

## ***2012-2013 - WELCOME***

The Nursing Program Director and Faculty at Columbia Gorge Community College congratulate you on your choice of nursing as a career!

This Nursing Student Handbook has been created to provide you information, policies and procedures directly related to your studies in this nursing program. You are responsible for knowing and understanding the policies and procedures found in this Student Handbook. If you have any questions about the information contained in this handbook, please be sure to ask for clarification. If you find additional information, not presented here, that would be helpful with your success as a student, please let us know.

We are happy that you are here and we look forward to working with you to acquire the requisite knowledge and skills necessary to become a caring and competent nurse.

Nursing Program Director & Faculty  
Columbia Gorge Community College  
Nursing Program

Columbia Gorge Community College  
Nursing Program

# **COLUMBIA GORGE COMMUNITY COLLEGE**

## **NURSING PROGRAM**

### **STUDENT HANDBOOK**

**Written:** July 2001

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## **Columbia Gorge Community College Nursing Program Mission Statement**

*Our mission as nurse educators, in accordance with the mission of the college, is to provide an educational program to our diverse community leading to an Associate of Applied Science Degree in Nursing that prepares students for entry-level nursing practice in varied settings within a dynamic healthcare environment.*

### **Accreditation**

Columbia Gorge Community College delivers college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institutions, subject to the specific policies of those institutions. The Nursing Program at CGCC is approved by the Oregon State Board of Nursing.

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**1. INTRODUCTION**

For some of you, this is the culmination of hours of preparation and the attainment of a goal; for others, it is the beginning of a course of study. For all of you, the completion of the Nursing Program and the relevant licensure examination will mark your entry into the profession of nursing.

The nursing profession requires a high degree of knowledge, skill, judgment, and integrity. The American Nurses' Association *Code of Ethics for Nurses* (attached as Appendix I) provides standards for the role. Your responsibilities as a student nurse contained in this Handbook follow from these standards.

The nursing faculty is committed to assisting you in successfully completing the Nursing Program. The college and the nursing faculty are mandated by the Oregon State Board of Nursing to ensure that those who complete the Nursing program are prepared to provide safe patient care.

Students are required to read and comply with rules that have been designed to help them to successfully complete the Nursing Program and enter the nursing profession. By registering for nursing classes, students indicate their intention to adhere to policies and rules set forth by the college and the Nursing Program.

**STATEMENT OF PROFESSIONAL CONDUCT**

**While enrolled in the Nursing Program at CGCC the student is expected to demonstrate conduct and behavior which conforms to the policies that are set forth in this Handbook, along with the Columbia Gorge Community College Student Handbook.**

## **2. THE PROGRAM**

### **2.1. Philosophy and Curriculum**

We believe that nursing is a dynamic profession that is both science and art. We define nursing as a set of deliberate activities involving caring, psychomotor skills, and creative and critical thinking applied to the health needs of clients/patients. Nursing is concerned with potential and actual alterations in the health of individuals, families, and groups. We define health as holistic in its scope: physiological, psychological, sociocultural, developmental, and spiritual. Nurses, through the delivery of care, promote and restore health, prevent illness, facilitate coping, and assist clients/patients to achieve either an optimal level of health and function on the health-illness continuum or a peaceful death.

We believe in meeting healthcare needs by being cognizant about the ways in which healthcare is delivered in our region or in any community we serve. We appreciate the interdisciplinary nature of well-rounded healthcare and are committed to promoting nursing as integral to an interdisciplinary healthcare team. The nurse's role within the team is that of a client/patient advocate who focuses on his/her holistic needs.

We are committed to building the professional body of knowledge that constitutes nursing because we believe the practice of nursing is enhanced by both diversity and complexity. We support the continuum of occupational categories that make up nursing and can be differentiated by scopes of practice regulated by state licensing bodies, as well as by education, experience, and certification. Just as unlicensed assistive personnel are differentiated by specific competencies, so are advanced practice personnel. Practical and associate-degree nurses are differentiated by the competencies required for each level at entry into nursing practice.

Opportunity will be given to the student to provide holistic nursing care to individuals and families in diverse clinical settings, including long-term care facilities, assisted-living facilities, and a number of community-based sites. In these settings the nursing student will begin to develop an understanding of how health and wellness beliefs and practices, in tandem with cultural influences, can affect functional health patterns when there is a disruption in the client's/patient's health.

As students progress through the Nursing Program, the scope and depth of learning will increase in complexity. Students will transition from simple to more complex applications of the concepts of holistic healthcare, critical thinking, and reflective practice and will be able to increasingly assist with the adaptation process of clients/patients and families as they navigate the health-illness continuum.

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**2.2. Nursing Program Core Values**

-developed by Director & Faculty 2008-2009

1. Leadership
  - Serve as examples, promoting teamwork and flexibility
  - Actions guided by ethical values
2. Respect
  - Appropriate respect for all individuals
  - Compassion for all
  - Compassionate care
3. Collegiality
  - Positive interactions, thoughts and attitudes
  - Teamwork oriented
4. Professionalism
  - Lead by example
  - Honesty and integrity
  - Commitment to excellence
5. Scholarship
  - Teaching current, evidence-based nursing
  - Skill-based competency
6. Student Centered
  - Value various learning styles
  - Dignity
  - Confidentiality
  - Diversity
  - Supportive environment
7. Forward Thinking
  - Open to change, suggestions, and new ideas
  - Critical thinking and clinical judgment

**2.3. Program Glossary**

**2.3.1. Community:** An interacting population of diverse individuals and groups in a common location.

**2.3.2. Community-based Nursing:** A philosophy of practice (how a nurse practices) not a location where a nurse practices. Major concepts that need to be present in community-based nursing are:

- a. Individual/family has primary responsibility for healthcare decisions.
- b. Health and social issues cannot be separated – they interact.
- c. Treatment effectiveness, not technology alone, directs care decisions.

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- 2.3.3. Clinical Judgment:** “An interpretation or conclusion about a patient’s needs, concerns or health problems and/or the decision to take action (or not), and to use or modify standard approaches, or to improvise new ones as deemed appropriate by the patient’s response.” (Tanner, C. A. Thinking like a nurse: a research-based model of clinical judgment in nursing. Journal of Nursing Education. 2006 Jun; 45(6): 204-11.)
- 2.3.4. Critical Elements:** The simple, discrete, observable behaviors which are mandatory for the specified areas of performance. They are the specific indicators that the student is competent to meet the standards of performance established and expected by the faculty.
- 2.3.5. Critical Thinking:** Thinking that is guided by standards, that is deliberate, where the thinker can identify the element of thought present in the process and is routinely self-assessing, self-examining and self-improving.
- 2.3.6. Functional Health Patterns:** Behaviors a person uses to interact with the environment and maintain health. The behaviors are affected by bio-psycho-social-spiritual, cultural and developmental factors, and can be used to identify strengths and needs of individuals.
- 2.3.7. Health:** A condition in which all functions of the mind and body are normally active.
- 2.3.8. Health Maintenance:** Activities designed to preserve the functional health status of an individual. This includes activities that aim at preventing adverse behaviors that may affect an individual’s and/or communities’ functional health status.
- 2.3.9. Health Restoration:** Activities that aim at assisting a client/patient to return to a former level of functional health status.
- 2.3.10. Holistic Health:** An ever changing process that connects the mind, body and spirit. This process is affected by changes in a client’s/patient’s view of health and his or her functional health patterns.
- 2.3.11. Human Needs:** The physiological, psychological, sociocultural, developmental, and spiritual requirements of humans that motivate behavior. The state and quality of an individual’s health can be estimated by assessing these requirements.
- 2.3.12. Nursing Process:** A systematic, problem-solving approach to identify, prevent, and treat actual and potential health problems. It is a way of organizing the delivery of nursing care to clients/patients, and consists of 5 steps: assessing, diagnosing, planning, implementing and evaluating.

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**2.3.13. Professionalism:** Behavior that upholds the high level of competency, accountability and ethical standards of a given profession, i.e. nursing.

**2.3.14. Reflective Practice:** Reflective practice contains the element of reflective judgment. Judith M. Wilkinson in Nursing Process & Critical Thinking, 4<sup>th</sup> edition, describes reflective judgment as “a kind of reasoning that considers a broad array of possibilities and reflects on the merits of each in a given situation. It is a type of *critical thinking* and is used by some experts to describe critical thinking (i.e., they would say that critical thinking is reflective reasoning...). Reflection is useful in *decision making* and *problem solving*, and is essential when the problem is complex and has no simple, ‘correct’ solution. Nurses use reflective judgment when dealing with moral conflict and ethical problems, for example.” (p. 65).

**2.3.15. Standards of Care:** Guidelines for nursing practice used to establish expectations for the reasonable and appropriate care of patients. Standards of care are established by a variety of organizations (e.g. American Nurses Association, Joint Commission on Accreditation of Healthcare Organizations, Institute for Safe Medication Practices, individual institutions, specialty nursing organizations, and State Boards of Nursing) to define quality of nursing care.

## **2.4. Nursing Education**

Nursing education is based on a curriculum that integrates concepts from the physical, biological, social, and behavioral sciences and the humanities. We believe the most important guiding principle in nursing education is that of balancing clients’/patients’ rights to safe and effective care with students’ rights of access to education. We further believe that associate-degree nursing is an appropriate entry level for registered nursing. Career mobility is maximized cost-effectively when an associate-degree nursing curriculum incorporates a practical nursing option and also articulates with a baccalaureate nursing program. CGCC’s Nursing Program has an articulation agreement with Linfield College. In addition, many of our graduates have continued their education at other four year colleges or universities.

We embrace diversity in our programs and students and encourage an attitude of lifelong learning in our curricular efforts. We believe that encouraging independence, curiosity, research, resourcefulness, self-discipline, and critical thinking contributes to learning.

The nursing faculty believes that practical nursing and associate-degree nursing represent two levels on a nursing care continuum. The continuum extends from certified nursing assistants and medication aides to advanced-practice nurses. Practical nursing and associate-degree nursing can be differentiated by identifying the competencies of each level at entry into practice as follows:

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**2.5. Competencies**

**2.5.1. Practical Nursing Competencies:** The nursing student who successfully completes the Practical Nursing Program will be able to:

- a. Apply facts and principles from physical, biological, social, and behavioral sciences to the nursing process under the supervision and direction of a registered nurse or another healthcare professional, including:
  - collection of data about the client's/patient's physical and psychosocial status and developmental level from various sources;
  - recognition of signs and symptoms that suggest deviations from normal and/or indicate a change in the client's/patient's condition;
  - contribution of data and suggestions to establish nursing diagnoses;
  - participation in development of nursing plans of care by suggesting goals and priorities and by proposing interventions;
  - implementation of plans of care developed by a registered nurse;
  - implementation and/or reinforcement of client/patient teaching plans developed by registered nurses;
  - collection of client/patient data for the evaluation of patients'/clients' responses to care; and
  - assistance in the review and revision of plans of care;
- b. Assist under direct supervision with the care of clients/patients whose conditions are critical or unstable;
- c. Implement plans of care and teaching plans developed by healthcare professionals as recognized by the Oregon State Board of Nursing;
- d. Report findings about client/patient status in a timely manner to the registered nurse or other healthcare professional directing the practice of the practical nurse;
- e. Communicate effectively with clients/patients, families, peers, and other members of the healthcare team;
- f. Demonstrate self-direction by providing basic nursing care with minimal supervision for clients/patients whose conditions are stable or predictable;
- g. Organize and prioritize components of care for assigned clients/patients;
- h. Collaborate with healthcare team members to coordinate delivery of client/patient care;
- i. Assign care tasks to care providers qualified by education, experience, and

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legal status;

j. Supervise other care providers in the performance of appropriately assigned tasks; and

k. Make decisions regarding client/patient care based on professional values and responsibilities at the practical nurse level while complying with identified legal/ethical standards.

**2.5.2. Associate-Degree Nursing Competencies:** The nursing student who successfully completes the Associate-Degree Nursing Program will be able to:

a. Use facts and principles from physical, biological, social, and behavioral sciences in assuming responsibility for the application of the nursing process, including:

- making nursing diagnoses based on analysis and interpretation of data obtained by systematic assessment of the biopsychosocial, spiritual, and cultural aspects of clients/patients;
- establishing nursing plans of care with client/patient-centered goals;
- prioritizing care based on nursing diagnoses;
- implementing or supervising others in the implementation of a nursing plan of care;
- coordinating and monitoring prescribed medical regimens for clients/patients undergoing diagnostic and/or therapeutic procedures;
- implementing, modifying, and reformulating teaching plans based on client/patient/family responses, needs, and abilities;
- modifying and reformulating nursing plans of care based on client's/patient's responses to care;

b. Communicate effectively in a self-directed manner with clients/patients, families, peers, and members of the healthcare team;

c. Demonstrate first-level management skills in providing care for individuals and groups of clients/patients;

d. Assign and delegate tasks to care providers commensurate with the nurse's education, experience, and legal caregiver status;

e. Makes decisions regarding client/patient care based on professional values and responsibilities at the associate-degree nurse level while complying with identified legal/ethical standards.

