

**WORKFORCE IMPROVEMENT WITH IMMIGRANT  
NURSES**

# **WIIN PROGRAM**

**STUDENT HANDBOOK  
2010-2011**



**CLACKAMAS COMMUNITY COLLEGE**  
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*Dear WIIN Student:*

*Welcome to the Workforce Improvement with Immigrant Nurses (WIIN) Program! We hope that the time you spend preparing to become a registered nurse in the U.S. will be interesting, challenging, and enjoyable for you. We are excited to begin this journey with you. Please feel free to come to us with any questions, concerns, or problems. We will try to direct you to a source that can be helpful. Your classmates will become another source of support for you, as you are all heading down the same path toward licensure and must deal with similar issues. Our very best wishes for your success!*

*The WIIN faculty and staff*

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## **WIIN PROGRAM GENERAL INFORMATION**

### **PROGRAM DESCRIPTION**

WIIN is an Oregon State Board of Nursing (OSBN) approved re-entry program of preparation for registered nurse (RN) licensure and practice and is designed for experienced nurses who have earned their nursing credentials outside the United States. WIIN is also approved by both the Oregon State Board of Education and the US Department of Education as a certificate program, allowing participants to apply to the Free Application for Federal Student Aid (FAFSA), thereby being eligible for scholarships, grants and federal loans.

The WIIN program is approximately five academic quarters in length, with the ultimate goal of successful employment as nurses. Students work in small groups using a case study format to develop team working skills and spend 10 to 18 hours per week in classroom and laboratory sessions. A similar time commitment is needed for study and class preparation.

The program presents a review of previously-learned nursing knowledge and puts it into the context of the US practice and culture. WIIN does not re-teach the entire nursing curriculum. Faculty expect that students will review, on their own, areas of nursing that they may have forgotten. The focus is on evidence-based practice, developing critical thinking and decision-making skills, and using appropriate professional communication. Students are expected to prepare for each class session by reading, reviewing CD-ROMs, self-testing, and preparing homework assignments.

At the conclusion of the coursework, nurses will apply for the National Council Licensure Exam (NCLEX-RN). Following successful completion of this exam, nurses work under a limited licensure for 160 hours of unpaid clinical time with an RN mentor. If a graduate has not met clinical expectations during this time, up to an additional 160 hours may be required. In this case the graduate may need to be placed in a different clinical facility, depending on availability of preceptor and site. After these requirements are met, and upon approval by the OSBN, the nurses may apply for full licensure to work as RNs in local healthcare facilities.

## **PROGRAM PURPOSE AND PHILOSOPHY**

The WIIN Program is designed to provide a pathway for experienced foreign-educated nurses currently living in the United States to enter the nursing workforce here and to ease their transition to practice. The program does not recruit nurses from overseas, but rather seeks out nurses who already live here and who have expressed the desire to return to their profession. The goal is to help WIIN graduates not only to pass the licensure exam, but also to become preferred employees. The result of this comprehensive education will be an increase in the numbers of multi-cultural, multilingual nurses who are able to understand the needs of the growing numbers of immigrants and refugees who enter our healthcare system annually.

## **HISTORY AND BACKGROUND**

Following a year of needs assessment, planning, and collaboration with local healthcare facilities' recruiters, educators and credentialing bodies, WIIN began in 2003 with a grant from Northwest Health Foundation.

It was discovered that our area had a shortage of qualified bilingual, bicultural nurses, and at the same time was the 11<sup>th</sup> largest refugee and resettlement state in the U.S. Because many countries have different practices and credentialing requirements from those of the U.S., it is often difficult for nurses to identify the steps necessary to make the transition. The WIIN Program is designed to make this process less challenging.

Program costs were covered almost entirely during the 4-year period of the grant, permitting students to attend at no cost. Strong alliances continued with healthcare agencies, the OSBN, credentialing bodies and other partners. Additional connections were made with community organizations that could serve as referral sources for students.

Beyond the 4-year grant period, Clackamas Community College assisted with program costs while steps were taken to assure ongoing sustainability. After exploring several options to secure funding, it was decided to create the minor changes in program curriculum that would enable it to receive approval as a certificated program. Certificate status enables students to become eligible for financial aid, thus reducing the burden of tuition cost to them.

## **PROGRAM AFFILIATIONS**

### **Clackamas Community College (CCC) Technology, Health Occupations and Workforce Division**

WIIN falls under the CCC Technology, Health Occupations and Workforce Division and works closely with the other programs within that division. The Program also maintains strong ties to the English as a Second Language (ESL) Department, Math Department, Computer Sciences Department, Library Department and the Humanities Division.

### **Oregon State Board of Nursing (OSBN)**

The OSBN is the licensing body for registered nurses and for nursing programs in the state of Oregon. It sets the standards for nursing practice and licensure. Each nurse must become familiar with the Nurse Practice Act and use it as a guideline for practice.

