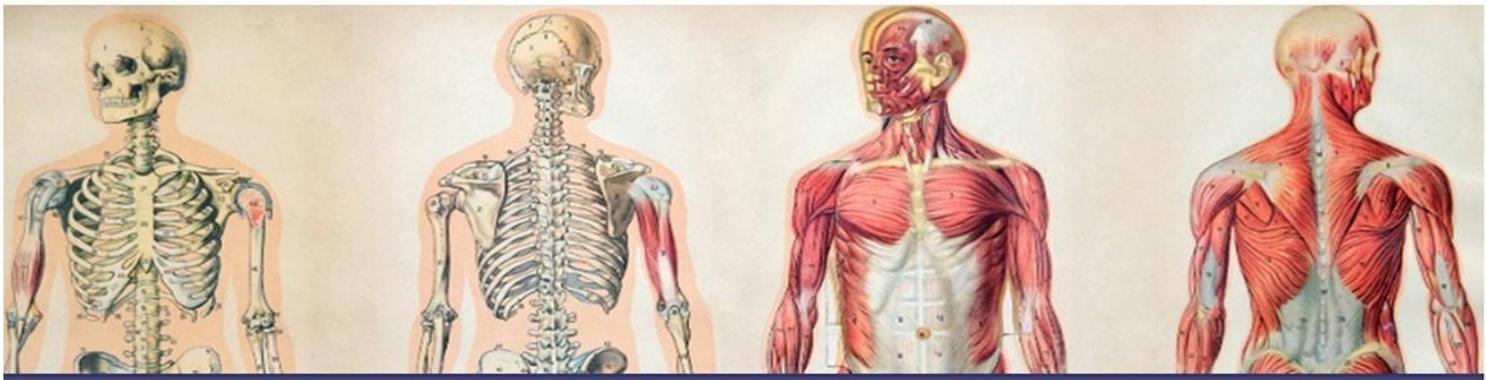




2023-2024

Practical Nursing Student Handbook

SFSC Nursing Education Department



STUDENTS FOCUSED ON SUCCESS AND CARING

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INTRODUCTION

This *SFSC Practical Nursing Student Handbook* is provided to offer information and answers to your questions as a Practical Nursing student at South Florida State College (SFSC). The entire faculty and staff welcome you to the program and are ready to assist you in meeting your educational goals. The faculty of the Nursing Education Department supports the mission of SFSC as stated in the College Catalog. Our primary goal is to help you make the most of your education at SFSC. The Nursing faculty challenges you to do your best in pursuit of your nursing education. We are dedicated to making your educational experience a positive one.

The Nursing Education Department reserves the right to make changes in the regulations and offerings announced in this Handbook as circumstances require. However, it is our desire to state as many specific expectations and requirements as possible in this manual. Changes in policies will be communicated to students in a timely manner via Panther Central and/or posted course documents.

SFSC students are responsible for adhering to applicable federal, state, local, and College laws, ordinances, and policies. The purpose of this Handbook is to clarify what you and the nursing program faculty and staff should expect of each other in the areas of students' rights, mutual responsibilities, and conduct. Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The nurse adheres to standards of professional practice, is accountable for individual actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. The nurse values the profession of nursing and participates in ongoing professional development supported by the departmental mentoring program, faculty advisors, and Student Government Association at the College.

SFSC NURSING EDUCATION DEPARTMENT VISION, MISSION, VALUES

NURSING VISION

Transforming lives by empowering individuals to maximize their potential as competent and compassionate healthcare practitioners in a relationship-centered, caring environment.

NURSING MISSION

The mission of the SFSC Nursing Education Department is to prepare students to become competent, compassionate healthcare practitioners fostering the creation of a relationship-centered, caring environment.

NURSING VALUES

Our values provide the framework for the context, concepts, and related program outcomes relevant to all program levels in fostering caring relationships with self, patients and families, other healthcare professionals, and the community.

- Competence
- Compassion
- Confidence
- Conscience
- Commitment
- Communication
- Culture

SFSC NURSING EDUCATION DEPARTMENT PHILOSOPHY STATEMENT

The philosophy of the Nursing Education Department is consistent with the mission of South Florida State College "...believing in the worth of each of our students" and our commitment to understanding the needs of others. Nursing serves society in providing compassionate, client-centered care that "promotes health, healing, and hope in response to the human condition" (NLN, 2010, p. 10). Nursing integrates concepts from the sciences and humanities into a creative art. The foundational concepts upon which the Nursing curriculum is built include the following: competence, compassion, confidence, conscience, commitment, communication, and culture. The faculty provides the following statements that ground their collective work:

We believe...