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**2.5.3. Elements Common to Both Competencies:** Both levels of nursing students who successfully complete the Nursing Program will be able to:

- a. Effectively perform technical skills within scope of practice;
- b. Deliver care safely and maintain a safe environment;
- c. Deliver care in a cost-effective manner;
- d. Record client/patient data accurately and in a timely manner in accordance with legal standards;
- e. Maintain confidentiality of client/patient information;
- f. Demonstrate trustworthiness;
- g. Accept responsibility for own actions;
- h. Refrain from undertaking duties or tasks that are beyond level of expertise and/or legal scope of practice;
- i. Seek continuing education to satisfy professional development requirements and to maintain primary competencies;
- j. Advocate for patients'/clients' rights; and
- k. Practice within the ethical frameworks of nursing.

**2.6. Graduate Practical Nurse Certificate Outcomes:** The nursing student who successfully completes the Practical Nurse Certificate Program will be able to:

**As Provider of Care:** Follow established standards of nursing care while participating in the holistic care of clients/patients in rural community-based healthcare settings.

**As Manager of Care:** Prioritize and organize components of nursing care for groups of clients/patients and families in the context of the community.

**As Communicator:** Communicate with clients/ patients, families and healthcare providers across the continuum of the community-based healthcare settings.

**As Member within the Discipline of Nursing:** Maintain professional values and responsibilities defined by the standards for the Licensed Practical Nurse Scope of Practice in the provision of community-based healthcare settings.

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**2.7. Graduate Associate Degree Outcomes:** The nursing student who successfully completes the Associate of Applied Science Degree Nursing Program will be able to:

**As Provider of Care:** Follow the established standards for registered nursing in the holistic care of clients/patients in healthcare settings.

**As Manager of Care:**

Manage, at an entry-level, the healthcare needs for a group of clients/patients and families at an acuity level appropriate to individual healthcare settings.

**As Communicator:** Communicate therapeutically with clients/patients and families to promote the achievement of patient outcomes in collaboration with healthcare providers across a continuum of healthcare settings.

**As Member within the Discipline of Nursing:** Demonstrate professional values and responsibilities defined by the Standards and Scope of Practice for the Registered Nurse and ANA standards.

### **3. THE STUDENT**

#### **3.1. Rights**

Columbia Gorge Community College students in all programs and divisions have certain rights and responsibilities. College policies provide that all persons, regardless of race, color, age, sex, sexual orientation, creed, national origin, marital status, or disability, have access to higher education. Students are guaranteed a safe learning environment, freedom from harassment, freedom of expression, confidentiality, and the right to have grievances heard. They also assume the responsibility of conducting themselves in a manner compatible with the college's function as an educational institution. The *College Catalog* and the *CGCC Board of Education Policy on Student Rights and Responsibilities* thoroughly define the college's philosophy and policies regarding student rights and responsibilities (see Appendix II).

The *CGCC Student Handbook* details various policies, including the Student Grievance Procedure. Step 1 in the grievance procedure shall be a person-to-person discussion between the student and the faculty/staff member. If the student is not satisfied with the outcome of Step 1, the student shall have a person-to-person discussion with the Nursing Program Director. If the student is not satisfied with the outcome of this meeting, the student will proceed to Step 2 in the college grievance procedure, which is a formal written grievance submitted to the Chief Student Services Officer. See the *CGCC Student Handbook* for details of this process.

## **3.2. Resources**

### **3.2.1. Faculty and Student Services Advisors**

During the first year of the Nursing Program, a primary faculty member will be assigned to assist each nursing student, and address any concerns the student may have. During the second year of the program, faculty share primary instructor duties. Full-time nursing instructors will have office hours posted outside the faculty offices.

Before registering each term, each student must meet with his or her **student services advisor** to ensure that the student is registered for the appropriate classes. The student is responsible for arranging this meeting with his or her student services advisor and also for registering in a timely manner for all required classes each term.

### **3.2.2. Other Campus Resources**

A variety of resources are available on campus to aid student learning. These resources include the Tutoring Center, the CGCC Library, computer labs including the Nursing Computer Lab, the Nursing Skills Labs, and the Rural Clinical Simulation Center. (See Appendix III).

#### **Library Use and Journal Article Information**

- If you want to use an article for an assignment out of a journal that is not on the Nursing Program approved journal list, the article must be approved by an instructor.
- When you request an article through inter-library loan, it may take a few days to get it (sometimes it is emailed or faxed and then the time frame could be shorter).
- An article requested through inter-library loan usually does not have a fee associated with it, but it can. The library staff will let you know this.
- If an article is published in a journal from another country, it might be harder to get and is more likely to have a fee associated with it.
- If an article has a fee, you have two options:
  - First Option: you must have approval from your instructor to use the article and then you can check with the library to see if they will approve the fee.
  - Second Option: you pay the fee yourself—then you do not need any approval from anyone.
- Make sure that any article you request through inter-library loan is available in English. Just because an abstract is in English does not mean the article itself is available in English.
- If you need an article that is required reading for an assignment, your instructor may have a notebook on reserve in the library that either contains the article or directs you to search a particular database for the article. Your instructor may also give you other instructions directly on how to access the article.

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**3.2.3. Course Syllabus**

Each course in the Nursing Program (as well as all other college courses) has a course syllabus. The syllabus describes the course and all requirements that must be met to obtain a passing grade. Course requirements, outcomes, learning activities, and examinations are designed to assist students to meet minimal skill levels required for the safe practice of nursing. Students are required to complete all learning activities and reach all learning objectives by the deadlines stated in the syllabus. Students are encouraged to keep copies of the syllabus and associated documentation for each course taken as a record of their accomplishment within the Program.

**3.2.4. Practice Sites**

The facilities where students acquire practice skills (referred to as "clinical") are carefully selected by the Nursing Program's faculty. Students are assigned to a specific facility based on a variety of factors, including practice level, availability of experiences, faculty supervision, and to the extent possible, students' personal desires. Not all students can have experiences in all facilities, but all students are assured placement for experiences needed for successful completion of the Nursing Program.

**3.2.5. Professional Organizations**

Professional persons have a responsibility to be active in organizations that enhance their professions through membership and participation. The nursing faculty represent several professional organizations and encourage student nurses to explore organizations such as the National Organization for Associate-Degree Nursing, the Oregon Nurses Association and the CGCC Student Nurse Association (see Appendix IV).

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**3.3. Nursing Program Guidelines**

The Nursing Program is designed to assist each student to develop the knowledge and skills needed to safely practice as either a Licensed Practical Nurse or a Registered Nurse. Nursing theory, skills laboratory, and the clinical component are interdependent and must be taken concurrently.

**3.3.1. Attendance/Absence/Lateness**

- a. Students are expected to attend all classes (including orientations) and clinical (including Skills Lab and simulation), to report on time, and to submit all written work on time. For students in our program, a high positive correlation has been demonstrated between regular attendance and satisfactory grades.
- b. Students are responsible for knowing which classes, clinical, skills lab, and simulation experiences are mandatory. Class announcements, e-mail, and/or syllabi are used to communicate information about mandatory attendance.

Students who are going to be late or are not able to attend a mandatory event are responsible to notify the instructor **verbally** prior to the beginning of the mandatory event.

Students who miss mandatory sessions will be required to make up the missed time in a manner determined by faculty and/or the student's clinical instructor.

Students who arrive late or miss mandatory sessions will be reviewed for progression, which may result in dismissal from the Program. Dismissal may be looked at if the mandatory session:

- Cannot be repeated and therefore the student would miss crucial content.
  - Missed content is required for the development of required skills
  - Missed content is required for student and/or patient safety
- c. Instructors reserve the right to provide a make-up exam at their discretion. Instructors reserve the right to determine the date of a make-up exam at their discretion. Instructors reserve the right to require a provider's note for any personal illness or family illness.
  - d. \*Any student who arrives late for the start of an exam will receive an automatic 5% reduction on the score of the exam.
  - e. \*Any student who misses an exam will receive an automatic 10% reduction in their score on the make-up exam.
  - f. Emergent and/or mitigating situations, such as a death in the family, will be reviewed at a student's request by the Program Director for an evaluation of the situation and whether or not a loss of points will occur.

**3.3.2. Clinical, Skills Lab, Simulation and Other Required Clinical &/or Classroom Orientation Attendance**

- a. Attendance is required at all clinical facility days and all clinical experiences, including but not limited to Skills Lab (demonstrations, practices and check-offs), Simulation, Clinical Case Studies, and in the classroom at times identified on the student calendar as orientation or mandatory. If a student is unable to attend a clinical experience, the student must notify the following individuals:**
- Clinical facility – the clinical instructor must be notified prior to the beginning of the student's shift.
  - Skills laboratory – the Skills Lab Coordinator must be notified **prior to 8 a.m.** the day of skill laboratory class.
  - Simulation lab – the lead faculty must be notified prior to the beginning of the Simulation experience.
  - Classroom orientations or other mandatory events – the lead faculty as identified by the student calendar must be notified prior to the beginning of the class.
  - Other clinical settings, such as scheduled alternative clinical experiences (ACEs) – either the identified instructor for the clinical or, if no instructor is scheduled to be present at the clinical, the student's clinical instructor for the term must be notified before the clinical is scheduled to begin.
- b. Continuity of clinical instruction is vital.** Every absence of scheduled clinical hours\* will be recorded on a Clinical Tracking form.
- c. The student will be placed on a problem-solving plan if he or she:**
- Misses 10 percent or more of scheduled clinical hours\* during any term, even if the absences are made up. The student may fail the course if additional scheduled clinical hours are missed.
  - Has a pattern of late arrivals for clinical experiences.

***\*Scheduled clinical hours: hours of required clinical, skills lab, simulation, and/or classroom hours or orientations in the course for which the student is registered.***

NOTE: If a student is absent from class or clinical because of health reasons, it is the prerogative of the instructor to require the student to obtain a written health clearance from a physician or nurse practitioner.

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## Tracking Form for Clinical Absences

Student Name \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

Date and Information	Action Plan
	<p>The student is referred to the Nursing Student Handbook requirements for attendance at clinical.</p> <p>The student's attendance will continue to be monitored.</p>

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

Faculty Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

**3.3.3. Guidelines Governing Clinical Placement of a Student in a Facility**

- a. The facilities where students acquire practice skills (referred to as “clinical”) are carefully selected by the Nursing Program’s faculty.
- b. Students are assigned to a specific facility based on a variety of factors, including but not limited to practice level, faculty supervision, and availability of experiences that fit learning outcomes. Faculty may consider students’ personal requests for placement.
- c. Not all students can have experiences in all facilities, but all students are assured placement for experiences needed for successful completion of the Nursing Program.
- d. Due to the rural nature of our area, it may be necessary to assign a student to a clinical placement in a facility in which they also work. In this case the following guidelines will be considered:
  - 3.3.3.d.1. If reasonable, the student will be assigned to a different unit than where they work. Here the learning opportunities and Performance Based Outcomes for the course must be considered.
  - 3.3.3.d.2. The clinical instructor will talk with the student at the beginning of the clinical rotation about how to handle any inappropriate requests and about not stepping outside of their student nurse role. Documentation of this conversation will be noted on the student’s initial Conference Record.
  - 3.3.3.d.3. The clinical instructor will monitor the student to insure the student stays in the student role.

**3.3.4. Written Health Clearance:**

**a. Pregnancy/Post-partum:**

Upon notification/diagnosis of pregnancy, a student will share with their health care provider a copy of the CGCC Nursing Program Technical Standards (see page 37-40 in this handbook). The student will then be required to provide written documentation from her health care provider that states she is able to meet the CGCC Nursing Program Technical Standards in order to continue to participate in clinical practice. The written documentation from the health care provider will be delivered to the Nursing Program Director.

A student who is post partum must also have written documentation from her health care provider that states the student can perform all functions required in the program without restriction.

**b. Injury or Surgical Procedure:**

A student who has suffered an injury or has had a surgical procedure, will be required to provide written documentation from their health care provider that states the student can meet all the Technical Standards of the Nursing Program in order to return to clinical practice.

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### 3.3.5. Evaluation

#### Theory Evaluation

Class grades are based on the following percentages:

<b>90-100</b>	<b>= A</b>
<b>82-89</b>	<b>= B</b>
<b>75-81</b>	<b>= C</b>
<b>&lt;75</b>	<b>= F</b>

#### Testing Policy

The Nursing Program's philosophy of testing is the acquisition of knowledge, rather than memorization of individual questions. The ultimate goals of tests are to assess your knowledge and to prepare you for the NCLEX-PN and NCLEX-RN. The tests may contain more than one instructor's test questions. In order to provide consistency, the following guidelines and procedures will be followed in each course.

Theory Exams: Attendance at all examinations, scheduled tests, and quizzes is mandatory. If a student cannot attend an examination, test, or quiz due to an unexpected occurrence, the student is responsible to notify the **course instructor verbally before** the beginning of the examination.

See Attendance/Absence/Lateness for more information on Testing Policies.

