

## **Skagit Valley College Nursing Program**

### **Attendance for Lecture, Clinical and Lab Courses**

#### **Purpose**

Clinical, lab and testing hours are part of the curriculum and attendance is not optional. All clinical, lab and testing hours in all quarters are required for course and program completion.

#### **Scope**

This policy applies to all students enrolled in quarters 1 – 6.

#### **Policy**

Specific courses may have additional attendance requirements. Students are to refer to the course syllabus or the instructor policies for course attendance requirements.

- Attendance for all clinical and campus lab lecture/demonstration sessions is required.
- Attendance for theory courses is encouraged.
- Attendance in theory and classroom/campus lab courses for scheduled testing or graded activity is required.

Students who are registered for a course (or intend to register during the first week of the quarter) are required to attend class by the third day of the quarter. A student who has not attended class by the third day of the quarter and has not contacted the lead instructor for the course will not be allowed in the course after that day. Students must not miss more than two mandatory campus lab days. If the first two days of class are mandatory campus lab days, the student will not be allowed to continue or enroll in the class.

#### **Planned Student Absence**

Planned student absence requests must be based on an exceptional reason and communicated PRIOR to the student absence for the enrolled quarter. The faculty is responsible for assessing the request. The student is responsible for arranging makeup work with instructor. Additionally, it is the responsibility of the student to notify the instructor when a mandatory/required day, as listed on the course calendar, cannot be attended for any reason. No absences, whether approved by the college for participation in college- sponsored activities or necessitated by sickness or other personal emergency, relieve the student of responsibility to meet course requirements during the absence.

#### **Request for Absence Due to Faith or Conscience**

Skagit Valley College will grant reasonable accommodation so that grades are not impacted for students who are absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the quarter and may not incur additional fees for students. Additional details can be found at [SVC Student Services](#).

#### **Responsibility**

If a student has an extenuating circumstance/illness or emergency, any absences would be reviewed by faculty and the Associate Dean of Nursing.

## **Skagit Valley College Nursing Program**

### **Bloodborne Pathogens (BBP) Exposure**

#### **Purpose**

This policy clarifies the faculty and student responsibilities related to student health insurance, health care providers (students) infected with bloodborne pathogens and procedures to take if an exposure occurs.

#### **Scope**

This policy applies to all faculty and students enrolled in quarters 1 – 6.

#### **Policy**

Standard precaution recommendations for the prevention of spread of human immunodeficiency virus (HIV), hepatitis C (HCV) and hepatitis B (HBV), defined by the Centers for Disease Control and Prevention (CDC), are integrated across the curriculum. Following these recommendations is an essential behavior in support of patient safety and minimizing risk for care providers and the organization.

#### **Health Insurance**

Personal illness and accident insurance are strongly advised for each nursing student and is available through the Student Activities Office at the College. In the event of injury or illness occurring in the classroom, campus lab or clinical facility, students are fully responsible for the cost of all medical expenses incurred.

Health care forms and information are available in the Student Activities Office (C-60) The Center for Student Leadership, Diversity, and Involvement (C-190) in the Knutzen Cardinal Center.

#### **Health Care Providers (students) Status or Risk with HIV/HCV/HBC**

The Nursing Program encourages impacted students to voluntarily report to faculty personal HIV/HCV/HCB status or risk as recommended by the CDC. The Nursing Program recommended that all students comply with published guidelines by the CDC.

#### **Blood Borne Pathogen (BBP) Exposure**

All students complete a BBP training as part of their first quarter lecture content. Students who are exposed to blood or secretion-borne pathogens must initiate faculty notification and immediate first aid that includes washing the wound and skin or flushing mucous membranes. Please refer to [CDC guidelines](#) for review. Faculty will notify agency personnel regarding exposure.

Risk assessment and any laboratory testing may be available for students through their personal provider, urgent care center or emergency department. Students are responsible for any cost associated with assessment, testing or required prophylactic treatment.

