were developed. UCC's nursing program is integrating these competencies into the curriculum. The nursing curriculum is a "living" document that is always evolving and improving based on newly discovered scientific evidence.

#### Overall Professional Competencies

1. A competent nurse bases personal and professional actions on a set of shared core nursing values.
  - a. Ana Code of ethics
  - b. Integration of ethical principles and frameworks
  - c. Interpretation and responding to dilemmas
  - d. Reflection on ethical dilemmas

#### **Competency 1: PERSONAL AND PROFESSIONAL ACTIONS**

- Obtains clients permission to provide care.
- Demonstrates professionalism, honesty and integrity.
- Adheres to UCC policies and the UCC Nursing Student Nursing Handbook as well as the facility's policies and procedures regarding dress code, attendance, confidentiality, professional boundaries, communication
- Begins to integrate ANA Code of Ethics into daily practice as applicable at this level.
- Participates and contributes to post conference; brings any ethical dilemmas encountered or moral uncertainty and distress, for discussion/guidance.

#### **Competency 2: DEVELOPS INSIGHT THROUGH SELF-REFLECTION, SELF-ANALYSIS AND SELF-CARE**

- Identifies/analyzes personal and professional values and established patterns of behavior and thought, and how those impact clients.
- Through journaling, discussion and established procedures, student demonstrates self-reflection, self-analysis and self-care; sets realistic goals and identifies areas for growth and improvement.
- Identifies importance of time management as it relates to self-care, such as breaks and meals.

#### **Competency 3: ENGAGES IN INTENTIONAL LEARNING**

- Describes verbally and completes pathophysiology and surgery summaries (if applicable) for client preparation.
- Prepares for clinical assignment as outlined in the clinical objectives and completes work independently.
- Prepares for clinical by reviewing skill/procedures pertinent to client conditions such as core measures, facility policies, standards of care.

- Actively seeks challenging clients and needed practice for skills.
- Turns in complete written preparation and assignments, including journals, when due as required by the clinical syllabus.
- Recognizes own knowledge/skill level and scope of practice and seeks help appropriately from instructor or healthcare team members.
- Occasionally initiates additional learning activities beyond those required and takes responsibility for own learning needs.
- Accurately uses technology (e.g. bar coding, EMR) to promote quality and safety in health care setting.

#### **Competency 4: DEMONSTRATES LEADERSHIP IN NURSING AND HEALTH CARE**

- Identifies own role within healthcare team; consults with staff regarding delegation needs for client care.
- Accepts feedback and provides constructive feedback to peers during the clinical experience and post conference.
- Manages time to complete required activities, using instructor or other staff as resources when appropriate.

#### **Competency 5: COLLABORATES AS PART OF THE HEALTH CARE TEAM**

- Provides accurate, organized, and timely shift report and timely updates to instructor and staff.
- Accepts responsibility for own actions and communicates in a courteous, professional manner.
- Reviews physician orders on a regular basis, and communicates changes to instructor and staff.
- Seeks help as needed in problem solving and decision making.
- Collaborates with peers, faculty, and nursing staff; begins to collaborate with other members of healthcare team.
- Evaluates own performance and compares with feedback received; incorporates as relevant into future behaviors/nursing practice.

#### **Competency 6: PRACTICES WITHIN, UTILIZES AND CONTRIBUTES TO THE BROADER HEALTH-CARE SYSTEM**

- Recognizes factors that may put their client at risk and takes actions to prevent errors.
- Seeks to learn more about referral agencies within the community.
- Identifies basic healthcare access issues for their client.

#### **Competency 7: PRACTICES RELATIONSHIP-CENTERED CARE**

- Demonstrates respect for client autonomy and empathy when discussing client concerns with healthcare team.
- Promotes the psychological safety of clients/family and exhibits therapeutic relationship skills in the clinical setting.
- Interactions focus on client/family story or experience.

#### **Competency 8: COMMUNICATES EFFECTIVELY**

- Demonstrates therapeutic and professional communication strategies, communicates effectively and respectfully.
- Completes care documentation according to agency policy; showing consistency in accuracy and format.
- Assesses client variables impacting learning or health care education needs. Initiates standardized health teaching.
- Aware of cultural and language differences.
- Recognizes need for variation in care due to cultural differences.

#### **Competency 9: CLINICAL JUDGMENTS**

##### **9a. Effective Noticing**

- Collects and interprets stable subjective and objective data from client/family and EMR (including physical assessment, VS, labs, learning needs), seeks additional information and refines assessment as required.
- Regularly identifies/monitors a variety of data, including obvious patterns and deviations.
- Recognizes and reports when client status has changed.

##### **9b. Effective Interpreting**

- Recognizes patterns, and compares them to known data patterns in stable client/family situations.
- Develops appropriate prioritized intervention plans, based on evidence/best practice; seeks assistance when needed to prioritize appropriately.

- Describes the relevance of data regarding client's psychosocial history to client care.
- Identifies essential components of a teaching/ discharge plan that meet the needs of client.
- Identifies client's potential complications and can prioritize them in order of importance.
- Analyzes lab data (normal and abnormal) and explains their significance related to the client's diagnoses.
- Lists/verbalizes the etiology, signs and symptoms and usual method of treatment and complications related to the client's diagnoses.
- Identifies actual and potential health care needs and formulates nursing diagnoses for the client's plan of care.
- Actively seeks information from a variety of sources to assist in decision making.

### 9c. Effective Responding

- Performs assessments and procedures safely and according to previously learned principles and facility policies and procedures in the expected time frame.
- Demonstrates aseptic technique and utilizes standard precautions and other appropriate precautions.
- Safely administers medications according to agency and UCC policy including the six rights.
- Prioritizes nursing care differentiating between problems needing immediate action and those requiring subsequent action.
- Consistently and competently delivers appropriate care; maintains patient safety at all times.
- Accurately and professionally describes assessment findings on UCC's assessment paperwork and facility forms in the required timeframe.
- Reports pertinent data to instructor and staff RN in a timely manner; informs them if client status changes or when new orders received or new actions needed.

### 9d. Effective Reflection

- Evaluates personal clinical performance in reflecting on clinical events and plans for improvement.
- Evaluates client response to medications, nursing interventions and treatments and their progress toward client/family centered goals as outlined in the nursing care plan.
- Recognizes competencies addressed during clinical experiences.

### Competency 10: UTILIZATION OF EVIDENCE TO DIRECT CLIENT CARE

- Seeks local resources (e.g. texts, instructor) to answer specific questions when unable to find answers elsewhere.
- Provides supporting evidence for planned interventions on prep documents.
- 

*The theoretical frameworks for the practical nursing program are the intended outcomes from the Oregon Committee on the Competencies for a Practical Nurse. The competencies that have been defined are based on a view of practical nursing theory-guide, evidence-based discipline. The Three categories of competencies are: professionalism, applied clinical, and applied organizational.*

Overall Professional Competencies
<b>1. Demonstrate ethical and legal behavior in nursing practice</b>
<ul style="list-style-type: none"> <li>a) Base personal and professional actions on ethical principle common to healthcare, e.g. principles of autonomy, beneficence, nonmalficence, justice, ANA Code of Ethics.</li> <li>b) Practice within the scope of practice fro Licensed Practical Nurses</li> <li>c) Respect the privacy, including confidentiality of health care information, and dignity of individuals, families, and groups.</li> </ul>
<b>2. Provide culturally sensitive care across the lifespan</b>
<ul style="list-style-type: none"> <li>a) Recognize the influence of one's own culture.</li> <li>b) Demonstrate awareness of one's own values and beliefs regarding diversity.</li> <li>a) Provide care that is sensitive and consistent with the cultural values, beliefs and customs of the individual.</li> </ul>
<b>3. Demonstrate a Personal Commitment to Service and the Profession of Nursing.</b>
<ul style="list-style-type: none"> <li>a) Identify personal strengths and ongoing improvement of knowledge and skills</li> <li>b) Demonstrate a sustained commitment to improving the health of individuals, families and groups</li> </ul>

## Applied Clinical Competencies

### 4. Practice Leadership

- a) Apply leadership skills to assign, direct and supervise care provided by assistive nursing personnel as appropriate.
- b) Participate in quality improvement strategies.
- c) Demonstrate basic conflict resolution skills.
- d) Question any order which is not clear, perceived as unsafe, contraindicated for the client, or not within the licensed practical nurse's scope of practice.
- e) Demonstrate flexibility and willingness to change.
- f) Contribute to policy development.
- g) Contribute to evidence based practice.
- a) Contribute to the ethical application of emerging sciences to health care practices.

### 5. function as a Member of the Health Care Team

- a.) Manage own behavior effectively as a member of the health care team.
- b.) Assist and collaborate with the RN to ensure safe and effective care.
- a) Work collaboratively with health care workers to meet the need of individuals, families and groups.

## Applied Organizational Competencies

### 6. Apply Established principles of Health Promotion and Preventive Health Care

- a) Participate in gathering basic health screening information
- b) Teach basic health promotion/maintenance and self-care to individuals and families based on an established teaching plan.

### 7. Provide clinically competent care through use of established standards and practice guidelines.

- c) Practice relationship-centered care with individuals and families.
- d) Act as an advocate for individuals and families.
- e) Gather data through physical examination, observation of signs and symptoms, and obtaining information from a client and other sources in a timely manner.
- f) Contribute to the identification of appropriate nursing diagnosis and participate in the development and implementation of the plan of care.
- g) Contribute to the evaluation of the responses of individuals, families, and groups to treatment.
- h) Perform therapeutic and preventive nursing measures and administer treatments and medications.
- i) Prioritize own nursing interventions when implementing the plan of care
- j) Assist individuals and families to access health care information

### 8. Use clear and Effective Communication With Clients, Families, Members of the Healthcare Team and Others

- k) Adapt communication to the individual and to the situation
- l) Convey information in a manner that is appropriate, complete, and succinct. Shows use of thought process

### 9. Demonstrate clinical judgment using knowledge and problem solving skills when contributing to and implementing the plan of care.