NOTE: To protect the testing environment for all students, when an exam, test or quiz begins, the instructor will close the door and no student will be admitted after the door is closed. A student missing an exam, test or quiz will be required to arrange with the instructor to take the exam, test or quiz as soon as possible.

#### Test Return

Each test is analyzed for validity of questions after it is given. Since this process can be time consuming, the appropriate time to return the tests and Scantrons for review will be determined by the instructors, and may vary throughout the term. An effort will be made to return these as soon as possible. A test will not be returned for review until all students have taken it.

#### Group Test Reviews

- Test review is optional per instructor discretion.
- Student attendance is optional.
- Test questions may not be copied and during review no pen/papers are utilized.
- In preparation for test review, students will break into groups (clinical groups, for example) and table tops will be cleared.

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- Student exam materials will be passed out along with question rationale and students will be allowed to talk to each other while reviewing their exam.
- Instructors will not engage in debate or defend questions at this time.
- Faculty may choose to allow submission of a written request for review of a question.
- At the end of the test review time, students will return their exams, scantrons, and rationale prior to exiting the room.
- Faculty retain the right to conduct test review in an alternative manner.
- There is no formal test review for final exams.

Individual Test Review

- No test will be kept by students.
- If you wish to review the test with a specific instructor, you must schedule an appointment.
- If you wish to do a general review of the test, you must schedule an appointment with nursing faculty. Office hours for first and second year faculty are posted outside their respective offices. The syllabus also contains office phone numbers and email addresses for faculty.

Question Discussion

Faculty value students' efforts to acquire knowledge in their nursing education. The expectation, related to question discussion, is that it will be conducted professionally, as evidenced by a student scheduling time with the instructor to adequately address the discussion, along with providing data to support the discussion.

**Other Components of Evaluation**

**The skills laboratory and clinical components** are pass/no pass. Pass/no pass will be determined by the clinical instructor or preceptor, based on the student's ability to meet weekly performance-based goals. A student who fails to meet weekly performance-based goals may be issued a problem-solving record, probation plan, and/or fail the course. Each student must attend a final conference to discuss and evaluate clinical performance. The clinical grading criteria are described in the Clinical Performance-Based Outcome Tool for each nursing course, found in the course syllabus.

Students must demonstrate **math competency** in both the clinical and the skills lab settings. Students will be required to pass computerized ProCalc examinations with a score of 96 percent or better every term. The course syllabus will describe the requirements needed to meet the math competency each term.

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**3.3.6. Progression:** In order to continue in and graduate from the Nursing Program, the student must:

- a. **PN Level.** Complete all required first-year nursing courses in sequence and in the term designated by the Nursing Program. All required non-nursing co-requisite courses (BI 232, BI 233, BI 234, PSY 201, PSY 215) and credit requirements (see CGCC catalog) must also be completed. All required nursing and non-nursing courses must be completed with a 'C' grade or higher. Once the student has completed the requirement for the PN Level, the student may enter the second year of the Nursing Program.
- b. **AAS Level.** Complete all required second-year nursing courses in sequence and in the term designated by the Nursing Program. All required non-nursing credit requirements (see CGCC catalog) must also be completed. All required nursing and non-nursing courses must be completed with a 'C' grade or higher.
- c. Earn a grade of **C (75%) or higher** in all theory components and a **Pass** in all clinical/laboratory components of the clinical courses in the Nursing Program. A student may apply to reenter the Nursing Program to retake a class if he or she fails to receive the required grade; however, a student is only entitled to reenter the Nursing Program once. Failure to receive the required grade in a nursing course following re-entry after a voluntary or involuntary withdrawal will result in permanent dismissal from the Nursing Program.

*The Nursing Faculty are committed to promoting student success. To this end, the faculty provide feedback through the use of performance-based outcomes (PBOs) frequently throughout the term and faculty advise students where they are in relation to those outcomes. If problems that may affect student success in a clinical Nursing course are detected, faculty inform students and assist them in developing a plan that identifies goals and actions for improved performance. Students are responsible for implementing the plan, including following up on referrals for help and arranging additional conferences with their instructor as needed to follow up on problems. Faculty inform students about and document problems according to the following:*

- d. **Problem-Solving Record (PSR):** This procedure is intended to call attention, as early possible, to a situation that, if uncorrected, could lead to academic failure. A PSR documents the problem identified by an instructor, a plan to remedy the problem, and the student-instructor conference to discuss the problem and plan. If performance in Skills Lab is the issue the student's clinical instructor may join the conference. Students receive a copy of the PSR (See Appendix V).
- **Non-Clinical PSR:** Instructor meets with students whose classroom-related performance indicates a need for problems-solving. Examples of such performance include two theory tests that have been failed, a pattern of

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submitting assigned work late, and repeatedly missing or arriving late for tests.

- **Clinical Performance PSR:** Instructor meets with students whose clinical performance indicates a need for problem solving. Some examples of such performance are missed skills check offs, repeated “No Pass” on skills check offs, repeated need for remastery, remastery twice on the same skill, missed clinical time, inadequate preparation for clinical assignment, two Interactive Worksheets (IW) that have been failed, and unsafe clinical practice.
  
- e. **Remastery Agreement:** This Agreement documents a need for a student to demonstrate competency in Skills Lab for a previously learned skill(s) not being performed at an acceptable level in off-campus practicum.
  - 1) An instructor who observes a student inadequately or unsafely performing a previously learned skill(s) informs the student of the need for remastery and fills out a Remastery Agreement form.
  - 2) The Remastery Agreement documents the skill(s) to be practiced and/or the problem area(s) and recommendations.
  - 3) As soon as possible, the student will schedule a meeting with the Skills Lab Coordinator to discuss the remastery agreement, including a remastery sessions, plans for performance improvement, and re-testing if needed. The student will receive a copy of the Remastery Agreement.
  - 4) Once the requirements of the Remastery Agreement are met, the Skills Lab Coordinator will notify the referring instructor.
  - 5) The student will be allowed to participate in clinical during this remastery period; **however, during clinical the student will not be allowed to perform the skill being remastered until the requirements of the Remastery Agreement are met.** (See Appendix V).
  
- f. **Probation Record (PR)** is a notice to a student that immediate changes are needed in some behavior(s) to prevent either failure or dismissal from the Program. Subsequent occurrences of problem behavior during a probationary period will result in disciplinary action, which may include dismissal from the program. The instructor identifying the problem behavior informs the student and schedules a three-way conference (or possibly four-way conference if the performance is in Skills Lab). In attendance at this conference will be the instructor(s), the Nursing Director or the Nursing Director delegate and the student. The PR documents the problem and plan to remedy the problem, specifies the conditions for retention and progression in the Nursing Program, and documents the three (or four) way conference. Students receive a copy of the PR. (See Appendix V).

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- **Academic Honesty.** Students who fail to practice academic honesty as expected (see Appendix II CGCC's Academic Integrity Policy) will be placed on probation, if not dismissed from the program. Students placed on probation for academic dishonesty will remain on probation for the remainder of their enrollment in the Nursing Program, whether enrollment is consecutive or interrupted by time out of the Program. A second occurrence of academic dishonesty will result in dismissal from the Program.
  
- **Clinical Performance.** Students who do not demonstrate safe practice may be placed on probation, if not dismissed from the Program. It is expected that students will practice safely at all times during their clinical experiences, which includes Skills Lab assignments and check offs. Students who demonstrate unsafe clinical behaviors while on probation may be barred from the clinical practicum. This would result in a "No Pass" and the student would not progress in the program.

**Unsafe clinical behavior is demonstrated when the student:**

1. Violates or threatens the physical safety of the patient.
2. Violates or threatens the psychological safety of the patient.
3. Violates or threatens the microbiological safety of the patient.
4. Violates or threatens the chemical safety of the patient.
5. Violates or threatens the thermal safety of the patient.
6. Inadequately and or inaccurately utilizes the nursing process.
7. Violates previously learned principles which threatens the safety of the patient.
8. Assumes inappropriate independent/dependent action or decisions.

**Whether the problems in student performance result in a PSR, PR or dismissal from the Program it is a Nursing faculty decision with input from the Director of Nursing and Healthcare Occupations as needed. In making this decision, faculty consider the implications of student performance for patient safety, professional and personal integrity, and student success. While faculty make every effort to alert students as early as possible to problem situations, there is no implied process that requires a PSR must precede a PR or that either of these must precede dismissal.**

**3.3.7. Written Work**

Unless otherwise directed by the course instructor, all written work must be typed, and it will be judged on its content, spelling, grammar, and timeliness. The college has computer resources to help students with the typing requirement. Students who turn in late written work will be reviewed for progression in the Nursing Program by the Nursing Faculty, and a Progression Record may be created.

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The student is expected to practice appropriate ethical conduct by independently (unless otherwise instructed; e.g., some assignments are group projects) completing assignments and lab work. Students must not allow others to copy or use their work or supply answers or data to other students. Failure to credit the source of another person's ideas is considered plagiarism. Common instances of plagiarism include copying sentences or answers from another student's papers or test and turning in papers or documents produced by someone else. Attribution of all cited and quoted materials is required. Standard formats must be used correctly and consistently. Likewise, a bibliography is required for all written work. Resources beyond the assigned texts should be sought out and correctly referenced.

***Intentional plagiarism on the part of a student is a very serious offense and will result in disciplinary action that may include receiving a failing grade for the course and possible institutional sanctions including suspension or expulsion. Cheating may result in an immediate F grade for the entire course. All Nursing Program faculty will be notified of the cheating or plagiarism.***

*“Academic integrity is vital for nurses to possess in their everyday life. Honesty and integrity are important for all scholastic careers, especially nursing. I plan to uphold my academic integrity by adequately citing all sources I use and also by doing my own work throughout the course. I believe that cheating is not acceptable in every aspect of life and I will live up to my commitment to never do so.*

*“I will never plagiarize and will pursue everything I do with honesty and integrity. I will work hard for everything I attempt. Also, I will not cheat and/or copy other students work. I will also do my best to learn the most possible and complete scholarly work.*

*“I will give myself adequate time to work on assignments this semester and work carefully to document all sources used properly, to avoid unintentional plagiarism. I'll also maintain my own ethical standards by never copying anyone else's work. I take great pride in my education and work hard!” (Elison, J. (2011). *Academic dishonesty*. [StuNurse.com](http://StuNurse.com) (ed. 19), 4-7.)*

### **3.3.8. Student Concerns/Academic Difficulties**

If a student has an academic problem or concern, it should be discussed with the individual instructor first in a private one-to-one setting. If the situation cannot be resolved this way, the concern should be brought to the Director of Nursing; if still unresolved, the concern should be brought to the Chief Student Services Officer. If the situation still remains unresolved after discussion with the above parties, the student should follow the protocol set forth in the *CGCC Board of Education Student Grievance Policy*.

### **3.3.9. Use of Electronic Devices**

Professional behavior is exemplified by using cell phones, i-pods, PDA's, laptops or other electronic devices only when authorized by faculty and for nursing program use. Cell phones will be turned off for theory lecture and all Nursing Program testing situations. During clinical experiences both students and faculty may carry cell phones in a pocket on vibrate. Use of them during clinical should be in an off-stage area.

### **3.4. Re-admissions to the Nursing Program**

#### **3.4.1. Rules Governing Admission to NUR 110:**

A student who is granted admission to the Nursing Program at the NUR 110 level but does not successfully complete NUR 110 is entitled to apply for admission again to the Nursing Program in a subsequent year, but may only enter the program in NUR 110 again one time, regardless of the circumstances surrounding the student's withdrawal or failure of NUR 110.

A student who has successfully completed NUR 110 and subsequently fails or withdraws from a course later in the program is not eligible to apply for admission to NUR 110 as that course has already been completed.

An advanced placement student that fails or withdraws from a course in the 200 series is not eligible to apply for admission at the NUR 110 level. This student must follow the rules regarding re-entry following class failure or voluntary withdrawal.

#### **3.4.2. Rules Governing Re-entry into the Nursing Program:**

Re-entry to the Nursing Program is discretionary and may be denied by the Director of Nursing and Healthcare Occupations or the Chief Student Services Officer. Re-entry may occur only for the course that the student failed or withdrew from, except NUR 212, where the student will re-enter (repeat) NUR 211. Other than the exception for NUR 212, a student may not repeat a nursing course that the student has already successfully completed. Re-entry is also contingent on space available. A student is entitled to re-enter the Nursing Program only once, regardless of the circumstances creating the need to re-enter. Therefore, if a student who voluntarily withdrew for personal reasons subsequently fails a class after re-entry, the student will not be entitled to repeat the class and will be dismissed from the Nursing Program. Accordingly, voluntary withdrawal from the Nursing Program should be carefully considered.

If a student is failing a course or is failing to meet established course standards when he or she voluntarily withdraws, his or her file will be marked as "withdrawal in failing status." Whether a student was in failing status at the time of withdrawal is a factor that the Director of Nursing and Healthcare Occupations considers when determining whether the student should be permitted to re-enter the Nursing Program.