“ The laws that regulate nurses and nursing assistants are known as the Nurse Practice Act (Oregon Revised Statutes, Chapter 678.010-678.445). Any changes in the law must be made by the legislature. This law grants the OSBN authority to write administrative rules (Divisions 1-63) that further define the law. These rules have the effect of law and help define safe and competent practice. The OSBN can change administrative rules, and the public can provide comment and input during the rulemaking process. “

### **International Bilingual Nurses Alliance (IBNA)**

From the beginning, WIIN has been a strong member of the International Bilingual Nurses Alliance (IBNA), a coalition of similar programs throughout the U.S. The organization works to establish best practices for its educational programs and to address the complexities of the credentialing and licensing processes. Through its annual conferences, IBNA members share program results, innovations, and challenges and work together to enhance their program outcomes.

### **WIIN Advisory Committee**

This group of representatives from area healthcare agencies serves in an advisory and supportive capacity to the WIIN staff. Members participate in semi-annual meetings to learn of program updates, concerns, successes, and challenges. They keep their agencies informed about program updates and needs and help their institutions see the need for increasing the diversity in their workforce. Advisors serve as consultants to WIIN staff on important issues, including hiring practices, experiences with program graduates, and changes in delivery of care. The Committee provides encouragement to students and staff, and supports both through participation in classes and events; offers guest

experts for classroom teaching; and assists with placement of students in clinical observations and preceptorships.

## **ADMISSION TO THE WIIN PROGRAM**

### **PROCESS OF APPLICATION**

Application forms can be sent on request either electronically or by regular mail. Students submit a written application to the WIIN Program Assistant either online, via mail, or in person at the WIIN office. They should be returned immediately so the candidate's name can be placed into the WIIN data bank for notification of program events and start dates. The WIIN staff use the forms to determine which applicants would be most ready for consideration in the next cohort.

Applications are reviewed by the Program Director and Program Assistant for possible placement into a future cohort. The student will be advised as to next steps for completing admission requirements, including college placement testing, the WIIN interview process, and financial assistance.

Students are selected for WIIN under criteria established by the OSBN, as well as program standards. Selection criteria are designed to identify students who are most likely to meet course, OSBN, and workplace standards, and be motivated to study and complete the program. Adequate language skills are of utmost importance, as patient safety depends on accurate communication.

- Permanent resident status (examples are "Green Card", citizenship, work authorization without sponsorship)
- Completed credential evaluation (IERF, CGFNS, ERES), indicating education equivalent to that of a RN nurse in the US
- At least 6 months' work experience as a nurse following graduation from original nursing program
- English assessment score (TOEFL or TOEIC) that meets OSBN standards
- Interview with WIIN staff
- Writing sample

Candidates who meet the requirements except for language ability will be advised by WIIN staff as to the best way to increase those skills.

Current healthcare work experience (CNA, MA, Volunteer) is a valuable way for a candidate to become familiar with US healthcare practices, and is strongly recommended prior to and during the WIIN Program.

## **WORK/IMMIGRATION STATUS**

Candidates for the WIIN Program must be able to verify immigration or citizen status and must be able to work legally in the US. Student visas are not acceptable, since these do not permit employment. A copy of the immigration document is maintained in the student's confidential file.

## **SELECTION CRITERIA**

Students are admitted to the WIIN Program based on the following criteria:

- Passing score of 780 on the Test of English for International Communication (TOEIC) exam, (or passing scores on the IELTS or TOEFL exam) as required by the Oregon State Board of Nursing (OSBN)
- Credential evaluation (by one of the 3 agencies recognized by the OSBN) to determine equivalency of basic nursing education to that of a registered nurse in the U.S. (See OSBN rules.) This must be completed prior to admission.
- Successfully passing the WIIN personal interview screening process. The purpose of the interview is to familiarize staff with the candidate's background in nursing and approaches to clinical and interpersonal situations. Interviewers will ask the candidate to relate specific incidents from previous nursing experience.
- Submission of a spontaneous writing sample to demonstrate written expression of the English language.

## **MANDATORY SCREENING AND PREADMISSION REQUIREMENTS**

### **English Language Competence**

The OSBN recognizes three English language assessment tests and sets standards in its rules for the passing level on each. (See appendix for the OSBN approved language evaluation services) A passing score on one of the approved tests is a requirement for admission into the WIIN Program. Students may be conditionally accepted into the program pending a passing score, but will not be allowed to begin classes until this is achieved. Those students who have not met this guideline by the first day of class will be tentatively placed into the next cohort.