- In the promotion and modeling of professional standards of nursing practice
- The nurse educator role includes providing a learning environment that encourages student development, understanding, and the acquisition of compassion and nursing knowledge
- In the utilization of current research and evidence as the foundation for instruction in nursing skill development and sound clinical reasoning
- It is essential to create a dynamic learning environment that fosters student engagement in civil discourse, confidence, and promotes a spirit of inquiry
- In the establishment of trust, respect and careful regard for ethical and legal standards incorporating honesty, integrity, and professionalism in all encounter
- In the importance of balancing caring behaviors with technical competence in the delivery of safe, quality nursing care
- In valuing the rich diversity of our students, faculty, and our clients within the community
- In providing nursing care to meet the unique health needs-physical, mental, emotional, social, and spiritual-of individuals, families, and communities in a holistic and culturally congruent manner
- In the importance of a continuous evaluation process to ensure the acquisition of positive learning outcomes for our students in preparation for entry into practice
- The value of dedication to lifelong learning for ourselves and our students

Shared passions for Nursing and Nursing Education undergird the work of the SFSC Nursing faculty. The development of the students, from entry to graduation, is of utmost importance to each of us. Our goal, through the professional relationship formed between the faculty and student involves sharing in the world of the client, an appropriate level of knowledge and skill, a sensitive awareness to moral and ethical issues, and a steadfastness of purpose and devotion to the needs of the other (Roach, 1987).

STUDENT LEARNING OUTCOMES

The following student learning outcomes provide the framework that directs and informs the Nursing curriculum at SFSC. The importance of each outcome is introduced, emphasized, and reinforced in an organized and thoughtful manner. The faculty collaboratively developed “The Seven C’s of Caring at SFSC” based on their shared philosophy of Nursing and Nursing Education. The *Caring* model integrates the National League for Nursing’s Outcomes and Competencies (2010) for graduates of programs in nursing and the Quality and Safety Education for Nurses (QSEN) competencies (2011) for pre-licensure programs.

“The Seven C’s of Caring at SFSC”

1. COMPETENCE

The student will demonstrate competence through the delivery of safe nursing care that is based on sound judgment, current evidence, and the utilization of up-to-date technology.

2. COMPASSION

The student will show compassion through advocacy and respect for the values, needs, and preferences of individual clients and families.

3. CONFIDENCE

The student will develop confidence through inquiry, interdisciplinary collaboration, and clinical reasoning in simulated learning environments and varied health care practice settings to ensure the provision of quality nursing care.

4. CONSCIENCE

The student will apply legal and ethical principles based on professional nursing standards while recognizing personal limitations, exhibiting integrity, and valuing the contributions of others.

5. COMMITMENT

The student will demonstrate commitment to excellence through professionalism, leadership, ownership of one’s practice, and dedication to lifelong learning.

6. COMMUNICATION

The student will utilize effective forms of communication including networking strategies and informatics to continuously improve the quality and safety of nursing care for clients, families, and communities.

7. CULTURE

The student will integrate culturally-sensitive and competent nursing care through a holistic approach that is client-centered and practiced within the context of family and community.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

The Nursing Education Department supports the achievement of the General Education Student Learning Outcomes for the Division of Health Sciences.

1. Students will demonstrate the ability to communicate (read, write, speak, and listen effectively).
2. Students will demonstrate the ability to reflect, analyze, synthesize and apply knowledge.
3. Students will demonstrate knowledge and application of mathematical and scientific principles and methods.
4. Students will demonstrate the ability to find, evaluate, organize and use information.
5. Prepare students to participate actively as informed and responsible citizens in social, cultural, global and environmental matters.

The following outcomes are program outcomes assessed annually in the Practical Nursing program as quality performance indicators for our graduates.

- Performance on licensure exam
- Program completion
- Job placement rates

CODE OF CONDUCT

When you are admitted to SFSC you are subject to the jurisdiction of the College during your enrollment. As a member of the College community, you are expected to act responsibly in all areas of personal and social conduct. You are responsible for the observance of all SFSC District Board of Trustees policies and procedures as published in the SFSC Catalog, the Student Handbook, and other College information bulletins. Violation of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases and may range from reprimand to expulsion from the College.