Nursing theory, skills laboratory, and the clinical component are interdependent and must be taken concurrently. Therefore, a student allowed to re-enter the Nursing Program must repeat the entire nursing course not just the portion that the student failed.

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**To be eligible for re-entry to the Nursing Program, the student must:**

- a. Possess a completed re-entry agreement signed by the Director of Nursing and Healthcare Occupations within 30 calendar days of leaving the Nursing Program. The Director of Nursing and Healthcare Occupations will review the re-entry agreement, may request a meeting with the student to discuss the circumstances of the withdrawal, and may specify conditions that must be satisfied prior to the student's re-entry into the Nursing Program.
- b. Apply for re-entry within the time table set out in the Re-entry Agreement.
- c. Satisfy all pre-conditions for re-entry specified in the Re-entry Agreement.
- d. A student who is unsuccessful in the Program must have a written re-entry agreement in place as specified above to be eligible for re-entry; otherwise, they may only apply for re-entry as an advanced placement student.

**To re-apply, the student must:**

- a. Confirm intent to return to the Nursing Program on or before the date indicated on the re-entry agreement by submitting an eligibility determination to the Director of Nursing and Healthcare Occupations.
- b. Meet all criteria specified in the re-entry agreement within the prescribed time frame.
- c. Submit a re-entry application to Student Services.

**3.5. Advanced Placement**

Advanced Placement admissions information and applications may be obtained at Student Services. Specific requirements related to Advanced Placement are contained in the application.

### **3.6. Professional Conduct in the CGCC Nursing Program**

Students must demonstrate professional behavior at all times in the CGCC Nursing Program. This includes, but is not limited to, being on-time to all required labs/clinical, and not engaging in private conversations during lectures or clinical discussions.

Students who are tardy to required labs/clinical will have their behavior documented with a Tracking Form and/or a Problem Solving Record. These forms may result in the student being placed on Probation when a pattern of tardiness is observed. It is the instructors option to prohibit the student from attending a lab/clinical when they are tardy (in which case the requirement will have to be made up at a later time).

Students who engage in private conversations during lectures are disrupting the learning environment. The instructor has the option of asking these students to leave the lecture setting.

Students who engage in private conversations will receive a Problem Solving Record and if a pattern is observed they may be placed on Probation. (Lecture here refers to theory class, lecture as a part of skills lab or SIM lab, or any clinical discussion on-site)

Instructors who observe students engaged in any other unprofessional behavior, or any behavior that in the instructor's view is distracting to any of the nursing learning environments, will ask the student to change the specific behavior. If the behavior does not change, the student will receive a Problem Solving Record and may proceed to Probation if a pattern persists.

Students are reminded that Tracking Forms, Problem Solving Records, and Probation do not cease to exist at the end of a quarter, but are retained in the student's folder to carry forward to the next quarter, or any date specified.

### **3.7. Professional Behavior**

Students are expected to display professional behavior on campus, in all clinical experiences, and whenever in the student uniform outside of clinical settings (i.e., going to and from clinical settings). When in uniform, students are readily recognizable as Columbia Gorge Community College Nursing students, and their behavior reflects not just on themselves, but on the Nursing Program, the College and the Nursing profession. Students need to understand that it is a privilege to be in a clinical facility. It is a service the facilities are providing to us. We are guests. It is vital that a student well represent our college and themselves. A student who does not behave in a professional manner will be reviewed for progression.

**Professional behavior includes, but is not limited to, the following:**

- ❖ Guarding patient confidentiality at all times
- ❖ Displaying respect for all persons
- ❖ Communicating with others in a responsible and positive manner
- ❖ Being accountable for one's own actions
- ❖ Being honest and trustworthy
- ❖ Abstaining from the use of alcohol and illegal substances when functioning in a professional capacity

### **3.8. Clinical Violations and Confidentiality**

Students are expected to practice safely at all times during their clinical experiences, which include skills lab assignments and check-offs. A student who demonstrates unsafe clinical behavior or fails to make adequate progress toward course clinical performance-based outcomes, which are fully described in the syllabus for each course, may be placed on a probation plan or dismissed from the Nursing Program. Unsafe clinical practices encompass a variety of actions that either threaten or disrupt the biological, psychosocial, physical, or physiological well-being of clients/patients.

Among the most serious of clinical violations is the breach of client/patient confidentiality. Under the provisions of the 1996 Health Insurance Portability and Accountability Act (HIPAA), anyone whose activities directly and intentionally put them in contact with protected health information (PHI) defined in the statute must be aware of the requirements surrounding the protection of health information, and must not violate the policy of the healthcare facility or the provision of the statute. Students are expected to protect client/patient health information in all circumstances. This includes the conscious elimination of reference to client/patient initials, room numbers, or other personal information that could be easily recognized as an identifier on all documents, whether electronic or hard copy. Special care should be taken by the student when copying documents to assure that potentially sensitive materials not be left in or around a public area. Conversations containing any information about a client/patient should not take place outside the walls of a closed room or space and should occur only for the purpose of treatment or instruction.

### **3.9. Social Networking Policy**

Any student who posts material on a blog or social networking site (e.g., MySpace, Facebook, LiveJournal, or Twitter) with respect to Columbia Gorge Community College or any clinical affiliate that would violate College policy or that could otherwise create a risk of substantial disruption to College operations may be subject to discipline, including possible dismissal. This specifically includes, but is not limited to, breaches of confidentiality or illegal activities. Students should be aware that public blogs and profiles may be periodically and randomly monitored.

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**3.10. Substance Use**

1. The Columbia Gorge Community College's Code of Conduct includes a specific policy regarding the use of alcohol and drugs and how alcohol and drugs may result in conduct issues. Drugs and alcohol can have an academic impact as well, and Nursing students may be subject to adverse academic consequences for violating alcohol or drug policies as well as this policy.

It is a violation of CGCC policy for students to possess, consume, be perceptibly under the influence of, or furnish alcoholic beverages, as identified by federal or state law, on College-owned or controlled property or at any College or student organization supervised function. It is also a violation of CGCC policy for students to possess, consume, be perceptibly under the influence of, or furnish any narcotic or dangerous drug, as defined by Oregon Revised Statutes, on College-owned or controlled property or at any College or student organization supervised function, except when use or possession is lawfully prescribed by an authorized medical doctor or dentist. Violation of this policy may result in expulsion, suspension, or disciplinary probation. Because of the special circumstances surrounding the training of future nurses, the Nursing Program has this supplemental substance use policy that operates in conjunction with the college's policy. The Code of Conduct is separate and a student may be disciplined under it in addition to any academic consequences that may result in the Nursing Program.

- a. In all aspects of providing patient care and in activities the College determines are related to patient care, Nursing students must perform safely and effectively. They are, therefore, responsible for avoiding potential adverse effects on their behavioral, physical, emotional, and mental states that could result from the use of drugs, whenever and wherever taken, including alcohol and any "over the counter" or prescription medications.
  - (1). It is the responsibility of students to notify the clinical instructor if they are taking any medications that have potential adverse effects on their ability to perform safely and effectively, including medications which are prescribed by a provider. The College will not discriminate against any student based on a disability and will provide reasonable modifications or accommodations when available to address issues raised by medication."
- b. An instructor may dismiss students from the clinical setting if the instructor believes there is any question about the student's ability to function safely and responsibly in patient care.

Clinical sites are typically able to exclude students who exhibit unsafe or irresponsible behavior. Such exclusion could mean that a student would not be able to achieve course outcomes and could, therefore, not be able to continue in the Nursing Program. The College on its own, however, may determine a student may not continue in the Nursing Program because of alcohol or drugs, regardless of a clinic's decision.

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2. Performance, behavior, appearance or breath odor may suggest the use of alcohol or other drugs. While other conditions may cause some of the following, behaviors and signs suggestive of substance misuse include:
  - a. A change in a person's behavior, such as
    - inappropriate emotional responses
    - inappropriate response/laughter
    - irritable, restless manner
    - impulsive actions
    - repeated tardiness or absence
    - accidents or near-misses involving patients or equipment
    - diminished work performance
  - b. A change in a person's apparent cognitive function, such as
    - slowed thinking
    - immobilization with resulting inability to think or act
    - threats to kill or harm oneself or another person
    - poor judgment regarding safety issues for self, patients, and coworkers
  - c. A change in a person's apparent physical symptoms, such as
    - complaints of blurred vision; dilated or constricted pupils; bloodshot eyes
    - slurred speech
    - breath odors or general odor of alcohol
    - excessive sweating
    - emaciated or unusual weight loss
    - tremor or twitching, especially early morning
    - poor coordination or unstable gait
    - complaints of morning headache; abdominal or muscle cramps; diarrhea
    - severe physical distress; e.g., seizures, chest pain, respiratory distress
  - d. Violations of law, such as
    - possessing a weapon or hazardous object
    - possessing, using, or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with a licensed healthcare provider's order

3. Violation of College policy or indication of substance misuse either while on the College campus or in a clinical setting will be handled by the Nursing Program as follows:

a. College Campus

The student will be required to explain the violation or behavioral changes. At the discretion of the Nursing Faculty in consultation with the Director of Nursing and Health Occupations or his/her designee, the student may be required to submit to immediate testing of body fluids for chemical substances. In this case the student will be escorted by an instructor or other college representative to a laboratory designated by the nursing program (see information regarding transportation below). The collection and testing will

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be performed in a manner which preserves the integrity of the specimen. In consultation with the Director of Nursing and Health Occupations or his/her designee, the Nursing Faculty will decide what actions are appropriate.

b. Clinical Setting

The student will be required to explain the violation or behavioral changes. Any nursing instructor or immediate supervisor who believes that a student in a clinical setting is in violation of the College or Nursing Program Substance Use Policy, or exhibiting behaviors or signs suggestive of substance misuse, or is for any reason a threat to client safety, will remove the student immediately from the client care responsibilities. The instructor has the right to confiscate, in the presence of a witness, any substance(s) for identification. The behaviors and signs observed by the instructor will be documented by the instructor and, if possible, validated by another nurse (another CGCC nursing instructor, nursing supervisor on duty, or nurse manager). The instructor will require the student to submit to body fluid collection and immediate testing performed by a laboratory designated by the nursing program. The collection and testing will be performed in a manner which preserves the integrity of the specimen. The student will be escorted to the laboratory by an instructor or other college or hospital representative as soon as possible after the student has been removed from client care responsibilities.

The following statements apply to either on campus or in clinical situations as discussed above:

- The student will bear the expense of the program mandated testing unless otherwise specified. The nursing instructor/college representative will arrange for the student's safe transportation to the laboratory and home afterwards (taxi when available and if needed; faculty are not to go alone with a student and a student is not to drive him/herself).
- Failure to give written consent, without qualification, to such alcohol or drug testing and/or release of test results to the director of the Nursing Program, or failure to provide bonafide samples for such testing will be considered implied admission of substance use in violation of this policy and grounds for appropriate action, including the possibility of immediate dismissal from the nursing program.
- The student involved in the alleged infraction will be temporarily excluded from the Nursing Program until the test results have been received and reviewed by the Director of Nursing and Health Occupations, who will follow the Nursing Program's procedure for possible student dismissal/temporary exclusions.
- Immediately or as soon as reasonably possible after the test has been performed, the Program Director, or in her absence, the Lead Clinical Instructor will be informed of the drug test.

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- a) If the results are negative, the student may return to the program activities. Opportunity for make-up will be provided, and the student will be expected to make up missed time and assignments.
- b) If the test results are positive, the Director of Nursing and Health Occupations will take appropriate action including the possibility of dismissal from the Nursing Program on the grounds of substance use. A student who disagrees with the program's decision can utilize the CGCC student grievance procedure outlined in the Student Rights and Responsibilities Handbook found on the CGCC webpage.

**3.11. Mandatory Reporting to Oregon State Board of Nursing**

If a nursing student holds a certificate or license issued by the Oregon State Board of Nursing and engages in behavior defined as "Conduct Derogatory to the Standards of Nursing Defined" [see Oregon Administrative Rules (OAR) 851-045-0070], the situation will be reported to the Board.

**3.12. Harassment**

The college has a "zero tolerance" policy against harassment of any sort: physical, mental, verbal, or sexual. The college is committed to maintaining both a working and a learning environment that is free of harassment for all persons. If a student is the object of any such harassment or sees any type of harassing behavior, the student's primary faculty and the Director of Nursing or the Chief Student Services Officer should be notified immediately. An investigation will be conducted following college policy. Harassing behavior can lead to dismissal from the Nursing Program. Please see the *CGCC Code of Student Conduct* in Appendix II for further information.