#### **Responsibility**

Students who experience a BBP exposure or injury must also complete an [SVC Incident Report Form](#) with the clinical instructor. Notification to the Associate Dean will be made by the clinical instructor.

## **Skagit Valley College Nursing Program**

### **Clinical Hour Policy**

#### **Purpose**

Clinical hours are part of the curriculum and attendance is not optional. All clinical hours in the first and sixth quarters of the Registered Nurse program are required for course and program completion.

#### **Scope**

This policy applies to quarters 1-6.

#### **Policy**

Students may miss a total of 36 hours in any one quarter (2 through 5), and no more than a total of 48 hours may be missed total for these quarters. Hours of missed clinicals/absences include natural disasters, clinical site issues and/or inclement weather. Clinicals may take place any day of the week, at any hour of the day, according to clinical and instructor availability. Efforts are made to offer clinicals during the week and during day and evening hours, but this may change at any time. Students will be notified with at least 3 weeks' notice of any irregular clinical hours that do not fall within normal work week hours and shifts.

If a student must miss a clinical day, they must contact the clinical instructor prior to the start of clinicals with the reason for the absence. If a student misses more than the maximum hours allowed they will be exited from the program.

#### **Responsibility**

In quarters 2, 3, 4 and 5, absences or missed hours are recorded by the Clinical and Lead Instructors for each student and is cumulative. If a student has an extenuating circumstance/illness or emergency, any absences would be reviewed by faculty and the Associate Dean of Nursing

## **Skagit Valley College Nursing Program**

### **Clinical Placement Preceptorship and Preceptor Requirements**

#### **Purpose**

Preceptorship and preceptor requirements are defined focused on facilitated entry to practice.

#### **Scope**

The policy applies to the activities of the Nursing Clinical Placement Consortium (NNCPC), the clinical facilities participating in preceptor oversight, students in N291 and faculty.

#### **Policy Preceptorship**

Nursing 291 is the designated preceptorship quarter. The student will work the schedule of the nurse to whom they are assigned, this may include 8, 10, or 12 hours shifts and may be day, evening, or overnight shifts. Nursing students must be able to accommodate the various clinical schedules.

The Northwest Nursing Clinical Placement Consortium (NNCPC) coordinator arranges for preceptors in consultation with Nursing Instructors who have assessed the individual student's learning needs. Under no circumstances is the student to recruit a preceptor.

A student will not be placed on a unit where the student has been an employee, where relatives are employed, or be placed with a friend.

Students are to wear their school uniform during preceptorship.

#### **Preceptor**

Preceptors are selected by their clinical facility, approved by the NNCPC and receive training to support the learning outcomes for the SVC preceptorship. Documentation of preceptor training is provided by the instructor and clinical facility (if indicated) and communicated to the Associate Dean of the Nursing Program. SVC Nursing Program faculty assign students to identified preceptors. A preceptor/student learning contract is developed and verified by SVC faculty during 3 documented in-person clinical visits and evaluations. The preceptor is responsible for completing the Clinical Evaluation Tool (CET) and presenting mid-quarter and final evaluations to the student and faculty. The Nursing Program instructor will document preceptor training and dates of 3 instructor visits in the CET quarter 6 comments.

#### **Responsibility**

SVC faculty, in consultation with the NNCPC, and the Associate Dean of the Nursing program are responsible for implementing the preceptorship quarter 6 experience.

## **Skagit Valley College Nursing Program**

### **Distance Education**

#### **Purpose**

The purpose of this policy is to ensure the Skagit Valley College Nursing Program adheres to the standards set forth by the Northwest Commission on Colleges and Universities (NWCCU) and state and federal regulations in regards to distance education.

#### **Additional Authority:**

WAC 246-840-546

#### **Scope**

This policy applies to all SVC Nursing students taking courses through distance education and to all faculty and staff administering courses.