- m) Identify problems and intervene in provision of care within own competence and scope of practice.
- n) Recognize and report situations in which assessment and intervention by RN is necessary
- o) Seek consultation when problems extend beyond the defined scope of practice, standards, and personal competence.

### 10. Apply Concepts of Resource Utilization/Technological Resources to Practice Cost-effective Nursing Care

- p) Demonstrate appropriate use of patient – care materials and supplies
- q) Effectively manage time of self and others to provide for required breaks and efficiently complete work within time requirements.
- r) Use information technology to monitor care and report change.
- s) Use technology to document clinical information
- t) Access electronic information (internet, CD, DVD, etc....) to educate individuals as outlined in the established care plan.

## A. PROGRAM STANDARDS

The Nursing Program Director reserves the right to recommend to the Vice President of Instruction (VIP) immediate suspension or removal from the nursing program those students who, in the judgment of the faculty and Nursing Program Director, do not satisfy program requirements regarding scholarship, and personal and professional behaviors. Faculty will follow the guidelines found in the UCC Policy #721 – Student Code of Conduct. The Faculty bases the evaluation of student behaviors on the following codes: ANA ([www.nursingworld.org/ethics/ecode.htm](http://www.nursingworld.org/ethics/ecode.htm)), NSNA ([www.nsna.org](http://www.nsna.org)), OCNE ([www.ocne.org](http://www.ocne.org)), OSBN ([www.oregon.gov/OSBN/index.shtml](http://www.oregon.gov/OSBN/index.shtml)), UCC ([www.umpqua.edu](http://www.umpqua.edu)).

Students are required to sign the pledge at the end of this handbook, signifying understanding of the Conduct for the Professional Nurse and NSNA's Student Code of Academic & Clinical Conduct.

## B. CONDUCT FOR THE PROFESSIONAL NURSE (ANA & NSNA):

### 1. ANA CODE OF ETHICS:

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

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2005

### 2. NSNA

National Student Nurses' Association, Inc.  
Code of Academic and Clinical Conduct  
PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

## **A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ

### **3. NSNA UNETHICAL AND UNPROFESSIONAL BEHAVIORS RELATED TO CLIENT/STUDENT/NURSE RELATIONSHIPS:**

The nursing student is advised that some of the unprofessional and unethical behaviors are:

- a. receive money or gifts from individuals (i.e. clients under their care)
- b. communicate with former clients
- c. continue relationships with clients after clinical hours or after clients have been discharged
- d. visit socially with individuals in the clinical area

A student who is faced with any of these situations should discuss it with his/her clinical instructor. Such actions violate the Nursing Procedures Handbook and can result in suspension or expulsion from the Nursing Program.

## **C. ACADEMIC STANDARDS**

**Refer to each course syllabus for grading specifics.** The course syllabus supersedes the nursing program student handbook.

**DIDACTIC (Classroom)** Grading will be based on quizzes, assignments and projects. Late assignments will earn no more than 50 percent of the original points possible. Twenty four hours after the time due assignments will not be accepted, and no points will be awarded.

**CLINICAL ROTATIONS (NSRC Lab and/or Clinical Facilities)**

- a. Clinical hours will vary, as you may be scheduled for day or evening clinical. Day clinical may start as early as 0600 and evening clinical may finish as late as 2400. Clinical rotations are subject to be any day of the week. Students may rotate between nursing instructors, facilities and clinical shifts.
- b. Clinical rotation times could include a “hands off” or “observation experience. During this clinical rotation, students are not permitted to engage in any physical contact with patients/clients.
- c. The clinical evaluation form emphasizes the use of the core nursing competencies and evaluates the student behavior against a rubric in the 10 core competencies.
- d. Clinical performance/behaviors will be evaluated weekly and student will receive a pass/no pass. Students will be accountable to submit weekly participation/clinical evaluations tools. The participation/clinical evaluation tools are a “running account” of the students’ progress throughout the program. See course syllabus for details.
- e. **Attendance is expected, there is no make-up for clinical absences and points will be deducted.**

Grading will be based on competence demonstrated by behaviors in clinical settings as well as in the NSRC/lab or simulation assignments. A pass/fail grade will be issued. Clinical absences can have a cumulative effect on a student’s performance over the course of the program. When a student has been absent from clinical for any reason, the following guidelines will be used to determine the student’s standing/grade for the clinical course. Instances where there have been no absences but the clinical grade will be less than passing have also been defined

- a. Students are guests in clinical facilities, but are still subject to the same policies and code of conduct as facility employees. Therefore, if a facility employee is aware of a particular infraction of its policy by a student, he/she will inform the college of this incident and the student may be subject to disciplinary measures under the UCC Student Code of Conduct.
- b. Students are responsible to inform the, Director of Nursing, of any action that occurs during the program that could impact their ability to obtain a nursing license – i.e. infraction of patient safety policies (abuse) or any pending civil or criminal activity.
- c. All written work for clinical rotations will be due at specified times per the course syllabus.

Grading will be based on competence demonstrated by behaviors in clinical settings as well as in the NSRC/lab or simulation assignments. A pass/fail grade will be issued. Clinical absences can have a cumulative effect on a student’s performance over the course of the program. When a student has been absent from clinical for any reason, the following guidelines will be used to determine the student’s standing/grade for the clinical course. Instances where there have been no absences but the clinical grade will be less than passing have also been defined.

***Any missed clinical days (inclusive of lab) will result in faculty review and may result in a grade of “Pass,” “Incomplete” or grade of “No Pass” depending on the term, the number of absences and the performance of the student. Clinical absence from a med-surg experience may result in loss of specialty day(s) in subsequent terms with placement in more med-surg experience days than other students in a clinical group may receive. The clinical coordinator, in collaboration with the student’s clinical instructor, will determine if clinical performance warrants the planned change from specialty to med-surg days.***

- For NRS110C: A minimum of 4 of the 6 core patient care days must be completed, plus at least 75% of all clinical days (inclusive of skills lab and orientation), performing at the expected level (including completion/submission of required assignments), for a student to earn a passing grade. (Students who complete  $\geq 4$  core patient care days and  $\geq 75\%$  of all clinical days but are not performing at expected level will be placed on Performance of Concern and receive an Incomplete. Completion of  $< 4$  of the core patient care or  $< 75\%$  of all clinical days will result in a No Pass grade being assigned to the student.)

- For NRS224C: All required clinical hours must be completed by the end of the term, with performance at the expected level, to earn a grade of Pass. An “Incomplete” cannot be given for the final term clinical grade except for extenuating circumstances. The only extenuating circumstance that will be considered is when an unanticipated medical or similar event prevents a student from completion of at most a few weeks of required clinical hours but the student is able to complete the limited clinical hours by a specified time before the end of summer term. The exception would only be allowed if an instructor, a clinical teaching associate and a clinical site are available for the required clinical experience hours.

For NRS111C, NRS112C, NRS221C, NRS222C: The following table will guide clinical grade decisions involving students with any absences, or who have been placed on Performance of Concern or on Clinical Probation. A minimum of 5 scheduled med-surg (or other core placement) patient care experience days must be completed by the student in order for an instructor to determine if performance is at the expected level or not regarding program competencies and to issue any grade other than “No Pass”. Completion of fewer than 5 days (6 days if on clinical probation) of providing care to med-surg patients (or to patients in core setting for the course) must result in grade of No Pass.

- Cumulative effect: Irrespective of the above, once a student has reached a total of 6 days of clinical absences over the course of the program, faculty will review the student’s clinical performance and determine if any action is warranted such as revision of schedule to increase number of medical-surgical experiences, clinical grade of “incomplete” for the term, or dismissal from the program.

Grade Earned	# of med-surg or core pt. care days	% of clinical days attended	Level of performance	Clinical performance disciplinary process status
Pass	□ 6	≥75%	At expected level	None
	□ 7	≥75%	Not at expected level	Performance of concern
Incomplete	5	65%≤74%	At expected level	None
	6	□ 75%	Not at expected level	Performance of concern
	≥6	≥75%	Not at expected level	Probation + not enough time to improve by end of term
No Pass	≤4	□□□□□	At expected level	None
	≤8	□ 65%	At expected level	None
	≤8	≤100%	Not at expected level	Clinical probation w/o improvement by deadline
	≤5	OR□□□□□□□□ 75%	Not at expected level	Performance of concern or clinical probation by end of term

Clinical absences from specialty areas that do not require direct instructor supervision may be rescheduled on non-class/clinical days based on availability of site and instructor availability by phone. No more than one term of “Incomplete” due to absences can be granted during the program. Absences beyond that would preclude the necessary observation and evaluation of consistently safe performance. An “incomplete” grade cannot be assigned for the third, fifth or sixth clinical course in the program except in extenuating circumstances. The only extenuating circumstance considered for the final term is that of an unanticipated medical or other event which prevents the student from completion of the final few weeks of required clinical hours and the student is medically cleared in time to complete the clinical hours by the end of summer term. The exception would only be allowed if an instructor, a clinical teaching associate and a clinical site are available for the required clinical experience hours during the summer.

- a. Students are guests in clinical facilities, but are still subject to the same policies and code of conduct as facility employees. Therefore, if a facility employee is aware of a particular infraction of its policy by a student, he/she will inform the college of this incident and the student may be subject to disciplinary measures under the UCC Student Code of Conduct.
- b. Students are responsible to inform the, Director of Nursing, of any action that occurs during the program that could impact their ability to obtain a nursing license – i.e. infraction of patient safety policies (abuse) or any pending civil or criminal activity.
- c. All written work for clinical rotations will be due at specified times per the course syllabus.