### **Credential checks**

Three credential evaluation agencies are approved by the OSBN. (See appendix for the OSBN approved credentials evaluation services) These agencies verify that the initial nursing education, taken in the nurse's country of origin, is comparable to U.S. nursing education. Applicants to the WIIN Program must have completed the credential evaluation process before the start date of the cohort.

### **Health Status Evaluation and Immunizations**

Each student must submit a completed health screening form prior to the start of WIIN classes. Forms are available in the WIIN office and should be completed by the student's physician or nurse practitioner. Included is a health history physical evaluation, as well as a record of current immunizations. Students must have the physical and mental abilities to provide safe patient care. Visual acuity, hearing, speech, manual dexterity, physical strength and endurance must be maintained as well.

Students should notify the Program Director of any condition, impairment, or change in a preexisting condition that could interfere with their physical or mental ability to provide safe care. This may include, but is not limited to, physical injury, communicable disease, emotional instability, and/or use of prescribed medication that has potential to impair judgment.

### **Drug screening**

Students are responsible for all costs associated with the mandatory drug screening and must agree to make all results available to the program.

### **TB Screening and Immunizations**

Documented negative PPD skin testing is required annually and must be current throughout the program and post NCLEX clinical experience. Students having a "positive" PPD test result must follow State Health Department guidelines for either a chest x-ray or treatment.

Immunization documentation for diphtheria/tetanus toxoid (dT) or t-DAP, measles/rubella, hepatitis B (series of 3 injections), and varicella vaccines must be current in order for students to be present in a clinical setting, including observation activities. Students are encouraged to consider influenza vaccine on an annual basis.

### **CPR**

The American Heart Association Healthcare Provider CPR classes are offered frequently in many locations throughout the Metro Portland area. Certificates are valid for 2 years, and must be renewed if they expire during the program. Each student must have a valid "Healthcare Provider" CPR card during the duration of the WIIN Program and preceptored clinical experience. It is the student's responsibility to keep certification current. Students will be withdrawn from the preceptored clinical experience if their certificate has expired.

### **Criminal Background Check/Fingerprinting**

A criminal background check, including fingerprinting is a requirement for entering all nursing programs in Oregon. An additional set of fingerprints will be required when applying for licensure with the OSBN.

The criminal background check will be performed by the Oregon State Police (OSP) Clearinghouse Department. The OSP will not divulge individual student criminal record reports, only whether a student is approved or denied, based on predetermined criteria. (See appendix for a list of fingerprinting services in our area.)

The OSBN is the state licensing body for nursing. Disclosure of any history of criminal offenses is required on application to the OSBN for RN licensure. Falsification of the application will result in the denial of application for licensure.

## **PROGRAM COMPONENTS**

### **SUMMARY OF COURSEWORK**

The WIIN course of study is designed to satisfy the requirements of the Oregon State Board of Nursing as well as the Oregon Board of Education and the US Department of Education - as an approved certificate program. This arrangement permits students to qualify for financial aid through student loans, grants and scholarships. Included in the program are the core nursing classes as well as general studies courses aimed at providing candidates with additional background and skills in written communication, human behavior, and safe delivery of medication.

Additional classes prepare the nurse for effective interpersonal professional communication and personal and professional growth. Particular emphasis is placed on the nurse's responsibility in understanding the implications and responsibilities related to drug administration and monitoring.

The following is a summary of required classes and testing:

<b>General Studies/Support Classes</b>	<b>Nursing</b>
<p>*<b>WR 121</b>- English Composition            *<b>MTH 054</b> - Math for Healthcare Professionals            * <b>PSY 101</b>- Human Relations <b>OR</b>            * <b>PSY 215</b>- Introduction to Developmental Psychology  <b>MA 110</b> -Medical Terminology (online)</p> <p><i>*Placement testing in reading, writing and math skills required prior to enrollment</i></p>	<p>Nursing Theory (3 terms)            Nursing Skills/Skills Testing            Clinical Simulation            Pharmacology (online, 3 terms)            Professional Development (3 terms)            Topical Issues in Nursing (once monthly)            Computerized assessment testing on each unit            Comprehensive predictor            Pre-NCLEX Review            Cooperative Work Experience including preceptored clinical hours</p>

## **WIIN OVERVIEW**

WIIN is a review course, and as such will not attempt to re-teach an entire nursing curriculum. The focus of the program is to place nursing theory and skills into a U.S. practice setting, introduce students to the Nurse Practice Act, and outline expectations of the U.S. workplace. A knowledge of basic computer skills is necessary.

## **INSTRUCTION/TEACHING METHODS**

Instructors in the WIIN Program incorporate a wide variety of teaching methods, including role-playing, group problem-solving, use of multimedia, lecture and web-based projects. Their tendency, however, is to keep to a minimum the time spent in lecture and to focus instead on active, student-involved learning. Much of the content is presented in a case study format with students using their background preparation to problem-solve clinical situations. The student is an active learner and is expected to come to class prepared to apply previously-researched knowledge to simulated patient situations

Working in classroom groups, students develop teamwork and leadership ability. Students are expected to be active learners instead of passive recipients of information. Strong emphasis is placed on developing lifelong learning habits and an ability to find updated information from reliable professional resources.