#### **Policy**

##### Quality Assurance

The College provides support for quality course design and delivery, whatever the modality of instruction. Students at SVC use Canvas, a web-based learning management system, to manage course content, maintain consistent interaction between students and faculty, deliver and score student assessments, and maintain a gradebook.

All courses, distance learning courses included, are reviewed to validate that they meet the College's quality standards that are measurable and verified. Our quality control process assures that there is alignment between faculty professional development opportunities, approved course outlines, class observation checklist, student evaluations, and course approval process. Examples of indicators of success in distance learning courses include: course completion rates, grade distribution, student satisfaction, and reduction in achievement gaps. This quality control process is consistent with the College's instructional policy/procedure, section 4000 and 4000.20.

##### Security

Canvas is a closed and secure system that requires student authentication upon logging in. Students log in using their MySVC email address and a personalized password to verify identity. All SVC students are assigned a MySVC account (which includes a Student Identification Number (SID) and an email address) at the time of admission to the College. Information that is unique to the student is linked to the MySVC account and stored in a secure Student Management System (SMS). There are no charges associated with the College's online identification process. Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Students are responsible for any and all uses of their account. Students are required to comply with the SVC Honor Code, which prohibits allowing another party to do one's work/exam and turning

in work/exams as one's own. The Honor Code is published on the SVC website found at <http://www.skagit.edu/honorcode>.

#### Maintenance

All Canvas user data is backed up redundantly, stored in a highly stable, secure, and geographically diverse data centers. Canvas requires minimal maintenance to the College; security patches and system upgrade are automatically updated.

#### Support

Instructional and technical support is available for students and faculty at the Student Online Support and the eLearning Office which is also available via email, chat, telephone, and video conferencing. The eLearning Faculty Mentors are also available to assist faculty with instructional challenges. Canvas user guides and technical support are available to students, faculty and system administrators any time they are needed. The eLearning office offers in-person and online orientation for distance learning students. Professional development workshops for faculty include Canvas, course design, and instructional technologies.

#### Ongoing Evaluation

All SVC distance learning faculty are required to participate in scheduled evaluations that are consistent with Section 16 & 17 of the Faculty Negotiated Agreement. In addition to scheduled evaluations, all courses in the nursing program are included in student course evaluations administered near the end of each quarter. Student feedback on evaluations are completely anonymous and no identifying information is ever directly linked to the feedback they provide. Class observations include feedback from Department/Division chair and, where appropriate, the evaluation by the supervising administrator. Distance learning courses are included in continuous analysis of course data to identify opportunities for course improvement.

#### Responsibility

All assigned faculty, staff and students participating in courses through distance education are required to comply with this policy.

## **Skagit Valley College Nursing Program**

### **Eligibility for Student Participation in Commencement, Graduation and Other Nursing Program Activities**

#### **Purpose**

This policy clarifies eligibility requirements for Skagit Valley College (SVC) Convocation activities to include the conferring of the Associate Degree in Nursing (ADN) and other Nursing Program specific ceremonies, like Pinning.

#### **Scope**

The policy applies to all quarter 6 enrolled students that meet the requirements for graduation as defined in SVC Student Resources.

#### **Policy**

**Graduation** is being awarded the state-approved Associate Degree in Nursing once all the requirements for the nursing program have been met.

**Commencement** is the campus ceremony where students celebrate their academic accomplishment with the campus community. Participation in commencement does not mean that a student has satisfied all courses required to graduate with a degree or certificate. Students do not receive diplomas on the day of commencement.

**Other** program specific activities or pinning participation requires a student to be enrolled in quarter 6 of the nursing program and not be on academic or clinical warning.

#### **Responsibility**

Faculty, staff, and students who participate in graduation, commencement of other program specific activities as defined by policy.

## **Skagit Valley College Nursing**

### **Program Essential Behavior Policy**

#### **Purpose**

The following behavioral requirements are supported by the [SVC Code of Student Conduct](#). For admission, continuation, and graduation in the nursing program, students must additionally meet the following requirements for demonstrated behaviors and program abilities.