#### 4. GRADING

Final Grade - At the end of each quarter the grades will be determined on the following scale: (for specific points & criteria see course syllabus):

- 92 - 100% = A Outstanding
- 84 - 91% = B above Average
- 75 - 83% = C Meets Minimum Standards
- Below 74.5% = F Not Passing

It is required that students with a cumulative grade of 78% or less avail themselves of tutoring or mentoring services to improve study skills. Students with a grade of 76% or below at the mid-point of the current term will be given a “Danger of Failing” notice. **Students who are in danger of failing must prepare and submit a written plan for improvement and are required to review with their course lead.**

#### 5. PROGRESSION STANDARDS

- a. Progression in the program requires a grade of C or better in the course and an overall GPA of 2.0.
- b. The student must obtain a minimum of 75% in all components of the course (testing, didactic, and clinical) to pass the course.

#### 6. READMISSION POLICY

- a. All re-admissions must be approved by the Nursing Admissions Committee, with the final decision being made by the committee, no later than 45 days, prior to the beginning of the term the student is requesting to be readmitted to.
- b. A student who fails from the required nursing course must successfully repeat that course before proceeding in the program. All students requesting re-entry will be required to audit the preceding course prior to entry term.
- c. It is the student’s responsibility to submit a written request stating their desire to return into the program to complete what they were unable to successfully complete before. This letter is submitted to the Nursing Admission Committee to be placed in the students file, as soon as possible after a failure or withdrawal.
- d. Student requesting readmission into any of the nursing programs will be required to sit for an interview with the Nursing Admissions Committee.
- e. A single (one) repeat opportunity will be provided, within a year of the failure (not obtaining a grade of C or better) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e. safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students wishing re-entry into the nursing program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the nursing schools’ policies.
- f. NRS 115 LPN to OCNE Bridge does not allow for “readmissions” or spaces to be held into the second year registered nursing program.
- g. Students auditing the course are expected to take the midterm and final exams. The average score of these exams will be reviewed when applying for readmission to UCC’s nursing program.

## 7. EXIT INTERVIEW

**Purpose:** to obtain information on reasons, circumstances or any details that lead to a nursing student leaving the program of study.

**Procedure:** to outline a detailed course of action for both the student and the department to follow when a student has to leave the nursing program.

Schedule a meeting with the student, the involved faculty, and the department chair.

- a. Discuss what area the student has failed in and provide written proof of the inability to meet the grading standard. (Clinical evaluation tool, technical standards, testing scores, didactic failed assignments and/or any other material that affected the student's ability to meet the course standard.)
- b. Student will leave the exit interview with either a verbal or written statement of some of the behaviors that were identified that could have contributed to their failure in the course. If it is given verbally, they will receive a written follow up.
- c. The written evaluation from nursing faculty of the student's ability to continue will give the student some ideas of areas where the faculty felt the student needs to make some changes in their focus, behavior or their ability to allocate the necessary time to the program.
- d. The student will not only be asked to sign this document but they must use this document to address how they will be successful when applying to return to the program. The summary of the exit interview will be placed in the student's file in the nursing department.
- e. The student must also send a letter to the nursing admission committee requesting readmission to the term they left the program. This letter must be submitted as soon as possible and at least the term prior to the student's request to reenter. The administrative assistant will contact the student in the term prior to the student's request to reenter that they will have to attend a nursing admission committee meeting that addresses the issues that the student had when they left the program.
- f. The student should come to the committee with a plan for success and some things that have changed that will impact the student's ability to be successful on this next attempt in the program. The student's will have a maximum of two attempts. (See policy on Nursing Program Readmission.)
- g. Program re-admittance is left to the discretion of the Nursing Admission Committee based on the student's interview and written plan.

## 8. APPROVED COMMUNITY LEARNING OPPORTUNITIES or ACTIVITIES (CLA)

RN Students are required to complete 60 hours for the total program, with a minimum and maximum 10 hours per term. Students not completing their CLA hours per term will get a no pass grade for the term.

Practical Nursing students are required to complete 30 hours for the total program, 10 a term.

For approved CLA activities students will be responsible to access the Canvas Learning platform or see updated board outside of administrative assistant's office weekly for details.

## 9. APA 6<sup>th</sup> Edition FORMAT

Is expected on all papers. (See Learning Management System "Resources for all students"). See course syllabus for specific instructions.

## 10. INCOMPLETES (UCC Policy #711.01)

The core nursing courses are not subject to an incomplete grade.

An "incomplete" will not be assigned unless a contract is initiated by the student and approved by the instructor. The UCC Student Handbook states: "An "I" (incomplete) is given under special circumstances. If you cannot complete the class work in the term in which you take a course, you can arrange with the instructor (prior to grading time) to be given an "I". An incomplete must be made up no later than the following term of study, under the conditions specified by the instructor at the time he or she agreed to grant the "I". An "I" is not computed when figuring your GPA, but it does appear on your academic record.

## 11. WITHDRAWALS (UCC Policy #704)

Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official withdrawal form in the Admissions and Records Office may receive a failing grade.

*Students wishing to withdraw from a course or courses must initiate the withdrawal procedure during the first twenty instructional days of each quarter, except for classes less than 10 weeks in length. The student may withdraw by completing the appropriate form in the Admissions and Records Office. After that date the following procedures must be followed:*

*Withdrawal from the College - To withdraw from all courses the student must secure the signature of a Dean or Counselor. The withdrawal form may be obtained in the Admissions and Records Office, and must be completed and filed in the Admissions and Records Office.*

*Withdrawal fall quarter - During the Fall quarter students may withdraw from a course or courses by obtaining the signature of the instructor anytime between the 21st instructional day and the end of the tenth week of instruction.*

*Withdrawal winter and spring quarters - Winter and Spring quarter students may withdraw from a course or courses by obtaining the signature of the instructor anytime between the 21st instructional day and the end of the ninth week of instruction.*

*Withdrawal summer quarter for ten-week classes - Students may withdraw during the first four weeks of the quarter from any class or classes by completing the appropriate form in the Admissions and Records Office. Beginning with the fifth week of instruction, and continuing through the eighth week of the summer quarter, a student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Admissions and Records Office.*

*Withdrawal summer quarter for five-week classes - The student may withdraw during the first two weeks of the five-week session by going to the Admissions and Records Office and completing the appropriate form. During the third and fourth weeks of the five-week quarter, the student must obtain the signature of the instructor on the appropriate form. The student will then complete the process at the Admissions and Records Office.*

*Withdrawal summer quarter for three-week classes - Students may withdraw during the first week of the three-week session by going to the Admissions and Records Office, completing the appropriate form. During the second week of the three-week quarter, the student may withdraw by obtaining the signature of the instructor on the appropriate form, and completing the process by going to the Admissions and Records Office.*

*Students are expected to process withdrawals in person, but under exceptional circumstances may do so by telephone or writing a letter of explanation to the Admissions and Records Office. Proper withdrawal is reflected on transcripts and adherence to the correct procedure protects the student's academic record.*

*Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms may be obtained from the Counseling Office. (Refer to UCC Policy #721.08)*

## **12. COOPERATIVE WORK EXPERIENCE (CWE) CLINICAL EXPERIENCES**

may be arranged individually during the program, through the director. Students may not schedule CWE experiences during regular clinical or classroom time. CWE will be granted on the basis of faculty availability and on an individual basis. The director of nursing holds the right to not grant CWE in nursing school.

## **13. NURSING SCIENCE RESOURCE CENTER (NSRC)**

- a. NSRC is considered a part of the clinical experience, so rules that apply in clinical apply to NSRC.
- b. The dress code for NSRC is mandated scrub top, black pants, black shoes, same as for the clinical setting (defined in greater detail under dress code).
- c. All students will wear their photo ID.
- d. The student will be responsible for practicing in the NSRC. Instructor assistance is available by appointment or at scheduled times.

- e. Certain nursing procedures will be practiced on manikins and in simulated environments plus the clinical facilities under the supervision of the nursing faculty. All clinical rotations must be supervised by UCC nursing faculty, unless otherwise specified by written agreement.
- f. **No invasive procedures may be performed on anyone other than a patient, and only under the direct supervision of a UCC Nursing faculty or staff RN.** Students are not covered by insurance to perform invasive procedure on each other in the NSRC or the clinical setting, nor are they covered even when the “hospital staff member” has given permission. Times are scheduled with instructors to evaluate skill performance.
- g. Skills Check-Off:
  - i. With each new skill, students are given the opportunity to practice the skill in the NSRC. The more detailed skills have a check-list which the students is required to follow and master in a return demonstration. Each student must successfully perform these skills prior to performing them on clients in the clinical setting.
  - ii. The faculty set a specific timeline for practicing each skill and for the check-off performance. When the check-off time is set, the student must practice the skill in the NSRC as often as needed to be prepared for the check-off appointment.
  - iii. Since these skills must be mastered in a timely fashion, each student is expected to successfully perform the skill during the check-off time. If the student is not able to perform successfully during the check-off time, they will need to retest on a different day and schedule practice times prior to retesting. Successful performance of the skill must occur within one week (seven days) of the originally scheduled check-off time. If the student is not able to demonstrate the skill successfully at the second check-off time, the student will not be allowed to attend clinical until he/she performs the skill successfully.
  - iv. The Skills Performance Competency Evaluation form is a permanent part of the student’s educational record. Students are required to carry their “trifold” skills sheet with them during clinical hours. The original document with both student and instructor signatures will be placed in the student’s permanent file.