### **Medical Terminology**

This overview of medical terms, prefixes and suffixes is designed to help the WIIN student become familiar with proper usage of terms describing medical conditions. The course also provides an excellent review of anatomical terms.

### **Pharmacology**

Three terms of pharmacology are interwoven throughout the WIIN coursework, presenting drugs appropriate to conditions being studied in nursing theory classes. A strong emphasis is placed on the nurse's responsibility regarding drug administration and monitoring, as well as related teaching of patients and family members. Much of the pharmacology content is presented in an online format.

### **Disciplines of Professional Nursing**

This series of classes flows throughout the WIIN curriculum in order to develop and enhance professional behaviors. Emphasis is placed on the roles and responsibilities of the professional nurse and on interdisciplinary communication.

### **Nursing Theory**

The core "Nursing Transition" classes offer a review and update of information pertaining to specific medical and psychiatric conditions and place this information into current nursing practice. A comprehensive case study approach incorporates cultural, developmental and gender issues and permits the student to plan and prioritize nursing actions.

### **Topical Issues in Nursing**

All-day Saturday sessions are held monthly to allow extended time for topics and activities that do not fit easily into the standard weekly class sessions. Outside speakers,

who are experts in a given field share their knowledge and insights on a number of nursing-related issues. Time is also dedicated to the practice of nursing skills and simulated patient situations, often with hands-on opportunities provided.

### **Nursing Skills and Simulation**

Students in the WIIN Program are not permitted to have patient care experiences until they have passed the NCLEX-RN exam and received a “limited RN license”. They do, however, participate actively in skills practice and simulated care scenarios with high-fidelity mannequins in the clinical lab and are introduced to basics of physical assessment. The skills lab is located on the second floor of the Harmony Building, rooms H250/H260. The clinical lab is equipped and furnished in a manner that simulates a hospital unit with patient care rooms, nursing station, and storage areas for equipment and supplies. An assortment of nursing texts and journals are available in the Nursing Resource Library located on the second floor of the Harmony Building.

### **Cooperative Work Experience (CWE)**

CWE is designed to provide structured experiences that offer students an opportunity to learn about their profession and develop greater insights into their unique skills and talents. Students participate in 180 hours of internship/cooperative learning experience during the WIIN Program. Experiences will vary widely and may be held on the CCC campus or in the community. Specific details will be given during program orientation sessions.

## **REFERENCES AND TEXTBOOKS**

The major resources used in the nursing review course is the Saunders Comprehensive Review for the NCLEX-RN Examination and the Comprehensive ATI Review Program (CARP), a series of review books and DVDs. Both include summaries of major content areas and several thousand “NCLEX-style” review questions. It is suggested that students practice this type of question regularly throughout the year (aiming for 10,000 questions before taking NCLEX) to familiarize themselves with that style of examination.

Other reference books and materials are available in the classroom and resource room for student use.

## **TESTING**

Students are encouraged to test their knowledge of content following self-review and classroom presentations, by using the related questions in their ATI and Saunders references. Numerous unit exams are available in both. ATI provides “non-proctored” exams for the various units that may be taken by the student at home and repeated, following additional study, in the event of a low score. The student must achieve a score of 90%, before the classroom (“proctored”) test may be taken

At the conclusion of the nursing theory courses, students will take the “Comprehensive ATI Predictor Exam”. The results achieved on this exam have a high correlation with passing rates on the NCLEX exam. In order to successfully complete the WIIN Program, a student must attain a score that indicates at least a 70% probability of passing NCLEX. The norms for the Predictor test are modified yearly to reflect current findings.

## **EVALUATION AND GRADING**

Students will receive a course syllabus for each class for which they register. This document describes the topics to be addressed in the course, course objectives and requirements and the grading method to be used. Syllabi are available at the start of each course.

## **PROGRAM COMPLETION/PINNING CEREMONY**

The WIIN Program concludes with a traditional pinning ceremony marking the successful completion of the program and the accomplishments of its students. Family and friends are invited to help celebrate this important milestone as the graduates prepare themselves for the final steps to US licensure. The ceremony is typically held in the week following the last course exams.

## **REGISTERED NURSE LICENSURE**

### **APPLICATION TO OSBN FOR PERMISSION TAKE NCLEX-RN**

Following completion of WIIN Program requirements, students are advised on the process of applying to Pearson-VUE testing services to take the National Council Licensure Examination for registered nurses (NCLEX-RN). Application to the OSBN is done at the same time.