#### **Scope**

“Student” refers to any nursing program applicant or enrolled student at all Skagit Valley College campuses.

#### **Policy**

##### **Communication**

Students are required to:

- Demonstrate compassionate and professional communication with patients, their families and SVC faculty, staff, affiliates and agency personnel.
- Communicate and share ideas clearly.
- Demonstrate the ability to give and receive feedback.

##### **Behavioral and Emotional**

Students are required to:

- Demonstrate emotional wellness illustrated as the ability to handle stress and adapt to difficult and changing conditions, including the creation of positive social habits and judgment in the nursing program.
- Exhibit behaviors consistent with student responsibilities in the nursing program as defined by the Nursing Code of Conduct (see handbook) including self-directed, self-monitoring and self-correcting learning.
- Work effectively with students, faculty, staff and agency employees to provide patient-centered care in potentially ambiguous and stressful situations.

##### **Cognitive, motor and sensory skills**

Students are required to:

- Apply critical thinking skills in all areas of program activities including classroom, lab and agency settings using professional standards of practice and applicable regulations.
- Possess motor function and sensory skills to perform essential required technical activities. Qualified students with disabilities are provided reasonable accommodation as directed by SVC Office of Disability Services.

#### **Responsibility**

With the support of nursing program Associate Dean, Department Chair and faculty, students are responsible for complying with the policy. Failure to consistently demonstrate essential behaviors may result in verbal or written warnings that may lead to a learning contract that includes collaboration with faculty and Associate Dean or program exit.



## Skagit Valley College Nursing Program

### Exams

#### **Purpose**

This policy clarifies the standardized process for exam administration for quarters 1 – 6.

#### **Scope**

This policy applies to all instructors and students in all quarters of the Nursing Program.

#### **Policy**

### Exams

All exams are scheduled. All exams will consist of either/or/and multiple choice and alternate format questions. Exams progress in complexity from knowledge based questions to increased analytical questions as you move through the program. Exams will be conducted in ExamSoft with grades entered in Canvas.

**Failure to contact an instructor to designated contact information prior to the missed scheduled exam will result in a “0” grade with no opportunity for make-up. Make up exams must be COMPLETED within 4 days of the missed exam with the point reductions described below.** If you believe you have a condition that may require accommodation in relation to test taking, please contact your instructor as soon as possible. No exams are given prior to the scheduled date.

- Test taken scheduled date – no point reduction
- Test taken 1 day late – 20% reduction in available score
- Test taken 2 days late – 30% reduction in available score
- Test taken 3 days late – 40% reduction in available score
- Test taken 4 days late – 50% reduction in available score

#### **Post Exam Review.**

Exams are scheduled with an optional self-directed test review. This review is conducted at the end of the exam. The final exam is scheduled with no opportunity for review. Exam results are reviewed by at least 2 faculty and the Department Chair if needed. This review will include item analysis, test frequency distributions and assessment for test coding for administrative errors. When scores are finalized, students may elect to meet with course faculty to discuss the test results. No written student queries regarding the exam will be accepted. **Review of the exam with faculty can only occur after results have been finalized and within one week following posting of the exam score.** There is no review of the final exam for any reason.

#### **Final Exam Week Policy**

Students enrolled in the nursing program at Skagit Valley College should plan on being available until the end of the quarter per the academic calendar. Any personal plans (e.g. flight or travel arrangements) should be scheduled for breaks between quarters in the academic calendar, per the posted academic calendar (available on the Skagit Valley College website). **Students may not take the final exam unless ALL course and clinical requirements have been met.**

#### **Responsibility**

If a student has an extenuating circumstance/illness or emergency, any absences would be reviewed by faculty and the Dean of Nursing and Allied Health.

## **Skagit Valley College Nursing Program**

### **Formal Student Complaints**

#### **Purpose**

The formal student complaint process is designed as an objective activity to investigate and review student complaints.