#### 14. LEARNING RESOURCES

- a. In addition to the required textbooks other resources are provided in the Library. Extensive Library use is an essential part of your education, as not all information that is essential to learning is in your textbooks. **Computers and access to the Internet is an essential part of** any education program. The college provides computer labs on campus but it is the students’ responsibility to get access and obtain an e-mail address to the faculty for correspondences. Personal electronic devices (i.e. smartphones, tablets, etc.) have become a valuable educational tool and clinical adjunct. They are required by the nursing program.
- b. The tutoring lab is open for all students in the nursing program plus pre-nursing students. There may be tutors available at NSRC. Hours and locations will be posted each term.
- c. Books and AV materials borrowed from the College instructors and/or other agencies are to be returned by the due date. Students with overdue materials at the end of any term will not receive a grade in nursing until the situation is satisfactorily resolved.
- d. Photocopying is to be done on the machines located in the Library. The photocopy machine located in Wayne Crooch Hall and the NSRC are for UCC staff only.

#### 15. ATTENDANCE POLICY

Attendance and punctuality are a crucial part of the professional development and will be documented. 100% attendance and punctuality in the clinical areas, NSRC, and the classroom is expected. Exceptions will not be made for travel, clinical schedule, or due dates, regardless of where student lives. The student’s presence in the clinical area is necessary for the instructor to adequately evaluate performance and competence.

**There is no provision for make-up of clinical absences.**

- a. Students must be registered with the college prior to attending classes or clinical.
- b. Students are expected to be in their seat in the classroom by the time lecture is scheduled to begin. Once the instructor has begun lecturing, students may wait until the next break before entering the classroom.
- c. Students are expected to be at pre-conference and post-conference in the clinical setting and ready to participate at the scheduled time.

- d. If unable to arrive at your clinical site on time due to unexpected circumstances the student is responsible for following specific clinical instructor's directions.
- e. Students need to schedule personal appointments at times other than during class or clinical times.
- f. Only registered students may be in class, conferences, counseling sessions, clinical or the NSRC.
- g. Transportation is the responsibility of the student and may require travel out of the area for clinical experiences. Students may ride with clinical preceptors during their community-based or mental health experiences when participating in home visits.
- h. **Cell phones must be silenced or on vibrate during class. Cell phones may be used in lab and/or clinical setting for educational and patient care related purposes if allowed by the nursing faculty. See cell phone use policy.**

## 16. COMMUNICATION

- a. *Students are expected to check their mailbox, the Learning Management System website (CANVAS), and their own e-mail regularly. Announcements will be posted on the Learning Management System (CANVAS).*
- b. **In effort to resolve conflict related to course/seminar/clinical matters, it is expected you will utilize the following steps listed below. Please refer UCC Student Code of Conduct Policies and go through the proper chain of command.**
  1. Individual directly involved
  2. Instructor and Mentor
  3. Director of Nursing/Department Chair
  4. Dean of Career & Technical Education
  5. Vice President for Student Development and Vice President for Instructional Services
  6. College President
- c. Current names, telephone numbers, addresses and email addresses must be given to the department administrative assistant and the college registrar at the beginning of the school year and whenever these change. Students must inform their clinical instructor of telephone number changes and/or name changes. Student information lists are considered confidential and used only by faculty and fellow students with their consent.
- d. Student Participation in nursing school staff meetings
  - A student representative for the class is welcome to attend a portion of the department meetings, Mondays or Fridays between 2 and 4 pm.
  - The class may choose a student representative to serve per term and notify the program lead.
  - The student representative may be invited by the program lead to department meetings, when there are topics pertinent to them.
  - Student reps may provide input on topics that directly affect them either in writing or verbally, i.e. due dates and times of assignments related to other class work.
  - Individual students may have specific concerns that may need to be addressed personally. These students will notify the class representative that they are going to talk directly to the program lead. The program lead and the individual student will meet to determine the level at which to handle the specific concern.

## 17. BACKGROUND HISTORY CLEARANCE

Students will have completed a background check as part of the admission to the nursing program. Students need to understand that they will need to continue to complete background checks when applying for licensure and as conditions of employment. Additional background checks will be completed through the Veterans Administration Medical Center (VAMC) and other clinical sites; details will be made available from the clinical instructor or director of nursing. Students that do not pass a facility background check will lose points and other arrangements will not be made.

## 18. ACCESSIBILITY STATEMENT

UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Accessibility Services Office in the Advising and Career Service Center of the Campus Center Building. If you plan to use academic accommodations for this course, please contact your instructor and our office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter. To

request academic accommodations for a disability, please contact a Disability Service Coordinator. Phone (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800-735-2900.

Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these, in advance if possible, to Danielle Haskett in Disability Services.

- ***Additional information may be found at the Disability Services web page at: <http://www.umpqua.edu/disability-services-home>***
- ***New and returning students may access information at: <http://www.umpqua.edu/your-first-term>***

## **19. TECHNICAL STANDARDS**

The nursing program has academic as well as technical standards (non- academic criteria) students must meet in order to successfully progress in and graduate from the program.

The purpose of this section is to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

Umpqua Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the program.

Students admitted to the Nursing Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Umpqua Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.

### **Cognitive:**

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.  
Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

### ***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine client needs.
- Develop and implement a nursing plan of care for clients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.

- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

**Physical:**

**Motor:**

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 7-12 hours.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (7-12 hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

**Sensory:**

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care
- Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are

- wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel vibrations such as an arterial pulse.

**Behavioral:**

- a.. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
- b. Maintain effective, mature, and sensitive relationships with others.
- c. Examine and modify one's own behavior when it interferes with others or the learning environment.
- d. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
- e. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
- f. Integrate feedback into own performance.

***Examples of learning activities found in the nursing curriculum and related to industry standards:***

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

## 21. EMPLOYMENT

**No accommodations will be made in the nursing program because of outside employment or for taking courses from other disciplines.** The nursing school staff and faculty has the right/responsibility to ask an unsafe student to leave the clinical area. This will result in a recorded absence.

## 22. HEALTH POLICIES

### a. **COMMUNICABLE DISEASE POLICY (UCC Policy #309)**

Umpqua Community College is committed to providing a healthful environment for all students, employees, and college visitors. In fulfilling that commitment, the Board shall continue to seek the guidance of appropriate medical, legal and governmental authorities.

UCC shall follow the guidelines promulgated by the Oregon State Health Division, OHA and OR-OSHA to prevent the spread of disease in the college setting.

Employees or students in need of self-administered injections or blood testing must do so off campus if at all possible; and must retain and dispose of materials at home.

Actions taken with respect to students, employees, and visitors shall be consistent with rights afforded individuals under state and federal statutory, regulatory and constitutional provisions.

UCC does not discriminate against persons who have a communicable disease.

The College's intent will be to return the student or employee to his/her regular assignment or classes upon receiving assurance from a physician or public health official that the individual does not pose a health risk to

students or employees in the work setting, or visitors to the college if proper procedures are followed. The President will assign administrators to institute those procedures prescribed by the physician or public health official. An alternative assignment will be considered if the student or staff member is not returned to his/her regular assignment.

Employees must provide UCC with their HIV test information before UCC will provide reasonable accommodation on the basis of a physical impairment consisting of the HIV infection.

The College President shall be responsible for determining the information to be disseminated to staff, parents and the community when a communicable disease is identified or suspected in the college setting.

The Board directs the President to develop administrative rules relative to communicable disease.

**b. EXPOSURE CONTROL PLAN**

**i. Immediate First Aid**

- a). Splash to mucous membrane(eyes, nose, mouth) - irrigate area with water. For eyes use eyewash for 20 minutes
- b). Non-intact skin - wash with antibiotic soap/water, apply antibiotic ointment to site
- c). Punctures or cuts - flush with antibiotic soap and water, and then apply antibiotic ointment, if sutures appear necessary, send to Emergency Department.
- ii. Reporting occupational exposure - Report any exposure to your clinical instructor immediately. If that person is unavailable, report to the Emergency Department.
- iii. Post Exposure Prophylaxis must then be instituted per the comprehensive policy obtained in the department and at the NSRC. Reference to CDC's current practices is the guiding source for PEP.

**c. PHYSICAL EXAMINATION WITH AUDITORY SCREENING**

All students must provide evidence of a current physical examination with a hearing test. This record needs to be presented prior to entering the 1<sup>st</sup> term of the Practical Nursing Program. These records are considered confidential and kept secure in the Nursing Department office.

**d. INJURY/ILLNESS**

Before returning to the Program, the student must present a statement from a physician stating he/she is physically/mentally able to perform the functions required by the program without risk to self or individuals.

**e. VACCINATIONS**

Required immunizations: MMR, Hep B x3, TB (within last 12 months), Varicella, Tdap) Student will submit to Allied Health Administrative Assistant before the first day of class. Students will not be permitted into the clinical setting without proof of the required immunizations.

**g. DRUG SCREENING STATEMENT**

All nursing students will be required to have drug screening upon admission to the nursing program. Students will also be required to repeat drug screening at the start of each academic year. The cost of the drug screens is the responsibility of the student. In addition, students are subject to random drug screening throughout the program.

A student is required to show proof of prescription, if the student takes prescription medication that would alter or affect the drug screening. The nursing school holds the right to dismiss the student from further advancement or admission into the program if such information is not disclosed.

Additionally, any student suspected of being under the influence of alcohol or drugs will be required to submit to an immediate monitored substance screening, as a condition of remaining in the program.

The nursing program will designate the company that will do the drug testing. The nursing program will not accept drug screening results from any company other than the one designated by the nursing program.

The nursing program maintains a no tolerance policy regarding substance abuse.