### **MANDATED POST-NCLEX PRECEPTORED CLINICAL EXPERIENCE**

After successfully completing the WIIN program requirements and passing the NCLEX-RN examination, the student will receive a “Limited RN License” from the OSBN. This allows the graduate to participate in 160 hours of unpaid clinical time with a nurse mentor (a “nurse preceptor”) during his/her regularly scheduled work shifts. The preceptor guides and evaluates the new graduate, who gradually assumes more and more of the preceptor’s patient care load.

The WIIN Program Director is responsible for placing the graduate in a clinical facility and does so in cooperation with a Metro-Portland student nurse placement program. Students should not attempt to find their own clinical practice sites. Following successful completion of these hours, a written

evaluation is submitted by the preceptor and the WIIN Program Director to the OSBN. The graduate can then obtain full licensure.

Additional clinical hours (up to 160 more) may be requested if the preceptor, nurse manager, or WIIN Program Director feel that the objectives have not yet been met. In this event, it will not always be possible for the graduate to remain on the same clinical unit or with the same preceptor.

**OSBN requirements, including NCLEX-RN and the precepted clinical experience, must be met within two years following completion of the WIIN Program.**

## **PROGRAM POLICIES AND EXPECTATIONS**

### **GENERAL INFORMATION**

The WIIN Program is a review course; it assumes previous basic knowledge from your original school of nursing (as verified by credential evaluation). The courses are very challenging and demand homework and preparation for each class. Merely attending class will not be sufficient preparation for the licensure exam. It is virtually impossible to master the content of the program by studying only after the course is finished in hopes of passing the NCLEX-RN exam.

Classes will be conducted mainly in a group format, with each group member rotating through the different group roles. Performance in group roles and learning group process is important learning. It is expected that each group member will be committed to helping the other members to grow in their roles. All persons must be treated with respect and dignity.

Only English will be spoken in class (i.e., no side conversations in another language). Our goal is to give students the best possible preparation for NCLEX-RN testing and for the U.S. workplace.

The class schedule will be followed except in unusual circumstances. At times it may become necessary to switch topics on a given day, due to the availability of the instructor or speaker. If this becomes necessary, students will be given adequate time to prepare. Classes will start and end on time. We respect students' other commitments.

### **APPOINTMENTS WITH WIIN STAFF AND FACULTY**

Students should feel free to contact WIIN staff as needed, by phone, email or in person by appointment. Staff mailboxes are located in the Harmony Building in the 3<sup>rd</sup> floor office area.

The Program Director and Program Assistant are usually in the office on Tuesdays, Wednesdays and Thursdays, since these are the typical class days for WIIN students. On other days, please leave a message and they will reply to your call as soon as they return. Faculty will advise you of office hours and times that they are available. Referrals to counseling and advising departments can be made for you if needed for additional support.

### **CURRENT STUDENT CONTACT INFORMATION**

Students are required to submit address, home/cell phone numbers, and email address to WIIN staff at the beginning of each term and to notify staff immediately of any changes. All students are required to have an email address and to check their emails at least daily, as this is the main form of communication with instructors and program staff. Contact information must be kept current at all times throughout the program, in order for faculty and staff to contact the students immediately with class and program issues. This information is not shared with anyone outside of the WIIN Program.

### **INSURANCE**

Students are required to carry personal health insurance. Liability insurance for student clinical practice is covered by the college and is paid for by fees during the term that the student is engaging in the clinical practicum. Students who do not carry insurance because of financial difficulties should consult with WIIN staff for possible assistance.

### **ATTENDANCE**

Participation in class sessions is the most valuable way to understand and retain information. Instead of focusing on lectures, instructors design classes for group interaction and processing of information in a case study format. Student learning is dependent upon participation of all group members, therefore attending class is critical to facilitate student learning in theory courses. It is difficult to “make up” a missed class, since there are typically no notes to retrieve.

In the event of unavoidable absence, it is the student’s responsibility to inform the instructor (by phone, preferably), prior to the start of class. Students are held accountable, even when absent, for materials and information disseminated in class. A member of the student’s group should be notified as well, so the group can prepare to readjust its responsibilities.

Frequent tardiness is unacceptable. If a student anticipates being late, that student should notify the instructor via cell phone call, if at all possible, so that class is not held up in anticipation of his/her arrival.

### **CLASS PREPARATION**

Students prepare for class sessions by completing a “Ticket to Class”, an instructor-designed worksheet that identifies key concepts that are the basis for discussion in the case studies. By answering questions on the “tickets” students will review major themes in the topics of discussion. Tickets are not usually graded, but are rather a guide for student learning. The instructor will check, however, to see that the work has been done.