#### **Scope**

“Student” refers to any nursing program applicant or enrolled student at all Skagit Valley College campuses.

#### **Policy**

##### **Formal Student Complaint**

The Skagit Valley College Policy on Student Complaints outlines the formal complaint procedure, the review process and potential for appeal. The process must be followed in its entirety as outlined.

If a student believes they have been unfairly treated by an officer of the college, faculty member or a member of the college staff, the student may initiate a formal complaint. The student must initiate proceedings with the college within thirty calendar days of the occurrence that gave rise to the complaint. The college may choose to take appropriate corrective action at any time based on a student report whether or not the student chooses to pursue the complaint process.

At any time during the complaint or grievance procedure, the student may officially withdraw the grievance in writing. In the event the student fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to a withdrawal of the grievance or appeal.

##### **Communicating Concerns about Instruction**

The student is responsible for communicating concerns about instruction directly to the instructor as soon as possible without a requirement for filing a formal grievance or complaint. Direct communication is frequently the best way to resolve misunderstandings or miscommunication. If the student is uncomfortable communicating directly with the instructor, contact the Nursing Program Administrative Office and ask to make an appointment with the Associate Dean or Department Chair.

If a student has a general complaint about the Nursing Program, students are encouraged to contact involved faculty and notify the Associate Dean or Department Chair. The Washington State Department of Health Nursing Program Approval Panel (NPAP) reviews nursing program complaints for the Nursing Commission for Quality Assurance. If the NPAP thinks the allegations would be a violation of the law, the NPAP requests an investigation. The complaint process is defined at the [Nursing Commission website](#).

##### **Responsibility**

The Nursing Program Associate Dean, Department Chair, faculty and students are responsible for complying with this policy. The Skagit Valley College Counseling and Advising Center is available to assist with the grievance and complaint process. They are available for Online Advising or by phone:

Mount Vernon: 360-416-7654

Whidbey Island: 360-679-5319

Policy reviewed September, 2021

## **Skagit Valley College Nursing Program**

### **Immunizations**

#### **Purpose**

Maintenance of immunity to vaccine-preventable diseases is an essential requirement of all students applying to or enrolled in quarters 1 - 6. The Skagit Valley College Nursing Program follows the recommendations for health care workers from the Nursing Care and Quality Assurance Commission of Washington and clinical agencies used as partners in education of our students.

#### **Scope**

This policy applies to all students through quarters 1 – 6.

#### **Policy**

Nursing students will NOT be permitted to enter a clinical site unless documentation of compliance with all annual requirements, including annual tuberculosis screening (QuantGold, skin test and/or chest x-ray every 5 years) and influenza vaccine, have been submitted to the Nursing Program Assistant through the designated database for tracking.

Nursing students must comply with requirements, at minimum, for the following: measles (rubeola), mumps, rubella, Hepatitis B, tetanus-diphtheria-pertussis, varicella (chicken pox), influenza vaccine, and tuberculosis screening (PPD skin testing, or symptom review for those not being tested).

Waivers are only granted for documented medical conditions for which there is a vaccine contraindication. Waivers might not be accepted at clinical agencies, and if this is the case, a student will not be permitted to continue in the nursing program.

- Personal waivers are not permitted. Students who have questions about waivers can contact the Dean of Nursing and Allied Health.

#### **Responsibility**

Nursing students are required to maintain current immunization status throughout the Nursing Program. Students are responsible for knowing the status of their immunizations and must keep them up to date. If immunizations expire, or new requirements are added while enrolled in the program, it is the student's responsibility to update their on-line account of the necessary documentation reflecting current immunization status. Students are required to keep of copy for their record, as copies will not be available once submitted.

## **Skagit Valley College Nursing Program**

### **Social Media Policy**

#### **Purpose**

This policy summarizes Skagit Valley College and the Nursing Program policies that apply to the use of Social Media.