Students must clear a urine drug test. Failure to undergo the drug test will result in dismissal from the program. If the test comes back positive for reasons other than medically prescribed, the student will be dismissed from the program. If the drug screen comes back diluted the student will be allowed a monitored retest. If the student refuses the second test, the student will be subject to sanctions.

In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a substance use assessment and treatment program as indicated. Readmission is not guaranteed. If the student is readmitted and tests positive for a substance a second time, the student is not eligible for readmission to the nursing school.

Students will be subject to random, mandatory drug testing at the clinical agency in which they practice. If results are inconclusive, additional monitored mandatory testing will be required at the student's expense. Students may not return to clinical practice until a valid, passing result is obtained. These absences will be unexcused absences and will be subject to points lost.

#### **h. IMPAIRED NURSING STUDENT**

The nursing program faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment to students and to clients who receive nursing care from students. To fulfill this purpose, nursing students must not be chemically dependent or mentally ill resulting in unsafe behaviors during their participation in any learning experience, including classroom, clinical laboratory, clinical settings, and other department sponsored functions.

The problems of chemical abuse and/or mental illness, resulting in unsafe behaviors must be proactively addressed when identified in nursing students. The nursing faculty will intervene with the impaired student as outlined in the Procedure for Faculty Intervention with the Impaired Nursing Student and in accordance with the Student Conduct and Responsibility Policies outlined in the Student Handbook for the Department of Nursing.

The nursing program follows UCC's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college affiliated academic activity, including off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the college in conformance with college policy (See UCC Policy #721.3, 721.5, 721.6, 721.7, 721.8, and the Nurse Practice Act).

#### **i. SAFE CLINICAL ASSIGNMENTS**

- i. Nursing students are required to identify themselves to the nurse in charge when coming onto the clinical setting for chart review or client visits, and wear appropriate dress including name tag.
- ii. Individuals with nuclear implants will be cared for by men or non-childbearing age women.
- iii. Pregnant students will not handle chemotherapeutic agents or their containers.
- iv. **PLEASE LET INSTRUCTORS KNOW IF YOU HAVE A LATEX OR IODINE SENSITIVITY.**

### **23. CLINICAL/NSRC/CLASSROOM DRESS CODE**

- a. A designated clinical uniform including; mandated scrub top, black shoes, must be available by the first clinical day of the program. Uniforms must be clean & wrinkle-free and kept in good repair. Pants will be of a length that they will not drag on the ground. Failure to comply with the dress code will result in being sent home with loss of clinical points for the week.
  - i. Shoes must have closed heels and toes and must be black (no cloth shoes, crocs or sandals).
  - ii. Each student must have a watch that accurately measures seconds, bandage scissors, an ink pen, a stethoscope and a hemostat.
  - iii. Students will wear their scrub top in situations that are appropriate under the direction of the faculty.

- b. Uniforms are to be worn only in clinical/NSRC/CLA areas. **Do not wear uniforms on campus or any other public place unless engaged in a pre-approved CLA activity. Students found in violation of this rule will be subject further evaluation and/or loss of clinical points.**
  - d. The dress code for the NSRC is mandated scrub top, black pants, black shoes, same for the clinical setting. All students will wear their photo ID.
  - e. Jeans, coats, sweats, shorts, capris, skin-tight pants, mini- skirts, and sleeveless shirts are **not permitted in any clinical areas**. When in uniform, do not wear ornate rings. Body piercings that are visible will need to be removed (mouth, tongue, nose, ear area other than the lobe) or covered if impossible to remove. The ear lobe can support either one post earring or small hoop. Tattoos should not be offensive. Student must make every reasonable effort to cover them at all times. Covering the tattoos should not interfere with hand hygiene. Fingernails must be clean, short and well kept. Neither nail polish nor artificial nails are allowed.
  - f. Students may wear a black/white long – sleeved shirt under their scrub top. School name badges must be worn at all times in the clinical/CLA setting.
  - g. Some areas of nursing require special attire. In certain areas only hospital-furnished attire is acceptable. Your clinical instructor will inform you of these policies. Clinical experiences may not be omitted because of the inability to fit into the required garments. Students must wear hospital-furnished attire that fits and is not revealing.
  - h. Hair must be clean and neat, of simple style and conservative color. Long hair must be secured and off the students collar. Any hair fasteners must be conservative-colored. Hair and beards must not interfere with asepsis. Students must be clean-shaven or have their beards neatly trimmed.
  - i. Good personal hygiene is expected. Offensive body or tobacco odor is not acceptable. Use unscented body products (lotion, cosmetics). No perfume, nor aftershave. Students not following the above policy may be sent home by clinical faculty and subject to loss of clinical points.
- \*\* Other more restrictive dress codes may override UCC's if it is the policy of the clinical facility. Students and faculty are guests in facilities and must adhere to the dress code policies within the facility.*

## 24. GRADUATION REQUIREMENTS

See UCC catalog for graduation requirements.

## 25. INSURANCE COVERAGE

Nursing students are required to be covered by liability insurance before entering a clinical area. This is paid for at the time of registration, in the student fees. Students must be registered for the nursing course prior to the first day of each quarter. Students will not be allowed to participate in a clinical rotation if not registered for class. Students are responsible for their own health insurance. See appendix A.

## 26. INCIDENT REPORTS

Nursing students are required to report all injuries/accidents involving themselves and/or individuals to the clinical instructor immediately. When necessary, the clinical instructor will assist the student in obtaining medical care and completing required forms. The student will then obtain a State Accident Insurance Fund (SAIF) claim from the Human Resources Department at UCC. UCC does not provide medical insurance coverage for students.

## 27. LICENSURE

Upon completion of the Program it is the student's responsibility to apply for licensure. When applying for licensure, students will be subject to fingerprinting and a background check again. Details of felony convictions, parole provisions, drug and/or alcohol abuse history must also be reported. Failure to report this information constitutes fraud and will result in that person not being permitted to sit for the Licensing Exam or loss of license if the non-disclosure is discovered after the license has been issued.

Students are given an NCLEX-PN test packet approximately 6 weeks prior to program completion. They can also obtain information at:

OSBN

17938 SW Upper Boones Ferry

Portland, OR

971673-0685

National Council State Board of Nursing

111 E. Whacker, Ste. 2900

Chicago, ILL 60601-4277

866 293-9600

## 28. ANNUAL REQUIRED DOCUMENTATION

- a. A current American Heart Association (AHA) Health Care Provider BLS Card is required for clinical experience and it is the student's responsibility to obtain this and bring copy of current card to Allied Health Administrative Assistant prior to the first day of class.
- b. Evidence of completion of annual education about blood-borne pathogen and the exposure control plan as well as HIPAA training (filed at NSRC).
- c. Signing of consent to photograph and filed in the NSRC.
- d. FIT testing completed (respiratory mask size).
- e. Digital photo obtained (for student I.D. badge).
- f. VAMC - HIPAA, Cyber security, and privacy documents.
- g. Mercy Medical Center (MMC) Confidentiality Statement and completion of Mercy's Security Program.
- h. Current & valid evidence of immunizations including: Hep B x3, MMR, TB (within the last 12 months, Varicella, and Tdap. Documentation is to be turned into, Allied Health Administrative Assistant's office prior to the first day of class.
- i. All nursing students will be required to have drug screening upon admission to the nursing program. Students will also be required to repeat drug screening at the start of each academic year. In addition, students are subject to random drug screening throughout the program.

## 29. CELL PHONE USE

Purpose: to establish a culture of digital citizenship by defining what is appropriate use of cell phones/I-pads or tablets in both the classroom and the clinical setting.

1. Students may use their cell phone only if approved by the course instructor and only to complete assignments that are related to the instructional lesson(s).
2. Students will keep cell phones in the vibrate mode, so as not to disrupt fellow classmates.
3. Students will only send text messages, pictures or video messages to others outside of the classroom with permission and directions from the instructor. Before sending or posting anything remember: LARK – Is it legal, appropriate, responsible and kind.
4. Students will not record still or moving images or voices of students or the teacher without permission from both parties.
5. Students will not post recordings of still or moving images or voice recordings of students or the instructor to online websites without their permission.
6. Students will practice internet safety with online resources.
7. Students understand that they may receive disciplinary consequences for violating board policies regarding cyber-bullying. (Refer to UCC Student Code of Conduct)
8. Students will not use cell phones in the classroom setting without the direct authorization of the faculty. Students observed to be texting or allowing their cell phone to ring or vibrate noisily during the classroom and NSRC portion of the class will lose their points for the week.
9. Students observed texting anyone, other than the clinical instructors during clinical, will be sent home and will lose their clinical points for the week.
10. Students will not contact faculty's personal cell phone outside of class, unless specified by instructor to do so. All contact with instructors will go through the assistant administrator, Esther Moen, at 541-440-4614 to make an appointment or through the instructor's email

### **30. STUDENT RIGHTS and RESPONSIBILITIES (UCC Policy #721)**

**Students, staff and administration have together developed rules to guide student behavior. It is the student's responsibility to know and abide by these regulations. Always refer to the updates available for UCC policies online.**

#### **Student code of conduct 721.0**

Students at Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purposes.

The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

Through this Student Code, Umpqua Community College describes 1) the responsibilities, rights and freedoms afforded to students and 2) conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives including any and all felony or felony related charges may also be subject to the Umpqua Community College Student Code of Conduct.

The Vice President for Student Development (VPSD) is responsible for the administration of the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee to administer the Student Code of Conduct.