ACADEMIC CIVILITY

The American Nurses Association (2015) tasks all nurses with collaborating “to create a culture of respect that is free of incivility, bullying, and workplace violence” (p. 1).

Civility is defined as authentic respect for others requiring time, presence, engagement, and an intention to seek common ground (Clark & Carnosso, 2008). Incivility is defined as disregard and insolence for others, causing an atmosphere of disrespect, conflict, and stress (Emry & Holmes, 2005). Academic incivility may present as rude, discourteous speech or behaviors that disrupt the academic environment, like chronic tardiness, cross-talk, or misuse of cellphones (Feldman, 2001). Behaviors may, at times, escalate to include threats or actual acts of physical harm (Clark, 2007).

The promotion of an academic learning community where developing nursing professionals can thrive is a high priority. The individual, faculty team member has the autonomy to determine the standards for their own classroom, lab, or clinical learning environment. Students are encouraged to communicate with the individual instructor if questions or issues arise in a specific course. If necessary, the student is then advised to meet with the instructor and their faculty mentor. If the instructor and faculty mentor is the same faculty member then a meeting with the program director and instructor should be arranged. The focus of this communication is to seek common ground and promote a civil learning environment. When faculty and students communicate and seek solutions, the possibilities for positive change are endless. Our work together must be undertaken in the spirit of teamwork and collaboration now and in the lifelong pursuit of learning.

ONLINE COMMUNICATION

Students must check their college email and the *Brightspace*® course homepage(s) daily for important information. Email communication is most suitable for personal questions between students and instructors or classmates. In all online communication, it is expected that students will follow the rules of netiquette. See details at albion.com/netiquette/index.html. Being disruptive or breaking the rules of netiquette may result in revocation of access privileges.

Students are strongly encouraged to refer to the SFSC Catalog available online at southflorida.edu for information related to policies, procedures, and available student assistance and resources relating to online communication.

SOCIAL MEDIA

The healthcare environment presents unique social media challenges. Nurses must adhere to the Social Networking Principles as outlined by the *American Nurses' Association* (nursingworld.org/social). Student nurses have an additional responsibility to understand the benefits and consequences of participating in social media to meet programmatic learning outcomes. The *National Student Nurses Association* (NSNA) recommendations encompass personal and professional social media use. The NSNA's policies address the student nurses' use of social media outside of the workplace, or clinical setting. It is in this context that the nurse or student nurse may face potentially serious consequences for inappropriate use of social media, including program dismissal, civil, litigation, or criminal penalties.

NOTE: Students must abide by the privacy rights of peers and are prohibited from posting information about classmates in any social media format. Students engaging in this behavior are at risk for expulsion.

ESTIMATED COST OF ITEMS REQUIRED

The cost of allotted uniforms, lab kits, lab supplies, NCLEX examination registration, and initial licensing fees are included in course lab fees. Additional out-of-pocket costs may vary and include: ATI TEAS entrance exam, physical examination, immunizations/titers, background check, drug screening(s), document tracking, approved clinical shoes, personal technical equipment, a graduation pin, graduation fees, and any necessary ATI Comprehensive Predictor retake costs. Program costs are adjusted periodically, with appropriate approval, to reflect changing economic factors. Approximate program cost is regularly updated and published on the South Florida State College website.

GROOMING AND UNIFORM

Professionalism begins with appearance and attire. This policy is formulated to ensure high standards of dress and appearance that represent SFSC to area hospitals and community settings. The values of asepsis, client safety, and client sensitivity are also incorporated. Faculty reserve the right to ask a student to leave the clinical area or the classroom/lab if appearance is not in keeping with this policy. This will be documented as an unexcused absence.

The Director of Nursing Education and Nursing Faculty have the authority to determine dress and grooming standards for both classroom and clinical settings.

CLINICAL SETTINGS/COLLEGE UNIFORM

- Maintain a neat, clean, well-groomed professional appearance.
- Complete school uniform, as assigned by course instructor, must be worn at all times. Masks, face shields and/or goggles are to be worn per clinical facility policy.
- School uniform, which is clean and wrinkle free, must be worn to and from the clinical facility.
- A faculty-approved black uniform undershirt may be worn under the uniform.
- No lab coats or scrub jackets or sweaters are permitted to be worn with the College uniform.
- SFSC name badge must be affixed to the right side of the school uniform shirt. Students are required to use second name badge with first name only in clinical settings.
- Shoes must be flat solid white or black athletic or nursing shoes (no mesh or fabric) with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair. Shoes must be approved by the SFSC Nursing Education Department faculty.
- Hose or socks must be worn. Full-length support hose are strongly recommended. Hose and/or socks, if worn, must be solid white or black (to match the color of the shoes). The upper edge of both socks and hose are to be higher than the ankle and be completely covered by uniform at all times.
- Color of undergarments are not to be visible beneath uniform and uniform top is not to be tucked into scrub pant bottoms.
- A watch with a second hand is required. No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.

- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.
- Fingernails must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or-tips are not acceptable in the lab or clinical area.
- Face and neck should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.
- All tattoos must be covered within the confines of the required uniform or using tattoo makeup or skin-colored bandaging tape.
- Professional, lightly applied makeup that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.
- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.
- Chewing gum and/or candy (mints) is not appropriate while in uniform; therefore, not to be consumed at any time in the clinical area.
- Stethoscope covers and accessories are not acceptable.
- The college uniform must not be worn at any time outside of lab and clinical settings.

CLINICAL SETTINGS/BUSINESS DRESS

- Maintain a neat, clean, well-groomed professional appearance.
- Appropriate attire, which is clean and wrinkle free, must be worn to and from the clinical facility. Masks, face shields, and/or goggles are to be worn per clinical facility policy.
- SFSC polo shirt with SFSC name badge affixed to the right side is to be worn with full length slacks (no jeans) that are a solid conservative color, conservative style, and conservative fit. A skirt, if worn, must be at least below the knee in length and worn with hose.
- Flat shoes with quiet soles, closed toes, and closed heels are to be worn. They are to be clean and in good repair. Athletic shoes meeting these criteria are acceptable. Hose or socks must be worn. Hose and/or socks, if worn, must be solid color. The upper edge of both socks and hose are to be higher than the ankle and be completely covered by uniform at all times.

- A watch with a second hand is required. Smart watches are not permitted. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.
- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.
- Fingernails must be clean and short in length, as determined by your clinical instructor. Freshly applied clear nail polish or shellac is permitted; however, acrylic nails and/or-tips are NOT acceptable in the lab or clinical area.
- Face should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.
- All tattoos must be covered within the confines of the required uniform or using tattoo makeup or skin-colored bandaging tape
- Lightly applied makeup is acceptable; avoid heavy makeup.
- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.

SKILLS LAB SETTINGS

- Maintain a neat, clean, well-groomed professional appearance.
- Tops: Must be long enough to cover the beltline at all times. Pajamas, strapless, sleeveless, off the shoulder, cold shoulder, peek-a-boo, low-cut/deep scoop neck, see-through, mesh, tank-tops, spaghetti strap, tight fitting, slitted sides, cropped and distressed shirts are not appropriate.
- Bottoms: Will be worn at the natural waist. Shorts are not appropriate. Must not be more than one size larger than normal size. Distressed, holes, rips (including “fake rips”), see-through, tights, or leggings are not appropriate. Joggers/Sweatpants/Scrub pants must be a solid color; no designs or patterns.
- Shoes must be athletic or nursing shoes with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair.
- Socks must be worn with the upper edge of both socks to be higher than the ankle.

- **Head Coverings:** Religious exemptions per student. Hats, caps, hoods, head-coverings (including bandannas) are not appropriate. Bonnets must be worn in the lab as directed by lab coordinator or faculty.
- **Hair** must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.
- **Outerwear:** Jackets, sweaters, sweatshirts, and coats may be worn as required for comfort due to weather conditions. Trench coat or duster style jackets are not permitted.
- **Professional, lightly applied makeup** that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.
- **Perfume, scented lotion, scented aftershave, or other scented toiletries** are not permitted in the clinical area and in the classroom.
- **Fingernails** must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or-tips are not acceptable in the lab or clinical area.
- **Jewelry:** No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn.

SIMULATION LAB SETTING

- Maintain a neat, clean, well-groomed professional appearance.
- **Clinical uniform or designated t-shirt and bottom** per Nursing faculty. Masks, face shields, and/or goggles are to be worn per simulation lab guidelines. A faculty-approved black uniform undershirt may be worn under the uniform. No lab coats or scrub jackets or sweaters are permitted to be worn with the college uniform.
- **SFSC name badge** must be affixed to the right side of the school uniform shirt. Students are required to use second name badge with first name only in clinical settings.
- **Shoes** must be flat solid white or black athletic or nursing shoes (no mesh or fabric) with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair. Shoes must be approved by the SFSC Nursing Education Department faculty.
- **Hose or socks** must be worn. Full-length support hose are strongly recommended. Hose and/or socks, if worn, must be solid white or black (to match the color of the shoes). The upper edge of both socks and hose are to be higher than the ankle and be completely covered by uniform at all times.