#### **Scope**

The policy applies to the SVC campus, classrooms, labs and clinical settings. The policy outlines best practice guidelines for faculty, staff, and students regarding the use of social media that includes text, images, audio and video communicated through any social media network or application.

#### **Policy**

Use of social media is prohibited while performing direct patient care activities or in unit work areas, unless social media use in these areas has been previously approved by the facility and clinical faculty. Faculty and students are required to limit personal use of social media in hospital or clinic spaces to rest or meal breaks.

Confidential, proprietary and trade-secret information about Skagit Valley College or its affiliates, students, patients, employees, or alumni may not be posted. Recording devices or duplication of material may only be used with the permission of the instructor or presenter.

Patient privacy must be maintained in all communications. Do not disclose or communicate information that may be used to identify patients or their health condition including deidentified information.

Copyright and intellectual property rights must be preserved.

Students whose postings or communications violate confidentiality of patients, clinical locations, other students, faculty or Skagit Valley College as defined in the SVC Confidentiality Statement are subject to disciplinary action that may include dismissal from the program.

Student use of computers and data networks is subject to Skagit Valley College policies, including, but not limited to the following:

- [SVC Policy](#)

There is no assurance of privacy when using an SVC account to visit internet websites. Email communications and internet use may be subject to disclosure under the Public Records Act or for audit purposes.

#### **Social Media Best Practice Guideline**

- Think twice before posting; seek advice if necessary.
- Be accurate in all communications.
- Understand and implement SVC, affiliates and clinical location policies regarding social media.
- Do not violate professional boundaries with other students, faculty, staff, affiliates or patients.
- Students involved in a cohort or program do not have implied consent for inclusion in any social media activity

#### **Responsibility**

Faculty, staff, and students who participate in social media networking sites and share information in areas where social media is permitted as defined by policy.

Policy reviewed September, 2021

## **Skagit Valley College Nursing Program**

### **Student Health and Liability Insurance**

#### **Purpose**

This policy clarifies student responsibilities related to student health and liability insurance.

#### **Scope**

This policy applies to all faculty and students enrolled in quarters 1 – 6.

#### **Policy**

##### **Health Insurance**

Health insurance is strongly advised for each enrolled nursing student. In the event of injury or illness occurring in the classroom, campus lab or clinical facility, students are fully responsible for the cost of all medical expenses incurred including medical transportation.

The [State of Washington Health Plan Finder](#) is a resource available to students to help identify free or low cost health care insurance coverage through Washington Apple Health.

Health care forms and information are available in the Student Activities Office (C-60) The Center for Student Leadership, Diversity, and Involvement (C-190) in the Knutzen Cardinal Center.

##### **Liability Insurance**

Students are required to purchase professional liability insurance through the School's group policy. This cost is included with the nursing quarter tuition fees and is paid at the time of registration for quarter 1 and quarter 4 classes.

##### **Responsibility**

Students who experience an accident or injury must also complete an [SVC Incident Report Form](#) with the instructor. Notification to the Associate Dean will be made by the instructor.

## **Skagit Valley College Nursing Program**

### **Student Records and Records Retention**

#### **Purpose**

To comply with the "Family Educational Rights and Privacy Act" (FERPA) guidelines, federal and state rules and regulations with respect to maintenance and release of student records as defined in the [Skagit Valley College OPPM 5200](#). Additional authority defined in Washington Community and Technical College System General Record Retention CT0301 Instruction and Curriculum Records.

#### **Scope**

This policy applies to the designated administrative offices and all students enrolled in the Nursing Program.

#### **Policy Registrar**

Information contained in the student record will not be released without written consent of the student with the exception of directory information. Prospective employers, creditors, parents, or other interested parties must obtain a signed release from the student and submit it to the Registrar at the time of the request.

Where required for the performance of responsibilities to the College, faculty and staff may obtain the following information on the basis of need to know without the consent of the student involved for academic record and status or reports of academic or other campus misconduct, including disciplinary action.