#### **Definitions 721.01**

1. The term "ORS" means Oregon Revised Statutes, which are the codified laws of the State of Oregon.
2. The term "college" or "College" means Umpqua Community College.
3. The phrase "Board of Directors" means Umpqua Community College's Board of Directors, which is the policy manager of the College. Board members are elected by the local community.
4. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or noncredit classes or enrolled in any special program approved by the college.
5. The term "faculty member" means any person hired by the college to conduct classroom activities.
6. The term "college official" includes any person employed by the college performing administrative responsibilities.
7. The term "college personnel" includes any person employed by the college.
8. The phrase "member of the college community" includes any person who is a student, faculty member, college official, college personnel, or any other person employed by the college.
9. The term "college premises" includes all land, buildings, facilities, and other property in the possession of, or owned, rented, leased, used or controlled by the college (including streets and sidewalks).
10. The term "college-recognized student organization" means any student club or organization who has complied with the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government.
11. The title "Vice President for Student Development" or "VPSD" means the college official authorized by the President to administer the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee.
12. The phrase "college business day" means the days of the week when campus offices are open and available to the public for business.

13. The term “hearings panel” means the group of persons authorized by the VPSD to determine: 1) whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions or 2) the merit of a student grievance and recommend remedies.
14. The term “appellate proceeding” means the process by which an appeal may be heard.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.

## **Student Responsibilities, Rights & Freedoms 721.02**

### **A. Student Responsibilities**

Students shall be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities and knowing the following rules and regulations governing the educational community.
2. Following the lawful direction of college personnel including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication and interactions.
7. Properly using college equipment, computers and facilities including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in special labs and classrooms.
9. Complying with local, state and federal laws.
10. Utilizing established procedures to influence change or challenge UCC policies and regulations.

### **B. Student Rights**

Students shall have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students’ grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing at the first class meeting.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students shall have the right to be notified of the charges, shall be afforded the opportunity to be heard and shall have the right to be assisted without prejudice by an advisor who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

### **C. Student Freedoms**

Students shall be free to:

1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college’s Student Government, as a condition of institutional recognition.
2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
3. Examine and discuss all questions of interest to them, and to express opinions publicly and privately. In accordance with the campus free speech policy, students shall be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the institution or violate college policies or procedures.

4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Student Council serves as the student government body and through this body, students are afforded the right to have student representation on selected UCC councils and committees.
5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.

Students shall be free from:

1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination, it is the policy of Umpqua Community College and its Board, to provide equal educational and employment opportunities and to provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, age, sexual orientation, marital status, disability or/and other status or characteristic protected by applicable state or federal law.
2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

### **Student Misconduct 721.03**

The following actions and/or behaviors are the types of misconduct for which students may be subject to disciplinary action. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Committing acts of dishonesty including but not limited to:
  - Engaging or participating in forms of academic dishonesty including cheating and plagiarism. Academic integrity is covered in more detail in UCC policy 721.4.
  - Furnishing false information to any member of the college community or College office with the intent to deceive.
  - Forging, altering, or misusing a College document, record, or instrument of identification.
  - Forging, altering, or misusing a document, record or instrument of identification related to a cooperative work experience placement, supervised field experience placement or clinical placement.
  - Tampering with the election of any College-recognized student organization.
  - Attempting to represent the College, any College-recognized student organization, or any official college group without the explicit prior consent of the officials of that group.
2. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the college community on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College.
3. Unwanted contact or communication of any nature with another student or other member of the college community after being instructed by a college official that such contact or communication is unwelcome and disruptive to the educational process of UCC, as determined by a college official.
4. Disorderly, offensive, lewd, salacious, lascivious, indecent, or obscene conduct which may violate the rights of another member of the College community.
5. Unlawful sexual harassment, sexual assault and/or unlawful harassment.
6. Committing acts that lead to felony charges.
7. Discrimination on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College.
8. Planning, directing or committing acts of hazing, as defined by ORS 163.197.
9. Interference by force or by violence (or by threat of force or violence) with any member of the college community who is in lawful discharge or conduct of his/her duties or studies.
10. Failure to identify oneself to college personnel when requested to do so.
11. Failure to leave a building or specified work area when directed to do so by college personnel.
12. Disobedience of the notice against trespass on College premises.
13. Engaging or participating in acts of unauthorized possession, removal or conversion, or intentional defacing, tampering, damage, or destruction of College-owned, leased or rented property, equipment, programs or materials, or of property, equipment, programs, or materials belonging to any member of the college community, guest, visitor, vendor or contractor.

14. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
15. Committing an act of unauthorized entry in to or use of a College building or facility and/or committing an act of unauthorized use of equipment.
16. Manufacture, distribution, dispensing, possession, or use of alcoholic beverages, or use of drugs or controlled substances (other than a drug lawfully prescribed by an authorized medical professional and used in accordance with the prescription) on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College except where expressly permitted by law, College regulations and/or UCC Board approval.
17. Appearing visibly under the influence of alcohol or controlled substances on College premises, at college-sponsored or supervised functions or at functions sponsored or participated in by the College.
18. Smoking on College premises, except in designated areas outdoors.
19. Engaging in gambling activities on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College, except as expressly permitted by law and with approval from the President or President's designee.
20. Possession or use, without written authorization, of firearms, explosives, dangerous chemicals, substances, or any other weapons or destructive devices that are designed to or readily capable of causing physical injury, on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
21. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College.
22. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
23. Libel or slander of another member of the college community.
24. Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of snooping or recording devices on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College.
25. Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training or other animals defined in ORS 346.680, or animals used for instructional purpose.
26. Engaging in acts of theft, abuse or unauthorized use of College computer time, including but not limited to:
  - Unauthorized entry into a file, to use, read, or change its contents.
  - Unauthorized transfer or copying of a file or files or software.
  - Unauthorized use of another person's identification and password.
  - Use of computing facilities to interfere with the work of another member of the college community.
  - Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
  - Use of computing facilities to interfere with the normal operation of the College computing system.
  - Unauthorized installation of software on College equipment.
  - Tampering with College computer hardware.
  - Any attempt to gain access to college computers or network, on campus or off campus, without authorization (i.e., hacking).
  - Use of computing facilities to conduct personal business activities or illegal activities.
  - Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy.
27. Violation of electronic devices guidelines.
28. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval and/or on or in unauthorized places. Removing written or printed messages or materials approved by the college for posting without specific authorization to do so.
29. Engaging in unauthorized canvassing, sales or solicitation on College premises, at College-sponsored or supervised functions or at functions sponsored or anticipated in by the College.
30. Material and/or substantial disruption of the regular and essential operation and educational process of the College.
31. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled

- and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
32. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
  33. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by college officials on College owned or controlled property or during any college-sponsored program or activity.
  34. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
  35. Aiding, abetting or procuring another person to breach the peace on college premises, at a college sponsored or supervised activity; or at functions sponsored or participated in by the college.
  36. Engaging or participating in abuse of the Student Code of Conduct, including but not limited to:
    - Falsifying or misrepresenting information before the VPSD, hearings panel or during an appellate proceeding.
    - Disrupting or interfering with the orderly conduct of the hearings panel or appellate proceeding.
    - Instituting a College judicial complaint or grievance knowingly without cause.
    - Attempting to discourage an individual's proper participation, or use of, the College hearings or appellate systems.
    - Attempting to influence the impartiality of the VPSD, members of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a hearings panel or appellate proceeding.
    - Harassing (verbal or physical) and/or intimidating the VPSD, member of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a College hearings panel or appellate proceeding.
    - Failing to comply with the sanction(s) imposed under the Student Code of Conduct.
    - Influencing or attempting to influence another person to commit an abuse of the College hearings or appellate systems.
  37. Violating published Board of Directors or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
  38. Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.
  39. Aiding and abetting another person in committing an act that violates the Student Code of Conduct.
  40. Violations of the rules in this section and any other college regulations that may be enacted.
  41. Engaging or participating in any act against the best interests of the College community.

#### **Academic Integrity 721.04**

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual faculty members and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

Faculty members monitor student work for evidence of plagiarism. The submission of one's own previously graded work as a new assignment without the faculty member's permission constitutes that of self-plagiarism and will result in a zero grade and further disciplinary action as deemed appropriate by the School of Nursing (SoN). At the discretion of faculty, student assignments may be submitted to online originality reporting services.

#### **Academic Dishonesty**

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Deliberate cheating on any graded assignment; cheating is defined as any of the following:
  - a. use of any unauthorized assistance in taking quizzes, tests or exams;
  - b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;
  - c. the acquisition without permission of the faculty member, of a test or other academic material.
2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
3. Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
4. Obtaining a faculty member's examination questions or answers without the faculty member's permission.
5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
6. Submitting one's own previously graded work as a new assignment without the faculty member's permission.
7. Plagiarism or the presenting as one's own work the work of another writer without acknowledgment of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or the Internet.
8. Fabrication or falsification of any information, research, data, references or clinical records.
9. Assisting another student to engage in any form of academic dishonesty.
10. Tampering with evaluation devices or documents;
11. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participating in being impersonated by another student;
12. Use of electronic devices including cell phones or other similar wireless devices to convey information relevant to the test, quiz or other student assessment, during any test, quiz, or other student assessment.

### **B. Sanctions for Academic Dishonesty**

1. Zero or "F" grade for assignment. A faculty member may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup.
2. Zero or "F" grade in course. A faculty member has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of "F" for a course if the faculty member has documented that the student has engaged in egregious acts of academic dishonesty.
3. Recommendation for administrative sanctions. In addition to the above sanctions, a faculty member or department chair may petition the Vice President for Student Development to apply administrative sanctions. Administrative sanctions include:
  - Complete withdrawal from all courses (with no possibility of refund);
  - Disciplinary suspension from the student's academic program (if applicable); and/or
  - Disciplinary suspension from the college.

### **C. Process**

A student who violates the academic integrity policy will initially be dealt with by the faculty member in whose class the violation occurred.