Additionally, students should read the summary of related information in the Saunders review book and in the ATI book/DVD. It is recommended that students regularly use the NCLEX-style practice questions related to topics being studied. The ATI non-proctored (at-home self-study) exams should be taken after the related content area is covered in class. Students must have achieved a score of 90% on the non-proctored exam prior to taking the required in-class proctored exams.

### **SELF CARE**

The stresses of studying, classes, job and family can lead to sleep deprivation and fatigue, which can take a toll on physical health and interfere with ability to learn. The WIIN staff strongly recommend that students practice self care by actually scheduling personal time for exercise, rest, and proper nutrition.

### **STUDENT ATTIRE AND PROFESSIONAL APPEARANCE**

Students will be given WIIN photo identification cards/name tags which must be worn during each hospital or agency visit or clinical experience. As a courtesy to guest speakers, students are asked to wear name tags when visitors to class are expected.

Students are expected to present a professional appearance and demeanor in all program-related activities on the college campus, during field trips, and during clinical experiences. Hospital scrubs with WIIN name tags are worn during clinical simulation labs on campus, during hospital observation and in clinical preceptored experiences.

Professional-appearing street clothes are worn to site visits at the hospitals and healthcare agencies. The following are considered unprofessional and are not allowed during these times:

- Jeans
- Sweatshirts, sweat pants, shorts, and/or T-shirts

- Tight clothing, including leggings or Spandex
- Sheer fabrics
- Revealing styles, such as low neck lines, short dress or skirt length
- Exposed midriffs or high slit skirts
- Visible body piercing, except for earrings
- Visible tattoos
- Gum chewing
- Smoking or use of any tobacco products (never allowed when in uniform)

Students not meeting the dress code standards will be directed to leave the setting until properly attired.

Note: Artificial nails are not permitted in clinical settings.

### **CLASSROOM ETIQUETTE**

Cell phones and pagers are disruptive in class sessions and should be either turned off or set to a silent mode. Leaving class to receive or make phone calls is unacceptable unless the circumstances are urgent. Please advise family members and others who may want to reach you of your class times and scheduled breaks. As a courtesy, please let the instructor know if you are anticipating an urgent call.

Late arrival to class, leaving early and otherwise exiting the classroom, other than for urgent circumstances is discouraged. Students should be prepared to remain in class until a scheduled break and/or class is dismissed. Students should tend to personal needs during breaks and before or after class.

Students must refrain from talking among themselves when instructors, guest speakers or classmates are presenting information. Disruptive and/or rude behavior are unprofessional and will not be permitted in the learning environment. If a student does not understand what is being said by the instructor or presenter, that student should ask for clarification from the speaker, rather than consult with a classmate.

Per college guidelines, children are not permitted in the classroom. Topics and discussion are generally inappropriate for children, and children can be disruptive to the overall learning environment.

### **STUDENT RESPONSIBILITIES WHEN USING THE CLINICAL LAB**

- Keep food and drink outside of the lab
- Limit persons in the lab to students only
- Keep the lab orderly and neat

- Turn lights off when leaving at the end of the day
- Replace supplies after use
- Maintain an environment that is conducive to professional interaction, skills and study
- Be respectful of other students and programs that also use the lab
- Place backpacks, books, personal items, etc. in the cubicles provided to keep the lab free of clutter

## **ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT**

Students are expected to demonstrate integrity and conduct themselves professionally at all times, on campus and for all program-related activities. Professional nursing standards and the *ANA Code of Ethics for Nurses* should be the guide. Behaviors that call into question a student's professional integrity may result in the student being exited from the program.

### **CHEATING**

Cheating in any form (including plagiarism) will not be tolerated and may lead to termination from the program. The CCC library website has examples of ways to avoid plagiarism. (<http://www.clackamas.edulibrary/subject/plag.htm>)

### **FALSIFICATION OF RECORDS**

Falsification of any records, or false reporting, will not be tolerated. Students determined by faculty and/or the Registrar's Office to have falsified either their own or others' records or any patient-related records may be terminated from the program.

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

The "Student's Use of Medications/Substances Policy" and/or the "Student's Rights, Freedom & Responsibilities at Clackamas Community College" in the CCC Student Handbook is applicable to all enrolled students. The policy reflects the serious nature of the clinical activities and the professional/ethical responsibility to protect patients.

Under the Alcohol and Substance Abuse Policy, a student may be required to submit to a drug screen. The student will be suspended from further program participation for any violation or suspected violation of the policy. Depending on the results of the testing, the student will either be allowed to return or will be terminated from the program. Should termination from the program occur, requests for readmission to the program would be handled on an individual basis and should not be an expectation.