### 3.13. Professional Appearance/Grooming

#### ❖ Professional Appearance: Hospital-Based Settings & Simulation Lab

In hospital-based settings or Simulation Lab, students should follow the dress code for professional appearance outlined below unless otherwise instructed by the clinical instructor:

- The Nursing Program uniform will be worn in all clinical practice areas with exceptions made for NUR 212 (see below). The uniform must not allow a student's midriff, thighs, back, or private areas to be exposed (whether while standing still or moving).
- CGCC logo Program patches shall be placed on uniforms on the left arm approximately one-inch below the shoulder seam or where the uniform naturally falls over the shoulder.
- Student's CGCC Nursing Program issued photo ID shall be worn in clinical settings. Badge will be above the waistline at eye level where it can be seen by patients and staff.
- Tops worn under scrubs shall be white or the same color as the scrub with a standard crew-neck, simple-neckline, or turtlenecks (no thermals, writing, or logos). Long or short sleeve is acceptable.
- Shoes must be clean, in good repair, with no distracting colors or colored logos, closed-toe and closed-heel. Shoes must provide safe, secure footing and be appropriate for the work being performed and not impair the ability to perform work duties. Protective shoes and socks must prevent blood or other potential infectious materials from reaching skin. The following are not appropriate footwear: flip flops, slippers, excessively high-heeled shoes, *Crocs*, and boots.
- All clothing must be neat, clean, free of stains, wrinkle-free, appropriately hemmed, and in good repair.
- **NUR 212** Students will be allowed to wear their own scrubs. Uniforms tops must be appropriate and may not include camouflage print or display brand name, logos, or other prints considered inappropriate for the patient care environment. Uniform pants must be of solid color black, blue, or white. In lieu of a school patch on left arm students must have and display their student photo ID above the waistline and where it is visible to others.

#### ❖ Professional Appearance: Community-Based Settings

In community-based settings, students should follow the dress code for professional appearance outlined below:

- All clothing and shoes must be neat, clean, and in good repair.
- Avoid extreme styles on dress and personal grooming.
- Shirts/tops must be an appropriate size without fitting too tightly and must have sleeves. The neckline should be high enough so that cleavage is not visible.
- Clothing shall be modest, not provocative (i.e., skin-tight clothing). Clothing must not allow a student's midriff, thighs, back, or private areas to be exposed (whether while standing still or moving).
- The outer layer of clothing shall not consist of undershirts, tank tops, muscle shirts, T-shirts, sweatshirts, short skirts, tights, or sweat pants. Camouflage or military fatigue type clothing shall not be worn.
- Clothes with large logos, slogans, or sayings shall not be worn.
- Shorts, including longer style walking shorts, are not acceptable.

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- Pants must fit appropriately without being tight; leggings/stretch pants, leather pants, sweat pants, and jeans (“jean-cut” or “jean-style” pants in any color) may not be worn.
- Shoes must be safe and appropriate to the work being done; not thong sandals, spike-heeled, or platform shoes; no open-toes shoes; shoes must have heel strap; heels may be no higher than two inches.
- Hats may not be worn indoors except for health, safety, or religious reasons.
- In addition to the above policies, lab coats with Program patches with CGCC logo and student’s photo ID shall be worn, as directed.
- **Exception:** attire for some community-based settings are street clothes with student’s photo ID, no lab coat. Please check with your instructor as to the proper attire.

❖ **Professional Appearance: Skills Lab**

In **skills lab**, students should follow the dress code as outlined below:

- Students may wear their usual clothing to skills demos and practices, including jeans (must be clean and without holes).
- Shoes which protect the feet must be worn to skills lab practices.
- Clinical attire, as described above, must be worn for skills lab testing. Students not appropriately attired will not be allowed to test.

❖ **Grooming Policy in the CGCC Nursing Program All Settings**

In **hospital-based, Simulation Lab, community-based, and Skills Lab Check-off settings:**

- Hairstyles should look professional. Hair should be controlled (braided or tied back). Students may not wear unusual hair styles (including but not limited to dreadlocks or mohawks). Only traditional hair color is acceptable; hair color must be consistent with professional appearance.
- Facial hair, if present, must be neatly trimmed & clean—no growth extending down neck.
- Fingernails should be clean, short, and only clear polish is allowed. Acrylic or other types of artificial nails are not permitted in clinicals or skills lab
- No excessive jewelry; no piercing may be visible, including tongue rings. Earrings are limited to two piercing per ear lobe - no dangling earrings.
- All visible tattoos must be covered.
- In clinical settings, an injury to the hand which requires bandaging will require the Band-Aid to be removed & hands washed before entering patient room and leaving patient room. Band-Aid can be replaced between patient care and per clinical facility policy. If an injury could pose an infection risk, a student may be removed from the floor.
- Body odor, whether from heavy fragrances, smoke, or perspiration, is offensive, and fragrances may cause allergic responses. To avoid odor on student's uniforms, students are required to refrain from smoking or wearing fragrances while in uniform.
- Students should consider that tobacco, coffee, some other beverages, and certain foods may leave strong odors on breath that are offensive to clients/patients.
- **No gum chewing is allowed (this includes nicotine gum).**
- If a student arrives at a clinical practice session in violation of these grooming rules, the student will be asked to correct the violation immediately or leave the session for the day. If the student is required to leave, the student must arrange for an alternative time to make up the missed clinical session. Repeated violations will affect grade for the course.

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**3.14. Technical Standards**

**INTRODUCTION**

Columbia Gorge Community College Associate Degree Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with critical judgment, broadly based knowledge and competent technical skills at the entry level.

The 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 these standards 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.

**TECHNICAL STANDARDS**

Columbia Gorge 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(s). These standards are not a requirement of admission into the program(s). Individuals interested in applying for admission to the program(s) 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.

Columbia Gorge 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.

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**1. 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.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly 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.

**2. 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.

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- 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).

**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.

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**3. Behavioral:**

1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.

***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.

**FACULTY ASSESSMENT, INTERVENTION AND SUPPORT**

Any student demonstrating behaviors that call to attention an indication of the student not meeting the technical standards will be excused from the practicum or classroom setting. These behaviors include but are not limited to

- Physical symptoms
- Impaired judgment
- Mental or emotional symptoms
- Disruptive, inappropriate, or inconsistent behavior patterns.

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**3.15. Pinning Ceremony Guidelines**

The Pinning Ceremony is the culmination of hard work and perseverance in the CGCC Associate Degree Nursing Program. It is a tradition in the profession of nursing and historically has been a wonderful celebration of success.

The CGCC Pinning Ceremony for second year graduating students occurs on the day before the CGCC graduation ceremony and is held on the CGCC campus. Pictures in gown are at 5:00pm, the ceremony is from 6:00 – 7:00pm, and a reception on campus from 7:00 – 8:00pm follows the ceremony.

In order to create a smooth preparation for each class, the below guidelines have been provided by the Nursing Program.

**Pinning Ceremony Guidelines**

**CGCC Nursing Program's responsibility:**

- ❖ Invitations – 10 per graduate
- ❖ Programs
- ❖ Computer/Projector Equipment for slideshow if needed
- ❖ Refreshments, napkins, cups, plates for the reception after the ceremony

**The Graduating Class's Responsibility – WITH NURSING PROGRAM DIRECTOR APPROVAL:**

- ❖ Guest Speaker
- ❖ Ceremony decorations (color choice)/music selection (if any) – not to exceed \$200.00

Some classes choose to have an event for family and friends after the pinning ceremony. This is completely optional and the students' responsibility.

**Attire**

Graduates are to wear professional attire. The class picture will be taken in graduation gowns.

**PINS**

CGCC nursing pins are unique to this school. Information about purchasing pins is available from the Nursing and Health Occupation Administrative Assistant. Cost varies according to gold and quality. Students are responsible for purchasing pins.

### 3.16. Records and Forms

#### a. **Physical Exam & Immunization Records**

A **physical examination** is required, with evidence of physical and mental health adequate to perform all the functions necessary for the Nursing Program. For this purpose, students are required to submit a self-report and a report of an examination conducted by a qualified licensed healthcare professional and performed within one year prior to the first day of class in the Nursing Program. The Nursing Program is physically demanding and course work missed because of illness may be difficult or impossible to make up (see Technical Standards, pp. 37-40). Forms will be provided by the nursing office.

The **Nursing Program immunization validation record** is required for all students in the Nursing Program. This record documents immunization validation for MMR [measles (rubeola), mumps, rubella (German measles)], DPT [diphtheria, pertussis, tetanus], varicella (chicken pox), and hepatitis B. The Oregon Department of Human Services requires students involved in clinical experiences to have documentation of measles immunity by virtue of age, documented history of the disease, or measles vaccine; exemptions are possible based on certain conditions (see the form). The student must also have had or be in the process of receiving the hepatitis B immunization series (see the form). Many clinical facilities are also requiring documentation about immunity to other diseases, most specifically chicken pox (*varicella*) and German measles (*rubella*). It is in the best interest of each student to know his or her status regarding immunity and to take appropriate measures to ensure protection for these communicable diseases.

The student must document evidence of a **tuberculin (TB) skin test**, also known as Purified Protein Derivative ("PPD"), within 3 months of entry to the nursing program ***and annually while enrolled***. If student has a history of a positive TB test, healthcare provider documentation of negative chest x-ray and negative symptom review for the previous 12 months must be provided.

Immunization validation and TB testing must be completed by any newly admitted student. These must be presented to the Nursing Program by a date which will be specified in writing or the student will forfeit their seat in the Nursing Program. For students starting at the beginning of the Nursing Program, this date will be prior to the start of NUR 110.

The student must also pass a **10-panel drug screen** prior to the first day of class in the Nursing Program. Forms for authorization will be provided by the nursing office.

#### b. **Cardiopulmonary Resuscitation (CPR) Certification**

Certification for basic life support (BLS) for healthcare providers (**CPR level C for healthcare providers**) is required for clinical experiences at all facilities. ***Certification must be current and must not expire while in the Nursing Program.*** A student should complete this training no earlier than June 1st during the year of entry into the nursing program and no later than a date which will be specified in writing in order to meet this requirement.

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**c. Criminal History Background Check and Sex Offender Check**

A **criminal history background check and sex offender check** must be completed prior to the first day of class in the Nursing Program. If you have been convicted of a felony, be advised that this conviction may prevent your placement in clinical training. The Oregon State Board of Nursing may deny licensure to a person who has been convicted of certain crimes. Therefore, the Columbia Gorge Community College Nursing Program requires a criminal background check and sex offender check for incoming students. CGCC reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the College, nursing profession and/or the health care community. The CGCC Nursing Program also reserves the right to revoke admission to any applicant or current student in the nursing program whose criminal history or sex offender history is found to prevent placement in clinical training. If you have a criminal history of any nature, you can contact the Oregon State Board of Nursing for specific questions at (971) 673-0685. (See Appendix VII).

**d. Other Miscellaneous Forms** (See Appendix VI for a listing of forms required for entry).

**e. Accident Forms**

If a student is involved in an accident while on campus or at a clinical practice site, the student must immediately notify his/her instructor and the following forms must be completed. Both forms are available from the Health Occupations Administrative Assistant. In addition, if the accident is at a clinical site, any facility forms will also need to be completed.

The *Columbia Gorge Community College Incident/Accident Report Form* is to be completed for all injuries.

The *CGCC Nursing Program Unusual Occurrence/Exposure Incident/Medication Error (Actual/Potential) Report Form*.

**NEEDLE STICK POLICY:**

All needle sticks, splashes of body fluids, and any exposure to susceptible body fluids must be reported to a faculty member immediately for determination of possible blood-borne disease exposure.

Upon exposure the student will notify the clinical instructor – the clinical instructor will assist the student with the policy within the clinical facility for immediate and follow-up care related to the exposure.

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f. **Latex Allergy**

**Students may encounter latex products in skills lab and clinical.**

- Students **must** sign a Latex Allergy Form prior to the first day of skills lab, and notify the Skills Lab Coordinator and their Clinical Instructor before skills lab or clinical experiences each term.
- **THE SKILLS LAB COORDINATOR WILL MAKE EVERY EFFORT TO PROVIDE NON-LATEX ITEMS TO ALL STUDENTS. IT IS THE RESPONSIBILITY OF THE STUDENT TO MONITOR LATEX CONTENT BY READING LABELS.**
- **SOME CLINICAL SETTINGS HAVE LATEX PROCEDURE GLOVES. IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN NON-LATEX GLOVES FOR HIS/HER USE IN CLINICAL.**

**General guidelines have been developed by the American Nurses Association:**

- ❖ Be aware of the problem of latex allergy.
- ❖ **Choose a level of glove protection according to need; vinyl gloves may be appropriate. In general, choose low protein gloves that are powder-free.**
- ❖ Wash hands after glove use.
- ❖ Report symptoms of contact dermatitis as soon as possible and have the causative agent determined accurately.
- ❖ Do not use oil-based emollients (petroleum derivatives, mineral oil) with latex glove use! Use of petroleum-based lotions significantly increases the absorption of latex proteins and can greatly increase sensitization.
- ❖ Know your rights if you become sensitized, including the right to have an alternative product made available to you or used around you.

g. **Other Allergies (including perfumes or soaps)**

**Students may encounter products in skills lab/clinical to which they have a known sensitivity or allergy.**

- Students **must** submit sensitivity/allergy information in writing to the Director prior to beginning the Program. The Skills Lab Coordinator & Clinical Instructor must be notified before skills lab or clinical experiences each term.
- **THE SKILLS LAB COORDINATOR WILL MAKE EVERY EFFORT TO PROVIDE ALTERNATIVE PRODUCTS TO USE FOR THE STUDENT WITH AN IDENTIFIED ALLERGY. IT IS THE RESPONSIBILITY OF THE STUDENT TO MONITOR AND AVOID ITEMS WHICH MIGHT TRIGGER AN ALLERGIC REACTION.**
- **CLINICAL SETTINGS MAY REQUIRE USE OF CERTAIN PRODUCTS TO WHICH A STUDENT MAY BE ALLERGIC. IT IS THE STUDENT'S RESPONSIBILITY TO USE APPROVED ALTERNATIVE PRODUCTS, IF AVAILABLE.**
- **IF A STUDENT WITH AN IDENTIFIED ALLERGY POSES A THREAT TO PATIENT/CLIENT SAFETY BECAUSE NO ALTERNATIVE PRODUCT CAN BE FOUND/APPROVED FOR USE, THE FACILITY MAY DENY PERMISSION FOR THE STUDENT TO ATTEND CLINICAL IN THEIR FACILITY. IF NO ALTERNATIVE CLINICAL EXPERIENCE CAN BE FOUND, THE STUDENT MAY NOT BE ABLE TO PASS THEIR PBO REQUIREMENTS FOR THE TERM AND THUS NOT PASS THE COURSE.**

# **APPENDIX I**

Columbia Gorge Community College  
Nursing Program

**American Nurses' Association**

**CODE OF ETHICS FOR NURSES**

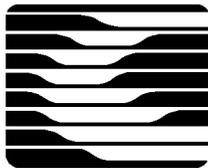
1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment 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 right 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 health care 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 professional of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the professional and its practice, and for shaping social policy.