- Color of undergarments are not to be visible beneath uniform and uniform top is not to be tucked into scrub pant bottoms.
- A watch with a second hand is required. No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.
- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.
- Fingernails must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or tips are not acceptable in the lab or clinical area.
- Face and neck should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.
- All tattoos must be covered within the confines of the required uniform or using tattoo makeup or skin-colored bandaging tape.
- Professional, lightly applied makeup that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.
- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.
- Chewing gum and/or candy (mints) is not appropriate while in uniform; therefore, not to be consumed at any time in the clinical area.

CLASSROOM SETTINGS

- Maintain a neat, clean, well-groomed professional appearance.
- Tops: Must be long enough to cover the beltline at all times. Pajamas, strapless, sleeveless, off the shoulder, cold shoulder, peek-a-boo, low-cut/deep scoop neck, see-through, mesh, tank-tops, spaghetti strap, tight fitting, slitted sides, cropped and distressed shirts are not appropriate.

- Bottoms: Will be worn at the natural waist. Must be at least fingertip length including slits. Must not be more than one size larger than normal size. Distressed, holes, rips (including “fake rips”), see-through, tights, or leggings are not appropriate. Joggers/Sweatpants/Scrub pants must be a solid color; no designs or patterns.
- Head Coverings: Religious exemptions per student. Hats, caps, hoods, head-coverings (including bandannas) are not appropriate. Bonnets must be worn in the lab as directed by lab coordinator or faculty.
- Outerwear: Jackets, sweaters, sweatshirts, and coats may be worn as required for comfort due to weather conditions. Trench coat or duster style jackets are not permitted. The use of pillows or blankets is not permitted.
- Footwear: Shoes must be worn at all times. Athletic, boots, dress, and sandal types of shoes are allowed. Bedroom slippers, Bluetooth speaker, roller-skate shoes not appropriate attire on campus. Students must wear athletic closed-toe shoes for skills lab.

HEALTH REQUIREMENTS

Cumulative health records are maintained off-site. Students will be responsible for obtaining, maintaining, updating, and providing uploaded copies of health records and requested information to the document management vendor. Documentation of essential technical competencies is required of all students and must be accurate and up-to-date.

Students should maintain their own health insurance since it is not provided through the College. The college and clinical affiliates do not provide Workmen's Compensation for students.

Changes in health status must be disclosed to the program director and may result in the need for additional or updated medical documentation.

NON-COMPLIANCE OR FAILURE TO MEET HEALTH DOCUMENTATION REQUIREMENTS MAY RESULT IN STUDENTS FROM CONTINUING IN CLINICAL ROTATIONS, COURSE FAILURE, OR PROGRAM DISMISSAL.

HEALTH AND SAFETY POLICY

The Practical Nursing program strives to afford a safe learning environment that is free of accidents and disease transmission to all students, faculty, and staff. Unfortunately, accidents and sickness do occur without notice or warning. Enrolled Nursing students are required to notify program officials if they believe they may have been exposed to any communicable/contagious disease.

Reporting of any injury/accident that occurred which negatively impacts the student's attendance or meeting the physical requirements of the program is required for both the clinical and didactic setting. In the event an accident and/or injury occurs and a student cannot meet the physical requirements, an *Essential Technical Standards Form* must be completed by a licensed medical provider prior to their return.

Exposure to infectious disease, chemicals, and/or medications in the clinical environment may cause harm to the pregnant woman and/or their unborn child. A student who is pregnant or suspects they are pregnant may or may not inform the program officials. If they do inform the program officials of pregnancy, it must be in writing and indicate the expected date of delivery. The pregnant student also has the right to revoke their declaration at any time; however, the withdrawal of declaration must be in writing. Non-disclosure of pregnancy status releases SFSC and associated persons/entities from all liability resulting from exposure to known teratogens and other pregnancy-related clinical hazards.