# Appendix

## **AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES**

The *Code of Ethics for Nurses* is the non-negotiable ethical standard for the nursing profession that outlines obligations for its members and reflects nursing's understanding of its commitment to society. The *Code of Ethics for Nurses* applies to relationships and interactions with patients and their families/friends, nursing and all other health team members, classmates and college personnel. An excerpt of the "Code" is located at the back of this handbook, and the entire document can be found at the American Nurses Association website. Each WIIN participant must be familiar with its contents and should refer to the information as needed

## **ANA CODE OF ETHICS FOR NURSES - excerpted**

The *ANA Code of Ethics for Nurses* and provisions, as excerpted from the *ANA Code of Ethics for Nurses and Interpretive Statements*, are listed below. While only the subheadings of the interpretive statements are included, students should access the complete text via the website located at the end of this document.

Provision 1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

- 1.1 Respect for human dignity
- 1.2 Relationships to patients
- 1.3 The nature of health problems
- 1.4 The right to self-determination
- 1.5 Relationships with colleagues and others

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

- 2.1 Primacy of the patient's interests
- 2.2 Conflict of interest for nurses
- 2.3 Collaboration
- 2.4 Professional boundaries

Provision 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

- 3.1 Privacy
- 3.2 Confidentiality
- 3.3 Protection of participants in research
- 3.4 Standards and review mechanisms
- 3.5 Acting on questionable practice
- 3.6 Addressing impaired practice

Provision 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.

- 4.1 Acceptance of accountability and responsibility
- 4.2 Accountability for nursing judgment and action
- 4.3 Responsibility for nursing judgment and action
- 4.4 Delegation of nursing activities

Provision 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.

- 5.1 Moral self-respect
- 5.2 Professional growth and maintenance of competence
- 5.3 Wholeness of character
- 5.4 Preservation of integrity

Provision 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.

- 6.1 Influence of the environment on moral virtues and values
- 6.2 Influence of the environment on ethical obligations
- 6.3 Responsibility for the health care environment

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

- 7.1 Advancing the profession through active involvement in nursing and in healthcare policy
- 7.2 Advancing the profession by developing, maintaining, and implementing professional standards in clinical, administrative, and educational practice.
- 7.3 Advancing the profession through knowledge development, dissemination, and application to practice.

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

- 8.1 Health needs and concerns
- 8.2 Responsibilities to the public

Provision 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

- 9.1 Assertion of values
- 9.2 The profession carries out its collective responsibility through professional associations
- 9.3 Intra-professional integrity
- 9.4 Social reform

The full text of the *ANA Code of Ethics for Nurses with Interpretive Statements* can be accessed via [www.nursingworld.org/ethics/code/ethicscode150.htm](http://www.nursingworld.org/ethics/code/ethicscode150.htm).

**Apply to WIIN**  
**Interview with WIIN Staff**

**Meet WIIN Requirements:**

- ◆ **Language Proficiency Test**
- ◆ **Credential Evaluation**
- ◆ **Placement Testing**
- ◆ **Legal Residency**
- ◆ **Work History**

**Admission into**  
**WIIN Program**

**ATI Predictor Test**

**NCLEX- Nursing**  
**Licensing Exam**

**WORKFORCE IMPROVEMENT KEY COLLEGE COURSES (WIIN)**

**Preceptored Clinical**  
**Experience –160 hours**

**College:**

WIIN Website: <http://depts.clackamas.edu/healthsciences/win.asp>

Clackamas Community College  
19600 S. Molalla Avenue, Oregon  
(503) 657-6958

Clackamas Harmony Campus  
7738 S.E. Harmony Road, Milwaukie, OR  
(503) 594-0620

**Application for RN**  
**Licensure**

[www.clackamas.edu](http://www.clackamas.edu)

**Employment**

WIIN Nursing Program Director:  
Judith A. Andersen, R.N., M.S.

[judya@clackamas.edu](mailto:judya@clackamas.edu)

Cell phone: (503) 680-3455

WIIN Program Assistant: Cathy Boucher  
Phone: (503) 594-6012

[cathyb@clackamas.edu](mailto:cathyb@clackamas.edu)

Technology, Health Occupations  
and Workforce Division

Scott Giltz - Dean

Phone: (503) 594-3440

Dick Ashbaugh – Department Chair

Phone: (503) 594-3367

[scottg@clackamas.edu](mailto:scottg@clackamas.edu)

[dicka@clackamas.edu](mailto:dicka@clackamas.edu)

**Licensing:**

Oregon State Board of Nursing (OSBN)

Sandy Golden (971) 673-0667

National Council Licensure Examination for Registered  
Nurses (**NCLEX-RN**)

[www.osbn.state.or.us](http://www.osbn.state.or.us)

[sandy.golden@state.or.us](mailto:sandy.golden@state.or.us)

[www.pearsonvue.com](http://www.pearsonvue.com)