**Source:** American Nurses' Association. The Code for Nurses was originally developed by the ANA in 1985. In 2001 it was revised into the Code of Ethics for Nurses with Interpretive Statements. The entire document is available for review online at [http://nursingworld.org/ethics/code/protected\\_nwcoe813.htm](http://nursingworld.org/ethics/code/protected_nwcoe813.htm)

## **APPENDIX II**

# Student Rights and Responsibilities

**INCLUDES THE CODE OF STUDENT CONDUCT & ACADEMIC  
INTEGRITY POLICY**



**COLUMBIA  
GORGE  
COMMUNITY  
COLLEGE**

## **Student Rights and Responsibilities**

### **College/Student Responsibilities**

Columbia Gorge Community College provides students with programs of general education, developmental, professional/technical, and community education. The College also provides cultural, leadership, recreational, and community service activities.

In order to assist students to benefit from courses, programs, and activities, the College also provides career guidance and academic advising services which students are encouraged to make use of.

The confidentiality of counseling and advising services will be strictly maintained, except when records are lawfully requested or subpoenaed from the College.

It is, in turn, the responsibility of the student to observe and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

Columbia Gorge Community College is granted the right by law to adopt rules necessary to govern college operations and protect the freedom to learn. The purpose of the Student Rights and Responsibilities document is to enumerate the essential provisions for student freedom and for students to understand how they participate in the College community.

### **Protection of Freedom of Access to Higher Education**

The admissions policies of CGCC are a matter of institutional choice. The college policies are developed to encourage and reinforce the expectations for student success. Within the limits of its facilities and budget, CGCC is open to all applicants who are qualified according to current admission requirements.

It is the intent of the College that no student be denied admission because of his/her educational background or on the basis of race, color, religion, sex, sexual orientation, age, national origin, or disability. The college complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations. This non-discriminatory policy applies to admissions, employment, financial aid, and educational services, programs, and activities.

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**Protection of Freedom of Expression in the Classroom**

Students shall be free to take reasoned exception to the data or views offered in any course of study, and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled. It is the responsibility of the student to support the instructor's efforts to ensure freedom of expression.

**Protection against Improper Evaluation**

Student performance shall be evaluated on an academic basis, which may include attendance, not on the student's opinions or conduct in matters unrelated to academic standards. Students shall have the right to appeal their academic evaluation under the grievance procedure. At the same time, students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled. Students have the right to be informed about class requirements.

**Protection against Improper Disclosure**

Information about student views, beliefs, and political associations, which staff and faculty acquire in the course of their work as instructors and advisors, is considered confidential. Judgments of ability and character may be provided under appropriate circumstances.

**Student Records and Confidentiality**

CGCC maintains student records in conformation with state and federal law. Except as provided in this policy, all information contained in the student records of CGCC that is personally identifiable to any student shall be kept confidential and not released to any person without prior written consent of the student, or the parent or guardian of a minor student, or upon lawful subpoena or other order of a court of competent jurisdiction, provided the student (or parent of a minor) is notified in advance of compliance with the subpoena or court order.

Faculty, advisors, and administrators of Columbia Gorge Community College, who in the performance of their duties, have access to the academic records of students, will respect confidential information about students, which they acquire in the course of their work.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family/Educational Right to Privacy Act, Board Policy, and ORS 341.290 as now law or hereinafter amended.

Confidentiality exceptions include directory information. Directory information may be released to the media and for use in other local publications only at the direction of the Chief Student Services Officer. Students who do not wish to have any of the information listed below released

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by the College must make that request in writing each term at the time of registration. Directory information will not be released to vendors or others desiring to solicit students for memberships or purchases. Directory information include the student's name, address, phone number, major field of study, participation in official college activities, periods of enrollment, degrees, awards, and honors received, illness or accident information, as required in health and safety emergencies.

Release of Directory Information will be made only by the Chief Student Services Officer, or designee, to protect the right of students who do not want this information released. Student Services staff may refuse to give out directory information if they determine it would be detrimental to the best interest of the student involved.

**Right of Sale and Distribution of Material and Right to Conduct Fundraising Activities**

The use of College grounds or facilities for the purpose of commercial or private gain is prohibited except where such activity contributes to the operation of the instructional program or where limited sale is specifically authorized by the College for the benefit of an approved student activity.

Students have the right to engage in legal incidental sales of personal property in private transactions, provided College Facilities are not expressly used for this purpose.

The Chief Student Services Officer must approve all fund-raising activities by clubs and organizations. All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College bookstore and food services, except when within district policy and approved by the Chief Student Services Officer.

**Any person desiring to distribute publications, such as books, magazines, newspapers, handbills, leaflets, posters, and similar materials shall first register with the Student Services Office. This will insure reasonable areas and times for distribution and it will insure that the activities of the College will not be interfered with. All handbills, leaflets, posters and other similar materials must bear the name and address of the organization and / or individual distributing the materials. Printed materials shall not be placed on any vehicle parked on campus.**

**Right of Access to College Facilities**

Students have the right of access to College facilities, subject to ordinary schedules and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use.

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When faced with a situation which an administrator or instructor determines to be disruptive to the order of the College, threatening to the health and welfare of the College community, or interferes with the ingress and/or egress of persons from College facilities, college staff will have the authority to 1) prohibit entry of any person or persons, or to withdraw the privilege to enter or remain on any portion of a College campus or 2) give notice of trespass to any person, to whom the privilege has been withdrawn or who has been prohibited from entering into or remaining on the College campus.

Any student disobeying a reasonable order given by the College staff will be subject to disciplinary action, and/or criminal trespass laws.

### **Freedom of Inquiry and Expression**

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Students shall always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. The College reserves the right to regulate the time, place and manner of organized speech activities.

It should be clear to the community that in their public expressions, students or organizations speak only for themselves, not for the College.

**Students, faculty, and administrative staff are obligated to protect the freedom of inquiry and expression from those who would prevent or disrupt it.**

## Code of Student Conduct

CGCC recognizes a duty to protect their educational purpose through setting standards of scholarship and standards of conduct for the students who attend the College. Each student, by the act of registering, agrees to abide by the rules and regulations of the College and the Code of Student Conduct.

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards shall be observed to protect the student from the unfair imposition of penalties and to insure procedural fairness to an accused student.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility that the matter will materially or substantially disrupt the educational process of the College.

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Violations

Disciplinary action may result from the commission of any of the actions listed below, or any violation of civil or criminal law while on College property or at College sponsored events.

1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism.
2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
3. Forgery, alteration or misuse of College documents, records, or identification cards whether in written or electronic form.
4. Physical abuse or harassment of another person as defined for ORS 166.065 [as now law or hereinafter amended].
5. Malicious destruction, damage, or misuse of College or private property (including library materials).
6. Theft or conversion of College property.
7. Conduct that materially or substantially disrupts the educational process of the College.
8. Lewd or indecent conduct as defined by ORS 163.465 [as now law or hereinafter amended].
9. Disorderly conduct as defined by ORS 166.025 [as now law or hereinafter amended].
10. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
11. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official that such contact or communication is unwelcome and disruptive to the education process of the College as determined by a College official.
12. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the lawful discharge or conduct of his/her duties or studies.
13. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverage (as identified by federal or state law) on College-owned or controlled property or at College or student organization functions.

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14. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 unless lawfully prescribed by an authorized medical doctor or dentist.
15. Failure to disperse when an assembly is ordered to disperse by College officials.
16. Disobedience of a notice against trespassing.
17. Failure to comply with the following rules regarding firearms and weapons:
  - a. The use, carrying, exhibiting, or displaying of any weapon (such as a gun, rifle, or other firearm) or any cutting or stabbing instrument Such as a dagger, sword, or knife) or any club or weapon apparently capable of producing bodily harm and/or property damages is prohibited on or in College facilities.
  - b. Explosives, incendiary devices, or any weapon facsimiles are prohibited on or in College facilities.

The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.

18. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations, which may be enacted.

## Sanctions

This policy establishes administrative rule to govern the College and its students, and to administer disciplinary action, pursuant to ORS 341.290.

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in removal from the class, the faculty member may remove the student from class for one day and must report the infraction in writing to the Chief Student Services Officer, at the earliest opportunity.

CGCC may apply sanctions for violations or take other appropriate action when student conduct substantially interferes with the College educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives or subsidiary responsibilities, such as record keeping, providing miscellaneous services, and sponsoring out-of-class activities.

Sanctions, which may be imposed for the commission of College offenses, include:

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1. Expulsion from the College (i.e., removal of the privilege to attend CGCC).
2. Suspension from CGCC for a definite period of time.
3. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
4. Disciplinary admonition and warning.

See the Academic Integrity Policy (pages 57-60 of this document) for sanctions related to academic cheating or plagiarism or aiding or abetting cheating or plagiarism.

The parents or guardian or any student under 16 years who is placed on disciplinary probation or suspended or expelled shall be notified.

### Disciplinary Due Process Hearings Procedures

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student and the Chief Student Services Officer.

Disciplinary charges may be initiated against a student by another student, faculty, staff member, or a non-campus person. A complaint must be in writing, signed, and presented to the Chief Student Services Officer who will investigate and take appropriate action. A student charged with violating a College policy shall be given notice in person or by certified return receipt mail to meet with the Chief Student Services Officer or designee at a specific time, date, and place for a conference regarding a charge of misconduct. In the case of a minor student, such notice shall go to the parent or guardian. Failure on the part of the student to meet with the Chief Student Services Officer or designee, as requested, as requested, may result in a decision being made in the student's absence. The student shall be notified of the decision by certified mail.

1. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as judged by the Chief Student Services Officer.
2. No disciplinary sanction as serious as expulsion, suspension, disciplinary probation, or disciplinary warning shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

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3. Both the College and the student may seek legal advice at their own expense, but to avoid an adversarial situation, neither the College nor the student will be represented by a lawyer during the College process. The student may withdraw from College of his/her own volition at any time during the disciplinary process.

### Informal Hearings

Informal Hearings are held when alleged misconduct is of a less severe nature. The Chief Student Services Officer or designee shall conduct an informal hearing with the student and at such time the College official will:

1. Review the charges with the student.
2. Review the possible disciplinary action that may be taken if found to be true.
3. Provide the student an opportunity to respond to charges.

The College official will inform the student of the decision within 2 school days of the conference. The decision of the College official can be appealed through the College grievance process. Examples of possible action include:

1. Dismiss the charge.
2. Reprimand the student.
3. Order restitution.
4. Place on disciplinary probation.
5. Order summary suspension prior to formal hearing.
6. Report the incident to local law enforcement officials.

### Formal Hearings

Formal hearings are held in cases where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long-term suspension from the College. The Chief Student Services Officer will determine the student's status pending the hearing.

The written notice of the formal hearing shall inform the student of:

1. The policy or regulation alleged to have been violated in sufficient detail to allow the student to prepare a defense.
2. The possible disciplinary action to be taken.

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3. The right not to be compelled to testify against oneself.
4. The right to a hearing as established under these disciplinary procedures.
5. The right to examine the evidence and to ask questions of witnesses appearing and testifying against him/her, and to offer witnesses and evidence on his/her behalf. Such evidence must be requested 3 school days before the hearing. The Chief Student Services Officer may determine under particular circumstances that written testimony and student witnesses will not be available when issues of harassment/intimidation are involved.
6. The student may have an advisor of his/her choice. The name and address of the advisor shall be provided no later than 3 school days prior to the hearing. The advisor is not permitted to speak at the College hearing.
7. The right to enter a plea of “guilty” or “not guilty” within 3 school days after the charge.
8. A plea of “not guilty” shall be entered and a hearing date set if the student fails to enter a plea within 3 school days.