**Step One: Notice.** The faculty member will inform the student of the misconduct and apply the appropriate immediate sanction.

**Step Two: Filing of report.** The faculty member will file a written report of the act of academic dishonesty with the Vice President for Student Development within five (5) college business days of when the faculty member discovered the act of dishonesty. A copy of the report will be provided to the Registrar.

**Step Three: Filing of Student Code of Conduct violation.** Pursuant to Policy 721.05, the faculty member or department chair may initiate disciplinary proceedings by filing a Student Code of Conduct violation with the Vice President for Student Development. Independent of the faculty member or department chair, the Vice

President for Student Development may choose to initiate disciplinary proceedings based on the written report of the act submitted by the faculty member.

**Step Four: Disciplinary Proceedings.** Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with the Student Discipline procedure outlined in the Student Code of Conduct, policy 721.04.

**Step Five: Grievance/Appeals.** Pursuant to the Student Code of Conduct, policy 721.07 the student may grieve the faculty member's decision and/or appeal any decision rendered through the Student Discipline process.

### **721.05 Student Discipline**

A charge of misconduct may be made against a student for violating provisions of published college regulations, policies and procedures. Where a student is subject to a charge of misconduct, the student is entitled to due process and no disciplinary sanction will be imposed until the charge is processed in accordance with the procedures set forth in this section.

It is the policy of Umpqua Community College that any time allegations of misconduct are brought against a student, the college will normally pursue to conclusion any necessary investigation and hearing process, notwithstanding the decision by the student to withdraw temporarily or permanently, from the college.

Parties are strongly encouraged to resolve any concern informally and use the formal procedure only as a last resort. However, it is not necessary to follow the informal procedure prior to filing a formal charge of misconduct, and the formal written report may be submitted at any time after the informal process has begun.

#### **A. Informal Process**

The informal procedure attempts to resolve the matter through cooperative meetings with the parties involved short of a written charge of misconduct, investigation and disciplinary action. The Vice President for Student Development will work with the parties involved to facilitate meetings.

If the parties are not satisfied with the informal discussion and any suggested resolution, a formal written charge of misconduct may be filed.

#### **B. Formal Process**

**Step 1: Filing of Charges.** Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and signed and shall contain the student's name and contact information (if readily available) and a statement of concern with full and relevant detail and documentation. The written documentation shall be submitted to the Vice President for Student Development within 21 college business days after the event or behavior is discovered.

**Step 2: Immediate Sanctions.** If a faculty member, college official, or the Vice President for Student Development deems it necessary, immediate sanctions may be applied prior to any formal review of the charges. Immediate sanctions include: Disciplinary Admonition and Warning, Temporary Exclusion and Summary Exclusion. These sanctions are described in further detail in 721.06 under Immediate Sanctions.

**Step 3: Notice.** A student charged with a Student Code of Conduct violation shall be given notice in person or by regular US Mail return receipt requested by the Vice President for Student Development (VPSD) or designee. The notice shall be given or sent within three (3) college business days of receipt of the charge. The notice shall inform the student of the charge of misconduct and shall set a specific time, date and place for a conference with the VPSD. This conference will be part of the preliminary review process conducted by the VPSD.

**Step 4: Conference.** The Vice President for Student Development (VPSD) shall conduct a conference with the student within five (5) college business days of mailing of the notice, at which time the VPSD shall:

- a) Review the charges with the student;
- b) Review the possible disciplinary action that could be taken if the student is found in violation of the Student Code of Conduct;
- c) Provide the student an opportunity to respond to the charges; and
- d) Discuss the charges and the student's response. The student shall be given an opportunity to take responsibility for the charges or state his/her innocence.

**Step 5: Initial Findings.** The Vice President for Student Development (VPSD) has the option to dismiss the charges as having no grounds for further review if the VPSD concludes that the charges are: untimely; being concurrently reviewed in another forum; previously decided pursuant to this review procedure; or frivolous or filed in bad faith. The VPSD may also endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the VPSD. If the VPSD determines that the charges have merit and/or cannot be disposed of by mutual consent, formal disciplinary proceedings shall continue.

**Step 6: Notice of Hearing.** In the case that the Vice President for Student Development (VPSD) determines that disciplinary proceedings should be conducted, the student shall receive notice of a hearing in person or by regular US mail return receipt requested by the VPSD. Written notice will be provided within five (5) college business days after the conference and at least three (3) college business days prior to the scheduled hearing. A student charged with a conduct violation may waive the right to the hearing provided he conditions described below are met:

1. The student accepts responsibility for the charge(s); and
2. The student is willing to accept the sanction as final and waives the right to appeal.

**Step 7: Hearings Panel.** A hearings panel shall be convened when deemed necessary per the disciplinary process. The hearings panel will determine whether or not the charges are valid and to determine sanctions if deemed appropriate. The hearings panel will consist of the Vice President for Student Development (VPSD), a college employee appointed by the VPSD, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- The Human Resources Director;
- The Vice President for Administrative Services; or
- The Vice President for Instruction.

**Step 8: Conduct of the Hearing.** During the hearing, the Vice President for Student Development shall chair the process and summarize the findings of the preliminary review. The student shall have the opportunity to respond to the findings, examine witnesses and present witnesses or other evidence to rebut the initial charges or findings. At the conclusion of the hearing, the panel will meet in executive session to render its decision

**Step 9: Findings.** The Vice President for Student Development shall inform the involved parties of the hearings panel findings and sanctions in writing within 48 hours of the hearing.

**Step 10: Appeal.** See section 721.08.

#### **721.06 Student Disciplinary Sanctions**

Umpqua Community College will discipline students in accordance with UCC policy, and state and federal law. Sanctions will be imposed as outlined below. In keeping with the educational purposes of the college, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. In recommending or determining a sanction for misconduct, all relevant factors will be considered, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's past disciplinary record, if any.

## 1. Immediate Disciplinary Sanctions:

The following are immediate disciplinary sanctions which may be applied prior to a formal review of the charges through a hearing.

**A. Disciplinary Admonition and Warning.** Verbal notice by a faculty member or college official that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Vice President for Student Development.

**B. Temporary Exclusion.** A faculty member or college official may 1) exclude a student from up to two (2) class/lab meetings no matter the length or type of class/lab or 2) exclude a student from using specific campus services for up to two college business days when the student is disrupting the class sufficiently to hinder effective instruction or when a student's behavior is disruptive to the educational environment, or when the health and safety of the instructor(s), student(s), or employee(s) appears to be in jeopardy. The faculty member or college official will meet with the student to inform the student of the cause for the exclusion and allow the student to present his or her side of the matter. The responsible faculty member or college official will write a report of the incident for the supervisor of the division or unit and the Vice President for Student Development within twelve (12) hours of the incident. During temporary class exclusion, the student will be provided a means of obtaining assignments, presenting assignments to the faculty member, completing projects and/or taking examinations without penalty. A temporary exclusion will become effective immediately upon verbal notice to the student.

**C. Summary Exclusion.** In certain circumstances, the Vice President for Student Development (VPSD) may impose an exclusion sanction, whereby a student is excluded from classes or activities during the course of an academic term, for the remainder of the term pending a hearing before a hearing panel and imposition of formal sanctions. In such a case, a student's health, behavior or other actions are so serious that the continued presence of the student in the college community represents a serious and immediate threat to the health, welfare and safety of the college community and to the ongoing educational activities of the college. The student is subject to exclusion to ensure the: student's own physical and emotional safety and wellbeing; safety and well-being of member of the college community; preservation of college property and; stability and continuance of normal College operations and functions. The determination of the seriousness of the act(s) shall be the sole discretion of the VPSD. Prior to imposing a summary exclusion, the VPSD will meet with the student, unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. During the meeting, the VPSD will confer with the student and provide the student with an opportunity to explain his or her behavior. If, after hearing the student's statement or following a determination that a meeting with the student is impossible or unreasonably difficult to afford, the VPSD determines that implementation of the summary exclusion is warranted, the student will be provided with a written notice of the exclusion. A summary exclusion will become effective immediately upon the written notice being delivered to the student. A summary exclusion is a temporary action that will be enforced and shall be in effect only until such time as a formal disciplinary hearing and resulting decision making process has been completed. Determination of continuing exclusion (or formal suspension) or expulsion will be made through the formal hearing process. Summary suspension may not be appealed prior to the required formal discipline hearing.

## 2. Disciplinary Sanctions

The following are sanctions, which may be applied after a formal review of the charges through a hearing. Disciplinary sanctions may also include supplemental sanctions, which are noted in section F.

**A. Disciplinary Admonition and Warning.** A verbal notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Vice President for Student Development.

**B. Disciplinary Reprimand** A written notice by the Vice President for Student Development (VPSD) that a student's conduct in a specific instance is in violation of the college standards and that continued misconduct may result in more serious disciplinary action by the VPSD.

**C. Disciplinary Probation** A written notice by the Vice President for Student

Development that a student may continue to be enrolled under stated conditions. Probation is for a fixed period of time up to one year and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college policy, regulation or Student Code of Conduct during the probationary period. Disciplinary probation may include defining specific behaviors that the student must follow to remain a part of the college community.

**D. Suspension** The Vice President for Student Development (VPSD) may suspend a student for a fixed period of time up to one year. As a condition for readmission to activities, classes or the college, the student shall be required to meet with the VPSD prior to being allowed to participate at the college after the suspension period has expired. Suspension means imposition of one or more of the following penalties:

1. Suspension of student status for a defined period of time, after which the student is eligible to return. The separated student is not to occupy any portion of the campus, including off-campus centers and is denied all college privileges including class attendance.
2. Exclusion from one or more classes for a defined period of time. The student may attend classes from which he or she was not suspended, participate in activities and occupy campus facilities.
3. Exclusion from one or more activities for a defined period of time. The student may participate in activities from which he or she was not suspended, attend classes and occupy campus facilities.
4. Exclusion from classes and activities for a defined period of time. The student may occupy campus facilities.