**Credentialing:**

Commission for Graduates of Foreign Nursing Schools

(**CGFNS**) – Credential Evaluation Service

Educational Records Evaluation Service (**ERES**)

International Education Research Foundation (**IERF**)

(Credential Evaluation Service)

[www.cgfns.org](http://www.cgfns.org)

[www.eres.com](http://www.eres.com)

[www.ierf.org](http://www.ierf.org)

**English Language Assessment:**

Test of English in International Communication (**TOEIC**)

Test of English as a Foreign Language (**TOEFL**)

International English Language Testing System (**IELTS**)

[www.ets.org/toeic](http://www.ets.org/toeic)

[www.ets.org/toefl](http://www.ets.org/toefl)

[www.ielts.com](http://www.ielts.com)

**WORKFORCE IMPROVEMENT WITH IMMIGRANT NURSES  
WIIN PROGRAM**

**\*PROJECTED PROGRAM COSTS**

**Tuition, books, and instructional fees -**

Approximately **\$5000**

**Additional costs to student:** Approximately \$1500 (Listed below)

**Initial:**

Credential evaluation	\$325	
Official Translation, costs variable		
TOEIC exam	\$75	
Placement testing at CCC	No charge	<b>\$400</b>

**Before start of the Nursing Theory courses**

Finger printing	\$15	
Criminal background check	\$70	
Drug screen	\$50	
**CPR class, including book	\$60	<b>\$195</b>
**Immunizations	\$300	
**Medical examination	\$50	<b>\$100-350</b>

**At end of program:**

Oregon State Board of Nursing		
Application	\$120	
NCLEX-RN licensing exam	\$200	
Re-entry Limited RN License	\$100	
Uniforms and shoes	\$150	<b>\$550</b>

**Total program cost per student is approximately \$6500**

WIIN staff is available to advise students on possible funding assistance.

\* Note: All figures are estimates based on current prices.

\*\* *May not be needed if current.*



## Fingerprinting Services

**Clackamas County Sheriff's Office**  
Public Safety Training Center  
12700 SE 82<sup>nd</sup> Avenue  
Clackamas, OR (near Costco)  
(503) 353-4649

By appointment only, Monday through  
Friday, 8:30 a.m. to 3:30 p.m.  
\$15.00 per card (cash only)  
Must have a valid photo ID  
Digital, inkless system

**C&K Fingerprinting**

Tues/Wed 11:00-2:00pm - \$15.00

West Linn Police Department  
22825 Willamette Drive  
West Linn, OR 97068  
(503) 318-4400

Available by appointment - \$20.00  
7 days a week at West Linn Police Dept.

**Fingerprint Services**  
418 SW Washington Street  
Portland, OR  
(503)228-4311

Call for information  
\$10.00 per card

**ID Prints**  
Lobby, Beaverton City Hall  
4755 SW Griffith Drive  
Beaverton, OR

Monday through Thursday  
11:30 a.m. to 1:30 p.m.  
First come; first served  
\$10.00 per card

**Lutheran Community Services NW**  
605 SE 39<sup>th</sup> Avenue (& Washington)  
Portland, OR  
(503) 231-7480

By appointment only, Monday through  
Thursday, 8:30 a.m. to 5:00 p.m., Friday  
8:30 a.m. to 1:00 p.m.  
\$10.00 per card

**Washington County Sheriff's Office**  
215 SW Adams  
Hillsboro, OR  
(503)846-2761

No appointment necessary; Monday  
through Friday, 9:00 a.m. to 4:00 p.m.  
\$15.00 first 2 cards

## **Clackamas Community College WIIN NURSING PROGRAM**

### **CONSENT FOR RELEASE OF PHOTOGRAPHS**

*OFFICE OF PUBLIC AFFAIRS 19600 S, MOLLALA AVE. OREGON CITY, OR 97045  
CONTACT: TAMARA BARRY (503) 657-6958 Ext. 2230*

I hereby give permission to Clackamas Community College to release my name and photograph image for use in local and regional media, college publications, college newsletters, Web sites, and partner health care organizations as part of information provided to the community

I understand that I will receive no compensation and that this permission is binding.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Telephone number

**ACKNOWLEDGEMENT OF RECEIPT OF  
WIIN PROGRAM HANDBOOK 2010-2011  
&  
AGREEMENT TO ABIDE BY PROGRAM RULES,  
STANDARDS AND REQUIREMENTS**

I acknowledge receipt of the WIIN Program Handbook for 2009-2010. I agree to abide by the rules, standards and requirements of the program as identified in the handbook.

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Print full name (first, middle, last)

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Signature

Date

I agree to permit WIIN faculty access to my social security number for acquiring clinical facility codes to be used for computerized charting systems, accessing medications and/or supplies.

---

Signature

Date

Students must submit this signed form to the WIIN Director on the first day of class.