### Hearing Session

The purpose is to review all the facts and to consider both written and oral testimony in an effort to determine whether or not College policy has been violated and whether or not the student should be disciplined; and if so, what disciplinary action should be taken.

1. The hearing will not be open to the public or members of the College community except those asked to give testimony.
2. Those present in the hearing room will be the Chief Student Services Officer, who will act as the hearings officer, the student’s advisor, and the student involved in the action. In addition, witnesses will be interviewed individually and be absent from the hearing room during the time of other witness testimony.
3. The hearings officer will ask questions in an effort to understand the facts and to determine the strength and credibility of testimony. The student against whom the disciplinary charges have been made may question the witness. The hearings officer may determine under particular circumstances what written testimony and student witnesses will not be made available when issues of harassment and intimidation are involved.
4. After reviewing available information on the case, the hearings officer will afford the student an opportunity to make his/her final comments before a decision is made. The hearings officer will give his/her conclusions and decision in writing within 5 school days following the hearing.

# ACADEMIC INTEGRITY POLICY

## **COLUMBIA GORGE COMMUNITY COLLEGE**

### **ACADEMIC INTEGRITY POLICY**

Students of Columbia Gorge Community College (CGCC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. CGCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

#### Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
4. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

#### Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

**Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

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**Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

**Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

**Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

**Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

**Penalties for Academic Dishonesty**

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

- 1) Verbal or written warning.
- 2) A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the subject or program area instructional administrator:

- 3) A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Chief Student Services Officer may also issue the following disciplinary sanctions, in accordance with the CGCC Code of Student Conduct:

- 4) Disciplinary admonition and warning.
- 5) Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- 6) Suspension from Columbia Gorge Community College for a definite period of time (i.e. suspension of the privilege to attend Columbia Gorge Community College).

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- 7) Expulsion from Columbia Gorge Community College (i.e. removal of the privilege to attend Columbia Gorge Community College).

**Academic Dishonesty Complaint and Hearing Procedures**

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Columbia Gorge Community College Academic Integrity Policy.
5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the subject or program area instructional administrator may be requested.
6. If the faculty member **wishes** to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the subject or program area instructional administrator. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the administrator within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
7. Within 10 days of receiving an Academic Dishonesty Report form, the subject or program area instructional administrator notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and instructional administrator to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and the instructional administrator may proceed with the process to completion. The subject or program area instructional administrator will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The instructional administrator determines if the action recommended by the faculty member is appropriate.

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8. Within 10 days of the hearing, the subject or program area instructional administrator sends written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Chief Academic Officer. The decision of the Chief Academic Officer is final.
10. The subject area or program instructional manager sends a final report to the Chief Student Services Officer and the Chief Academic Officer. The Chief Student Services Officer may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
  - 1) Disciplinary admonition and warning.
  - 2) Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
  - 3) Suspension from Columbia Gorge Community College for a definite period of time (i.e. suspension of the privilege to attend Columbia Gorge Community College).
  - 4) Expulsion from Columbia Gorge Community College (i.e., removal of the privilege to attend Columbia Gorge Community College).

## **APPENDIX III**

Columbia Gorge Community College  
Nursing Program

## COLLEGE RESOURCES

### A. **Financial Aid at Columbia Gorge Community College**

Columbia Gorge Community College makes every effort to ensure that all students are informed of financial aid resources available to them. (Students are generally notified via their Columbia Gorge Community College email.)

The Financial Aid Office administers a variety of aid programs in the form of scholarships, grants, loans and part-time employment (federal work-study) to eligible students who need assistance to attend college.

Financial aid can come from various sources such as:

- Federal grants, such as the Pell Grant (need-based, not available to students with a Bachelor's degree)
- State grants, such as the Oregon Opportunity Grant
- Direct Education Loans, such as the Direct Stafford Subsidized and Direct Stafford Unsubsidized Loans. (Unsubsidized loans not available for Dependent students.)
- Federal Work Study (need-based)
- Columbia Gorge Community College Foundation scholarships (offered yearly or term by term)
- Oregon Student Assistance Commission (OSAC) scholarships
- Private grants/scholarships
- Veterans' educational benefits (through the PCC Veterans' Services officer)

The amount of aid awarded is subject to eligibility, availability of funding, and date application is completed. All grants are free and are not repaid by the student. Loans must be repaid according to the terms of the Master Promissory Note (MPN). Email [financialaid@cgcc.cc.or.us](mailto:financialaid@cgcc.cc.or.us) if you have any questions. You can also go to [www.cgcc.cc.or.us/financialaid](http://www.cgcc.cc.or.us/financialaid) for the most current information. For general financial aid questions or to schedule an appointment/phone appointment with the Financial Aid Specialist, please call 541-506-6011 or 541-308-8211.

The first step in applying for federal financial aid is to complete a FAFSA (Free Application for Federal Student Aid). This must be done yearly and is available beginning January 1 of each calendar year for the next school year. The application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please make sure to use the Columbia Gorge Community College school code (041519).

\*NOTE: Most if not all scholarships require students to have completed the most recent FAFSA.

\*NOTE: The student's eligibility is based on the Expected Family Contribution (EFC) determined by a government-developed formula based on information provided on the FAFSA. (income, assets, dependents, number in college, etc.)

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**B. Tutoring Center**

Individualized help is available and free for all enrolled students through the Tutoring Center. See quarterly postings of specific tutoring topics, instructors, locations, and available times. Students may request tutoring for any class offered in the schedule by contacting their advisor.

**C. Academic Advising**

Primary Faculty are assigned to each student every term, and these faculty members should be contacted when a concern occurs. An Academic Advisor is available in Student Services to advise Nursing Program students in career decisions or regarding personal concerns. The Nursing Program Director and the Chief Student Services Officer are also available to discuss student concerns. Students are responsible for the completion of all program and college requirements for graduation.

**D. Library**

The Library contains current texts and periodicals as well as specific reading materials placed on reserve by instructors each term. It is to the student's advantage to schedule a block of time each week to spend in the Library reading current periodicals and other texts. Faculty highly recommends that students use the Research Librarian to quickly find the desired periodical topics.

**E. Curriculum**

1. Transcript Evaluation

Classes taken previously from other institutions may be evaluated for transfer credit through Student Services. It is the student's responsibility to have this done and then to forward the results to his/her advisor in the program.

2. Class Schedules

The Nursing Program will attempt to have the class schedules available at least two weeks before the beginning of each term. Registration forms must be filled out each term and signed by the student's advisor before registering for the term.

3. Course Descriptions

See College Catalog

## **APPENDIX IV**

Columbia Gorge Community College  
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**Columbia Gorge Community College Student Nurse Association**

(January 29, 2004)

Updated May 29, 2007

**STATEMENT OF PURPOSE:**

Columbia Gorge Community College (CGCC) Student Nurse Association (SNA) is a fellowship of nursing students involved in the College and community. SNA assists in the development of professional identity, provides a means of interaction between students and the College, addresses issues specific to community based nursing, and provides a link to state and national nursing organizations.

**Goals:**

- Foster self-improvement, academic excellence, and leadership within the nursing profession.
- Provide opportunities to mentor for the exchange of information and incorporation of ideas.
- Provide a means of interaction between students, faculty, and the College.
- Facilitate interaction and association between all CGCC nursing and pre-nursing students.

**CRITERIA FOR MEMBERSHIP:**

Voting members must be currently enrolled in the nursing program. Non-voting members are any enrolled CGCC student interested in nursing and SNA alumni. Meetings are open to any interested CGCC student, faculty, staff, or administrative member and will not exclude any person based on race, sex, creed, national origin, age, religion, or disability.

**RULES AND PROCEDURES:**

- No membership dues or fees for participation in SNA
- Meetings will be a minimum of 1 per quarter. Notices to be posted 15 days prior on information bulletin boards.
- Parliamentary Procedure and Robert's Rules of Order will be used to conduct all meetings.
- Officer positions include Chairperson (second year student), Vice-chair (first year student), Treasurer (second year student), and Secretary (first year student).
- Voting members hold one (1) vote each.
- All funds received will be maintained in a CGCC fiduciary account.

**SNA OFFICERS:**

Chairperson:

Vice-Chair:

Treasurer:

Secretary:

Faculty Advisors:

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## **Student Nurse Association**

### **Duties of Officers**

Chairperson (second year student):

- Give leadership to the SNA organization
- Schedule and coordinate meeting times and dates with help of faculty advisor
- Preside at all association meetings
- Plan meeting agendas in conjunction with faculty advisor
- Present business to the association
- Represent the association at all times
- Attend Oregon SNA Convention (held Winter term)
- Identify need for creation of special committees

Vice-chair (first year student):

- Perform all duties of chairperson in the event of his/her absence
- Shall fill office of chairperson in case of vacancy in the office until next scheduled meeting, when new chairperson will be elected
- Perform duties as assigned by the chairperson
- Membership promotion
- Head social / study committee

Treasurer (second year student):

- Make a report of finances at each meeting
- Construct annual report with faculty advisor
- Head the committee for Fund Raising
- Work with the Program Director to make deposits to fiduciary account and write purchase orders with approval of faculty advisor
- Assist faculty advisor in writing budget for following school year

Secretary (first year student):

- Record minutes of SNA meetings and attendance at meetings
- Distribute minutes of meetings with help of Health Occupations Administrative Assistant
- Review and present minutes of previous meeting at each meeting in conjunction with chairperson

# **APPENDIX V**

# Progression Forms

**INCLUDES:**

- **THE PROBLEM-SOLVING RECORD (PSR),**
- **REMASTERY AGREEMENT, AND**
- **PROBATION RECORD (PR)**

Columbia Gorge Community College  
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**Problem Solving Record**

Student Name \_\_\_\_\_

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

<b>Problem</b>	<b>Action Plan</b>
<p><b>Student's perception:</b></p>	

This plan will be in effect through \_\_\_\_\_.

In the event that the student does not carry out the above plan and/or continues to demonstrate a pattern of similar behavior, the student's progression in the nursing program will be reviewed by the faculty and Nursing Director. The student may be requested to withdraw from the course, or fail the course.

Date: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Director Signature: \_\_\_\_\_

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Columbia Gorge Community College Nursing Program  
Referral for Nursing Skills Lab Remastery

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Student Name: \_\_\_\_\_; Course: \_\_\_\_\_ Date: \_\_\_\_\_

Referring Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

Nursing Skill(S) to be practiced:

Problem Area(S):

Recommendations given to Student concerning problem area:

Date Student contacted Lab Coordinator concerning problem: \_\_\_\_\_

Date Lab Coordinator met with Student-----: \_\_\_\_\_

Time spent with Lab Coordinator: \_\_\_\_\_

Problem Area(S):

Results of instruction and remediation with coordinator:

Lab Coordinator recommends retest: Yes \_\_\_\_\_ No \_\_\_\_\_

Lab Coordinator Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date form returned to instructor following completion of mastery: \_\_\_\_\_

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

Course: \_\_\_\_\_

**Probation Record**

Problem	Action Plan

This plan will be in effect through \_\_\_\_\_.

In the event that the student does not carry out the above plan and/or continues to demonstrate a pattern of similar behavior, the student's progression in the nursing program will be reviewed by the faculty and Nursing Director. The student may be requested to withdraw from the course, or fail the course.

\_\_\_\_\_  
Faculty Signature                      Date

\_\_\_\_\_  
Nursing Director Signature                      Date

\_\_\_\_\_  
Student Signature                      Date

## **APPENDIX VI**

## **Program Forms**

### **Associate Degree Nursing Program**

The following forms and requirements are due by various dates as specified in the Nursing Program Student Orientation Session held in early June of each year. In the case of immunization /immunity verification and evidence of a current Healthcare Provider CPR card that will not expire while in the program, these requirements must be completed and acceptable proof submitted to the Nursing Office by the deadline(s) indicated or the student will forfeit their place in the Nursing Program. In the case of Waitlisted Students, Re-Entry, or Advanced Placement students, separate deadlines will be assigned but also have this same rule apply.

1. Student CGCC Email Account (done as part of registration)
2. Disclosure and Authorization Regarding Procurement of Background Reports
3. Health Assessment Nursing Program
4. Immunization/Immunity Verification Requirements
5. Latex Allergy form
6. Authorizations to Release Information (Drug Screening)
7. Consent to Release Information for Recognition &/or Publicity
8. Authorization to Release Information to Clinical Facilities
9. Student Request for Employment and Scholarship Reference

The following **additional** forms are **yearly** requirements for all students unless otherwise notified by the Director of Nursing:

1. Confidentiality
2. Required Documentation: Tuberculin Skin Test
3. Nursing Program Student Handbook Compliance form

## **APPENDIX VII**

Columbia Gorge Community College  
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**STATE LICENSURE**

A. Application for Practical Nurse Licensure

Upon completion of the third term, application for P.N. licensure may be made through the Oregon State Board of Nursing (O.S.B.N.).