A student declaring pregnancy may:

1. Continue in the program without modification, with the understanding, that any absences will be made up in accordance to rules governing absence. Make-up clinical hours will be provided on a space available basis.
2. Withdrawal due to medical deferment of clinical hours requires the student confer with the faculty team and the program director to develop a revised program of study. Re-admission will be based on the student's performance records at the time of withdrawal and available program space at the time of re-entry.

VACCINE DISCLOSURE STATEMENT

South Florida State College Health Science Division is dedicated to protecting the wellness of our campus and the community we serve. Vaccine-preventable illnesses can have adverse effects on the health of students, staff, faculty, and the patients we serve through our clinical experiences. Documentation of vaccination status will be requested on program enrollment and periodically to ensure currency.

Vaccine requirements vary by academic program and are reflective of clinical facility requirements, exposure risk, and potential consequences of contracting a particular illness.

Current vaccine requirements are as follows:

1. Hepatitis B: Completed 3 dose series with titer documentation of immunity. 1st dose must be completed prior to program start.
2. Influenza: Annually prior to Oct. 1
3. MMR: 2 doses or titers with proof of immunity
4. Tdap: Vaccination within the last 10 years. Please note that vaccination must be the full Tdap vaccine including *acellular pertussis* component.
5. Varicella: 2 doses or titers with proof of immunity

Note: Vaccine exemptions are rare and require review by nursing education leadership. Vaccine requirements may change due to changing requirements from clinical affiliates.

PERSONAL PROPERTY

Protect yourself and your possessions.

Label notebooks, textbooks, and other possessions.

Locker assignments may be obtained from the Nursing Education Department staff assistant. Students must provide their own locks. A second key or combination must be submitted in a sealed envelope to the staff assistant.

The College does not provide insurance on personal property of students and is not responsible for damage to or loss of any personal property or equipment brought on the College campus, on field trips, or to any clinical area.

NURSING CLASSROOM AND LAB

No unauthorized visitors are permitted in the classroom, skills lab, or clinical setting.

Students are permitted to consume food in the classroom or lab only per faculty instruction. Drinks should be kept in a closed container. In the event of a spill notify staff so cleaning supplies can be provided and carpet/furniture staining prevented.

Care for furniture and equipment appropriately. All supplies and equipment must be properly stored. Report any broken or damaged equipment to the Nursing faculty.

Classrooms, labs, and common areas must be neat and in order at the end of instruction. Students will assist in housekeeping duties. Duties will be assigned.

Student refrigerators must be cleaned weekly; items remaining at the end of the week will be discarded. Each student is responsible for his/her food and drink containers.

Computers in the Reference Room (114) are for school-related student use only. No food or drink will be permitted.

Department telephones may only be used in case of an emergency. Faculty/staff will handle emergency messages.

Cellphones are to be off and not visible during class unless expressly directed by the instructor for instructional purposes. Students may not respond to calls or text messages during class. In the event that a cellphone rings or if the student is observed text messaging during class or clinical time, the student will be issued a Coaching for Caring Form and require follow-up with the instructor. Subsequent cellphone incidents may result in probationary status.

CLINICAL POLICIES

Students are required to:

- Seek guidance and assistance from the clinical instructor in nursing care activities in which the student is inexperienced or questions the appropriate nursing action.
- Determine that each clinical day will be a learning experience. Actively pursue nursing experiences that will enhance clinical learning; the clinical instructor will assist but the student is advised to take the initiative.
- Share learning experiences with classmates in pre- and post- conferences and clinical seminars with acknowledgement of and adherence to patient privacy regulations.
- Render safe nursing care.
- Evaluate personal performance and progress; should the student feel deficient in any area, then the clinical instructor should be consulted.
- Act in a professional manner at all times.
- Patients/clients should be addressed with friendliness, but never in terms of familiarity or endearment. Patients/clients should not be called by their first names, but be addressed as Miss, Mrs., Ms., or Mr.

Clinical performance is documented by program faculty using the Clinical Evaluation Tool (CET). All health requirements must be met to participate in the clinical rotation.

If the student demonstrates unsafe nursing practice and/or noncompliance to SFSC nursing standards or directives provided by the clinical instructor, the student may be immediately dismissed from the clinical setting. This action may result in failure from the program.