**E. Expulsion.** A permanent termination of student status. A permanent separation of the student from the college. Readmission to the college and reinstatement of privileges is contingent upon the student demonstrating that he/she has meet all conditions required of him/her before being readmitted. A written request for readmission must be submitted to the Vice President for Student Development.

**F. Supplemental Sanctions.** The Vice President for Student Development may impose additional sanctions or requirements as a part of disciplinary probation. The imposition of such sanctions must be related to the nature of the violation. The following are examples of supplemental sanctions:

1. Restitution or reimbursement for damage to, or misappropriation of property which may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
2. Work assignments.
3. Service to the college or community or other related discretionary assignments.
4. Educational activities and/or training.
5. Decision-making skills workshops/peer education, written responses to posed questions.
6. Mandatory counseling or therapy.
7. Revocation of degree, holding transcripts, removal from courses.
8. Loss of institutional grants, scholarships, and/or merit awards.
9. Loss of privileges or denial of specified privileges for a designated period of time up to an academic year.
10. Exclusion from campus or a portion thereof (which may result in the filing of a trespass complaint with the Douglas County Sheriff's office if violated).

**G. Referral to Outside Authorities.** If a student is in violation of federal and state laws on campus, or at college-sponsored activities, it is the practice of the college to report offenses to local law enforcement agencies for prosecution. The college reserves the right to discipline a student even if no action is taken by the local law enforcement agency.

### **721.07 Student Grievance Procedure**

Students have recourse through the Student Grievance Procedure, which provides both informal and formal processes, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working relationships, decisions, actions or inactions of Umpqua Community College and/or its students and employees. The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior

to filing a formal grievance. If the informal procedure fails to resolve the issue, the student has the option of filing a formal complaint and/or pursuing outside legal advice. However, the student may not be represented by an attorney during the formal complaint process.

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Vice President for Student Development or the Office of Human Resources. Processes are student initiated and designed to facilitate the student's grievance being heard and to outline steps to resolve the complaint. It is important that the student be an active and informed participant in the process.

Any timeline set forth in the procedures may be extended by the Vice President for Student Development upon written application to do so. No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline. A. Informal Grievance Process Students are encouraged to resolve the issue through the informal grievance process. To address complaints in a timely fashion, students should begin the informal process within 30 college business days of the alleged complaint. The steps to follow in the informal process are as follows:

**Step 1:** The student should meet with the individual with whom he/she has the grievance.

**Step 2:** The student should meet with the supervisor of the individual with whom he/she has the grievance.

## **B. Formal Grievance Process**

If the student is not satisfied with the informal process and any suggested resolution, the student may initiate the formal grievance process. The steps in the formal grievance process are as follows:

**Step 1:** Conference. The student shall schedule a conference with the Vice President for Student Development (VPSD) within 40 college business days of the incident. The VPSD will advise the student of his/her options and direct the student accordingly. The VPSD may endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the student.

**Step 2:** Filing of Grievance. The student shall file a written grievance with the Vice President for Student Development (VPSD) within five (5) college business days following the conference with the VPSD. A grievance form will be available at the office of the VPSD. Upon receipt of the complaint, the VPSD has the option to dismiss the concern as having no grounds for further review if the VPSD concludes that the concern is: untimely; based upon a non-grievable matter; being concurrently reviewed in another forum; previously decided pursuant to this review procedure; frivolous; or filed in bad faith.

**Step 3:** Notice of Hearing. The parties involved in the grievance shall be notified of in person or by regular US mail return receipt requested by the Vice President for Student Development (VPSD) of a hearing. Written notice will be provided within five (5) college business days after the grievance is filed and at least three (3) college business days prior to the scheduled hearing. Any party who wishes to have representation at the hearing must notify the VPSD in advance.

**Step 4:** Hearings Panel. The Vice President for Student Development (VPSD) will convene a hearings panel with in ten (10) college business days of receipt of the grievance. The hearings panel will consist of the VPSD, a college employee appointed by the VPSD, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- Human Resources Director,
- Vice President for Administrative Services; or
- Vice President for Instruction.

**Step 5:** Conduct of the Hearing. During the hearing, the Vice President for Student Development (VPSD) shall chair the process. It shall be at the discretion of the hearings panel to determine whether to meet with the involved parties separately or in a single meeting. The panel may call witnesses, including those persons identified by the

parties, as well as any other persons who may have relevant information. The grievant shall have the opportunity to present witnesses or other evidence and to examine witnesses. The respondent shall have the opportunity to respond to the grievance, examine witnesses and present witnesses or other evidence to rebut the charges or findings. At the conclusion of the hearing, the panel will meet in executive session to render its decision.

**Step 6: Findings.** Following the hearing and within 30 college business days of receiving the formal grievance, the Vice President for Student Development will report, in writing to the involved parties, his/her findings, conclusions and any actions taken by the hearings panel to resolve the grievance.

**Step 7: Appeal.** See section 721.08

### **721.08 Appeals**

The student may appeal a decision of the hearings panel to the college President or designee. In a discipline case, the disciplinary sanction is in effect until the appeal is completed. The following are the only grounds for appeal:

- A procedural error or irregularity, which materially affected the decision.
- New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- It is determined that a hearings panel member had a conflict of interest, which materially affected the decision.

Appeals shall be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

The steps in the appeal process are as follows:

**Step 1:** An appeal must be filed within three (3) college business days of receipt of notice of the decision from the hearings panel. If the request is not filed within the prescribed time, it shall be deemed that the student accepts the findings of the hearings panel.

The written appeal will include a written response to the findings and conclusions of the hearings panel and will address the grounds for the appeal.

**Step 2:** The President or designee will render a decision and submit a written report of findings to the hearings panel and will notify the student in writing within 10 college business days of receipt of the appeal. The President or designee may decide:

1. To uphold the original decision; or
2. To remand the case to the hearings panel for rehearing and decision. The rehearing shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The hearings panel shall notify the student within three (3) college business days of closing the hearing; or
3. To remand the case to an ad-hoc hearings panel for decision. In the case where an ad-hoc hearings panel must be convened, the panel shall be comprised of two (2) students, one (1) faculty, one (1) classified staff, one (1) administrator selected by the related representative bodies. The ad-hoc hearings panel shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The ad-hoc hearings panel shall notify the student within three (3) college business days of closing the hearing.

## **31. CONFIDENTIALITY OF INFORMATION/SOCIAL MEDIA/PUBLICATION POLICY**

Confidentiality is one of the primary responsibilities of every student in a clinical setting. Confidential information is defined as any information, written, spoken or electronically transmitted, whose unauthorized or indiscreet disclosure could be harmful to the interest of a client, employee, physician, the institution, a student or an instructor. Examples of such information include, but are not limited to, personally identifiable medical and social information, professional medical judgments, classroom and post-conference learning activities and discussions.

All information about clients, including the nature of the client's disease, diagnosis and treatment is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as of a private or sensitive nature is also included in the

category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.

This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer or medication dispensing machine passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared in order to prevent unauthorized access to confidential information. No portion of a client's record is to be photocopied or removed from the facility.

Students will be required to complete facility specific HIPAA education within the facility's time frame, and will not be allowed into clinical in the facility if the HIPAA training is not completed.

Students must understand that clinical affiliation agreements state "at no time while a student or in the future shall any student publish or cause to have published any material relative to their learning experience at any clinical facility unless approved by both UCC and the clinical facility."

Absolutely no reference to a patient, even if de-identified, should ever be shared electronically via any social networking site such as Facebook or via email outside of the password protected Umpqua Online (Angel) mail, and Umpqua Online mail communication of de-identified patient information should be only for clinical education purposes. Clinical facility or staff information must never be shared via email or social networking sites. Students should never take pictures of patients whether or not a patient gives permission. Any pictures needed for educational purposes will be taken only by clinical facility or UCC staff following facility and UCC policies with appropriate signed permissions.

Students must request permission before audio taping or videotaping an instructor, and when they are permitted, such tapes or pictures must only be used for educational purposes within the program unless other express, signed permission is given by the instructor. Educational material (e.g. lesson plans, PowerPoints, or outlines) posted online for course student use, are not to be posted by students on any other media or site.

Students should understand that negative information about any person posted on any social networking site or other site reflects on the professionalism, integrity and ethical standards of the person posting the information. Future employers and college faculty and staff will periodically and randomly search public blog and profile sites.

Violation of this policy will result in the initiation of a disciplinary process and may result in dismissal from the nursing program.

**CONTRACT**

I have read the material in the 2015-2017 UCC Nursing Student Procedures Handbook and understand it. As a UCC Nursing student, I will comply with these regulations. I understand, further, that certain nursing procedures will be practiced by all students on manikins and in simulated environments plus in the clinical facilities under the supervision of the nursing faculty.

It is understood that all information regarding individuals, both in clinical rotation and in the classroom is strictly confidential, whether written in the hospital record or coming to the student’s knowledge from being in the health care facility.

I, \_\_\_\_\_ pledge to follow the behaviors as identified by the ANA Conduct of the Professional Nurse, the NSNA Student Code of Academic and Clinical Conduct, and the UCC Code of Conduct. I will refrain from any form of academic or clinical dishonesty or deception, such as cheating, plagiarism, or falsification of information. I am also aware that as a member of the UCC Nursing Program, it is my responsibility to report all suspected violators of the above codes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign this form and return it to, Esther, the Allied Heath Administrative Assistant, by the end of the 1<sup>st</sup> week of class.