1. The College recognizes completion of the practical nursing curriculum as a level for graduation. Therefore, at the start of winter term first year, a Petition for Graduation Form must be obtained from Student Services. The student must return this form to Student Services with a fee.
2. You must obtain and complete three forms from the O.S.B.N. One form is an application to take NCLEX-PN. The second form is to apply for a license from the State of Oregon. The third form gives instructions for fingerprinting. These forms must be completed and returned as directed.
3. You must request transcripts from Portland Community College for the O.S.B.N. Request that your transcripts be held until final grades and recent certification can be included. This is essential to qualify for NCLEX and to receive a license.

B. Application for Registered Nurse Licensure

1. During the fifth term, a Petition for Graduation Form must be obtained from Student Services. The student must return this form to Student Services with a fee.
2. You must obtain and complete three forms from O.S.B.N. One form is an application to take NCLEX-RN. The second form is to apply for a license from the State of Oregon. The third form gives instructions for fingerprinting. These forms must be completed and returned as directed.
3. You must request transcripts from Portland Community College for the O.S.B.N. Request that your transcripts be held until final grades and recent degree conferral can be included. This is essential to qualify for NCLEX and to receive a license.

C. The following questions are part of the Oregon State Board of Nursing Application Form. They are included here to apprise you of the kind of information you must be prepared to provide.

1. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state, federal or foreign authority or have you ever surrendered such credential to avoid or in connection with action by such authority?

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2. Have you ever been arrested, charged with, entered a plea of guilty, *nolo contendere*, convicted of or been sentenced for any criminal offense, including driving under the influence, in any state?
3. Have any disciplinary actions been taken against your nursing license or CNA certificate in any state or U.S. jurisdiction?
4. Are any disciplinary actions pending against your nursing license or CNA certificate in any state or U.S. jurisdiction?
5. Do you have a physical, mental or emotional condition which in any way impairs your ability to practice nursing with reasonable skill and safety?
6. Do you currently use chemical substance(s) in any way which impairs or limits your ability to practice nursing with reasonable skill and safety?
7. Are you currently engaged in the illegal use of controlled substances?
8. Have you ever been found in any civil, administrative or criminal proceeding to have:
  - (a) Possessed, used, prescribed for use or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or legend drugs, violated any drug law or prescribed controlled substances for yourself?
  - (b) Committed any act involving dishonesty or corruption?
  - (c) Violated any state or federal law or rule regulating the practice of a health care profession?
9. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
10. Have you ever suffered any civil judgment of incompetence, negligence or malpractice in connection with the practice of a health care profession?
11. Do you require special testing accommodations?

**IF THE ANSWER TO ANY OF THE ABOVE IS "YES", PLEASE EXPLAIN FULLY ON A SEPARATE SHEET OF PAPER.**

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Oregon State Board of Nursing • Nurse Practice Act

**DIVISION 45**

**Standards and Scope of Practice for the  
Licensed Practical Nurse and Registered Nurse**

**Purpose of Standards and Scope of Practice and Definitions, 851-045-0030**

**Scope of Practice Standards for All Licensed Nurses, 851-045-0040**

**Scope of Practice Standards for Licensed Practical Nurses, 851-045-0050**

**Scope of Practice Standards for Registered Nurses, 851-045-0060**

**Conduct Derogatory to the Standards of Nursing Defined, 851-045-0070**

**Criminal Conviction History/Falsification of Application – Denial of Licensure;  
Revocation of Licensure, 851-045-0080**

(1) As of the effective date of this rule, the Board will issue a Notice to Deny Licensure to an applicant for initial licensure or re-licensure as a Licensed Practical Nurse or Registered Nurse, following the provisions of the Administrative Procedure Act in contested case hearings, to persons who have been convicted as an adult, or found responsible except for mental illness, or adjudicated as a juvenile for the following crimes as set forth in Oregon law or comparable law in other jurisdictions:

- (a) Aggravated Murder, as in ORS 163.095 and 115;
- (b) First Degree Manslaughter, as in ORS 163.118;
- (c) Second Degree Manslaughter, as in ORS 163.125;
- (d) First Degree Assault, as in ORS 163.185;
- (e) Second Degree Assault, as in ORS 163.175;
- (f) First Degree Criminal Mistreatment, as in ORS 163.205;
- (g) Second Degree Criminal Mistreatment, as in ORS 163.200;
- (h) First Degree Kidnapping, as in ORS 163.235;
- (i) First Degree Rape, as in ORS 163.375;
- (j) Second Degree Rape, as in ORS 163.365;
- (k) Third Degree Rape, as in ORS 163.355;
- (l) First Degree Sodomy, as in ORS 163.405;
- (m) Second Degree Sodomy, as in ORS 163.395;
- (n) Third Degree Sodomy, as in ORS 163.385;
- (o) First Degree Unlawful Sexual Penetration, as in ORS 163.411;
- (p) Second Degree Unlawful Sexual Penetration, as in ORS 163.408;
- (q) First Degree Sexual Abuse, as in ORS 163.427;
- (r) Second Degree Sexual Abuse, as in ORS 163.425;
- (s) Contributing to the Sexual Delinquency of a Minor, as in ORS 163.435;
- (t) Sexual Misconduct, as in ORS 163.445; and
- (u) Child Abandonment, as in ORS 165.535.

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(2) Any individual who applies for initial licensure or re-licensure as a practical nurse or registered nurse from the effective date of these rules, who has a history of arrests and convictions over an extended period of time will be issued a Notice to Deny Licensure following the provisions of the Administrative Procedure Act in contested case hearings.

(3) All other applicants with conviction histories, other than those listed above, including crimes which are drug and alcohol related, will be considered on an individual basis. The following factors will be considered by the Board:

- (a) Evidence of rehabilitation;
- (b) The length of time since the conviction to the time of application for licensure as a practical nurse or registered nurse;
- (c) The circumstances surrounding the commission of the crime which demonstrate that a repeat offense is not likely; and
- (d) Character references.

(4) As of the effective date of these rules, any individual who applies for initial licensure or relicensure as a practical nurse or registered nurse, and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal conviction record, will be issued a Notice to Deny Licensure under the provisions of the Administrative Procedure Act in contested case hearings.

**Stat. Auth.: ORS 678.150**

**Stats. Implemented: ORS 678.150, 678.111**

**Mandatory Reporting Defined, 851-045-0090**

(1) It is not the intent of the Board of Nursing that each and every nursing error be reported.

(2) It is not the intent of the Board of Nursing that mandatory reporting take away the disciplinary ability and responsibility from the employer of the nurse.

(3) Anyone knowing of a licensed nurse whose behavior or nursing practice fails to meet accepted standards for the level at which the nurse is licensed, shall report the nurse to the person in the work setting who has authority to institute corrective action. Anyone who has knowledge or concern that the nurse's behavior or practice presents a potential for, or actual danger to the public health, safety and welfare, shall report or cause a report to be made to the Board of Nursing. Failure of any licensed nurse to comply with this reporting requirement may in itself constitute a violation of nursing standards.

(4) Any organization representing licensed nurses shall report a suspected violation of ORS Chapter 678, or the rules adopted within, in the manner prescribed by sections (5) and (6) of this rule.

(5) The decision to report a suspected violation of ORS Chapter 678, or the rules adopted within, shall be based on, but not limited to, the following:

- (a) The past history of the licensee's performance;
- (b) A demonstrated pattern of substandard practice, errors in practice or conduct derogatory to the standards of nursing, despite efforts to assist the licensee to improve practice or conduct through a plan of correction; and
- (c) The magnitude of any single occurrence for actual or potential harm to the public health, safety and welfare.

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(6) The following shall always be reported to the Board of Nursing:

(a) A nurse imposter. As used here "nurse imposter" means an individual who has not attended or completed a nursing education program or who is ineligible for nursing licensure as a LPN or RN and who practices or offers to practice nursing or uses any title, abbreviation, card, or device to indicate that the individual is licensed to practice nursing in Oregon;

(b) Practicing nursing when the license has become void due to nonpayment of fees;

(c) Practicing nursing as defined in ORS 678.010 unless licensed as a registered nurse or licensed practical nurse or certified as a nurse practitioner;

(d) Arrest for or conviction of a crime which relates adversely to the practice of nursing or the ability to safely practice nursing;

(e) Dismissal from employment due to unsafe practice or conduct derogatory to the standards of nursing;

(f) Client abuse;

(g) A pattern of conduct derogatory to the standards of nursing as defined by the rules of the Board or a single serious occurrence;

(h) Any violation of a disciplinary sanction imposed on the licensee by the Board of Nursing;

(i) Failure of a nurse not licensed in Oregon and hired to meet a temporary staffing shortage to apply for Oregon licensure by the day the nurse is placed on staff;

(j) Substance abuse as defined in ORS 678.111(e); and

(k) Any other cause for discipline as defined in ORS 678.111.

**Stat. Auth.: ORS 678.150**

**Stats. Implemented: ORS 678.150**

**Imposition of Civil Penalties, 851-045-0100**

(1) Imposition of a civil penalty does not preclude disciplinary sanction against the nurse's license. Disciplinary sanction against the nurse's license does not preclude imposing a civil penalty. Criminal conviction does not preclude imposition of a civil penalty for the same offense.

(2) Civil penalties may be imposed according to the following schedule:

Oregon State Board of Nursing • Nurse Practice Act

(a) Practicing nursing as a Licensed Practical Nurse (LPN), Registered Nurse (RN), Nurse Practitioner (NP), Certified Registered Nurse Anesthetist (CRNA) or Clinical Nurse Specialist (CNS) without a current license or certificate or Board required concurrent national certification; or prescribing, dispensing, or distributing drugs without current prescription writing authority, due to failure to renew and continuing to practice.....\$50 per day, up to \$5,000.

(b) Using a limited license to practice nursing for other than its intended purpose.....\$100 per day.

(c) Nurses not licensed in Oregon hired to meet a temporary staffing shortage who fail to make application for an Oregon license by the day placed on staff.....\$100 per day up to \$3,000.

(d) Practicing nursing prior to obtaining an Oregon license by examination or endorsement.....\$100 per day.

(e) Nurse imposter.....up to \$5,000.

"Nurse Imposter" means an individual who has not attended or completed a nursing education program or who is ineligible for nursing licensure or certification as a LPN, RN, NP, CRNA or CNS and who practices or offers to practice nursing or uses any title, abbreviation, card or device to indicate that the individual is so

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licensed or certified to practice nursing in Oregon; and

(f) Conduct derogatory to the standards of nursing.....\$1,000-\$5,000.

The following factors will be considered in determining the dollar amount, to include but not be limited to:

- (A) Intent;
- (B) Damage and/or injury to the client;
- (C) History of performance in current and former employment settings;
- (D) Potential danger to the public health, safety and welfare;
- (E) Prior offenses or violations including prior complaints filed with the Board and past disciplinary actions taken by the Board;
- (F) Severity of the incident;
- (G) Duration of the incident; and
- (H) Economic impact on the person.

(g) Violation of any disciplinary sanction imposed by the Board of Nursing.....\$1000-\$5,000.

(h) Conviction of a crime which relates adversely to the practice of nursing or the ability to safely practice.....\$1,000-\$5,000.

(i) Gross incompetence in the practice of nursing.....\$2,500-\$5,000.

(j) Gross negligence in the practice of nursing.....\$2,500-\$5,000.

(k) Employing any person with a current Oregon LPN, RN or CRNA license, NP or CNS certificate to function as a LPN, RN, CRNA, NP or CNS subject to the following conditions:

(A) Knowingly hiring an individual in a position of a licensed nurse when the individual does not have a current, valid Oregon license or certificate.....\$5,000; or

(B) Allowing an individual to continue practicing as a LPN, RN, NP, CRNA or CNS knowing that the individual does not have a current, valid Oregon license or certificate.....\$5,000.

(l) Employing a LPN, RN, NP, CRNA or CNS without a procedure in place for checking the current status of that nurse's license or certificate to ensure that only those nurses with a current, valid Oregon license of certificate be allowed to practice nursing.....\$5,000; and

(m) Supplying false information regarding conviction of a crime, discipline in another state, physical or mental illness/physical handicap, or meeting the practice requirement on an application for initial licensure or re-licensure, or certification or recertification.....\$5,000.

**Stat. Auth.: ORS 678.150**

**Stats. Implemented: 678.150, 678.117**

**851-045-0030, 0040, 0050, 0060, 0070, 0080, 0090 and 0100 amended 6/12/08 (Effective 6/24/08)**

**851-045-0000, 0005, 0010, 0015, 0016, 0020 and 0025 repealed 6/12/08 (Effective 6/24/08)**

**851-045-0015 amended 11/15/07**

**851-045-0025 amended 11/17/05**

**851-045-0015 amended 11/96, 4/2001 and 6/20/02**

**851-050-0000, 851-050-0131, 851-050-0145, 851-050-0155 and 851-050-0170 amended 4/2001**

**851-045-0025 amended 2/14/02**