#### **Nursing Program**

Information regarding student advising files, grade reports, unofficial transcripts or attendance may be retained in the Nursing Program student files for 30 days after the student exits the program plus 1 quarter or until administrative needs are met.

Course history or program files that may include course descriptions, outlines, syllabi, textbook lists and sample exams will be retained from the end of the quarter plus 3 years.

#### **Responsibility**

The Registrar is responsible for reviewing requests for information and assisting in interpretation of the rules and regulations of the "Family Educational Rights and Privacy Act of 1974" and subsequent revisions. Students requesting student records or archival Nursing Program information should contact the Registrar or Associate Dean of the Nursing Program.

## **Skagit Valley College Nursing Program**

### **Warning Notice and Learning Contract**

#### **Purpose**

Notification for students performing at or below satisfactory indicators facilitates effective communication, development of a learning contract and contributes to student retention. This notification may be issued at any point in the quarter where the student is not meeting course objectives and is in danger of failing the quarter in lecture, lab or clinical setting.

#### **Scope**

This policy outlines the process for the warning notice, development of the learning contract and communication responsibilities. This applies to all instructors and students in all quarters of the Nursing Program.

#### **Policy**

##### **Warning Notice: Classroom:**

When a student is at risk for not meeting course learning outcomes, the instructor will initiate a Warning Notice. This notice will identify the content area (lecture, lab or clinical setting) and describe the specific area for improvement linked to course objectives for the quarter. The instructor and student will sign the notice of receipt of the warning. When the warning has been defined and clarified, the instructor and student will immediately work collaboratively to develop the Learning Contract.

##### **Online:**

If the course is delivered in an online or distance education format, the instructor will inform the student of the intent to issue a Warning Notice with the proposed Learning Contract attached to the student Skagit Valley College email address.

##### **Learning Contract:**

The Learning Contract (improvement plan) outlines specific requirements the student must meet to successfully complete the course. These defined requirements will be described as specific, measurable, attainable, related to learning outcomes previously defined, and time sensitive. The instructor and student will work to address improvement opportunities throughout the quarter. The Learning Contract is the basis for successful completion of the course or course failure. If the student does not meet the requirements specified in the Learning Contract by the agreed upon timeline, the student will be directed to meet with the Associate Dean to discuss course progression and continued status in the program. Documentation of the Written Warning and Learning Contract status will be placed in the student file and retained for 3 years after the student graduates or exits the program.

##### **Communication:**

The instructor will notify the lead instructor (if applicable) and the Associate Dean or Department Chair of the intent to issue a Written Warning and Learning Contract.

##### **Responsibility**

Instructors have the primary responsibility for the initiation of the Written Warning and collaborative development of the Learning Contract. Students are responsible for working positively with the instructor for resolution of identified improvement opportunities in order to successfully pass the class. The instructor will notify the Associate Dean and Department Chair consistent with communication requirements.

## **Skagit Valley College Nursing Program**

### **Simulation Lab**

#### **Purpose**

This policy clarifies that simulation lab is as a required part of the curriculum as a part of clinical hours to complete the nursing program and requirements of behaviors while working in the simulation lab.

#### **Scope**

This policy applies to all students enrolled in quarters 1 – 6.

#### **Policy**

- Attendance is mandatory for all students who are in a course that simulation lab is required. Scheduled simulation days and times will be provided to students at the start of each quarter.
- Dress code for simulation lab is in accordance with the clinical dress code.
- Mannikins are to be treated respectfully and as real-life patients.
- All communication in the simulation lab shall be professional.
- No ink pens are allowed in the simulation lab.
- The simulation lab adheres to Skagit Valley College Nursing Department policies regarding privacy and confidentiality. HIPPA and FERPA standards apply to all simulation events. All simulation events will be considered confidential patient care settings.

#### **Responsibility**

If a student has an extenuating circumstance/illness or emergency, any absences would be reviewed by faculty and the Dean of Nursing.