CLINICAL SAFETY

Student safety is a priority for all South Florida State College administration, faculty, and staff. At times, student clinical schedules may require travel in the early morning or late evening. Clinical site and travel student safety suggestions include:

- **Walk in pairs or small groups. If available, use the parking lot shuttles provided by the agencies.**
- **Keep your car locked. Keep valuables out of sight in your car. Limit belongings brought to the clinical area as there is no secure storage space available at most facilities.**
- **Be alert to any suspicious behavior and avoid talking to strangers, especially if you are alone.**
- **Follow agency guidelines for safety.**
- **It is against College policy to carry concealed weapons on College grounds. College grounds include clinical sites. No guns, knives, sharp instruments, or other weapons may be taken to clinical site. These items are banned by College policy even with a concealed weapon permit.**

SAFETY RULES

Know outlet voltage before connecting any appliance.

Never clean or oil a machine when it is connected to current.

Disconnect electrical equipment when not in use by grasping plug and pulling gently.

The wires of an electrical device should not be knotted or left trailing when not in use.

Never get electrical cords wet.

Dry hands before connecting and disconnecting electrical equipment, or touching switches.

Do not touch machines and metallic objects while they are connected to electrical current.

When moving heavy portable machines, hold at stem and top to prevent falling.

Report faulty equipment so it may be repaired.

Operate equipment only after proper instruction.

Return equipment to its storage area after use.

Lift properly - stand facing the direction of task to be performed, place feet wide enough apart to have good balance, keep back straight, bend knees to lower your body, keep elbows close to your body, get a firm grip on load, and lift by straightening legs. Ask for help if the load is too heavy.

Use footstool or step ladder to remove or replace supplies above normal reach.

Wipe up noticed spills to avoid slipping.

Deposit all trash in proper containers.

Avoid wearing large, loose sleeves, neckties, string, or decorative clothing that may get caught in equipment.

Use materials from well-labeled containers only.

FIRE PREVENTION

Locate the fire extinguisher, fire alarm, and building exits at each clinical site.

IF YOU DISCOVER A FIRE – REMEMBER: RACE and PASS

R - RESCUE anyone in immediate danger

A - Activate the ALARM

C - CONFINE the fire (close the door)

E - EXTINGUISH small controllable fires/or EVACUATE

P - PULL the pin

A - AIM the nozzle at the base of the fire

S - SQUEEZE handle

S - SWEEP from side to side

SMOKING, VAPING, DRUGS, AND ALCOHOL

South Florida State College is a “Tobacco-Free” campus and by extension students may not use tobacco products during their time at College-affiliated clinical sites.

Students who smoke and/or vape are strongly encouraged to consider a smoking cessation program. Please see the College website for details.

Smoking and/or vaping is not permitted on hospital premises, including in the cars in the parking lot. Students are not permitted to leave the clinical site to smoke and/or vape. If the uniform worn to the clinical area smells of smoke and/or vape, the student will be sent home and counted as an unexcused absence for the day.

The College is a drug-free institution; thus, no alcohol and/or drugs may be consumed prior to or during classroom or clinical assignments or at any other SFSC-sponsored function.

Student usage of illicit drugs and/or problematic alcohol consumption will be reported to Intervention Project for Nurses (IPN). Students will be drug tested per clinical facility policy requirements, randomly, and for cause if an indication for testing is noted by faculty or staff. A positive drug screen or refusal to submit to a drug screen will result in dismissal from the SFSC Nursing program.

ATTENDANCE POLICY

Regular and punctual class and clinical attendance is expected of all students and essential to success in the Nursing program. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of all courses by attending and completing course assignments. An accurate record of class attendance will be kept and it will account for grade percentage per major semester.

Students are expected to notify the instructor prior to any tardy or absence. If unable to notify the instructor prior to class the student must notify the instructor (speak to instructor via preferred phone number or email contact provided) within 24 hours to document the absence, reason for the absence, and to receive make-up assignment plan.

If instructional time is missed due to an excused absence, the student will be permitted to make up work to the extent possible. Due to the nature of some learning experiences, especially clinical/labs, it may not be possible to duplicate the actual experience; alternative assignments to capture the material may be required. Clinical makeup time is extremely limited and may result in an incomplete grade.

Attendance shall be governed by the following:

UNEXCUSED ABSENCES

1. One absence – conference with the Practical Nursing instructors. The designated instructor must be notified to schedule an appointment within 24 hours of absence.
2. Two absences – conference with the Practical Nursing instructors and Nursing Education Director.
3. Three absences- conference with the Practical Nursing instructors and reduction of one point overall from Theory course grade.
4. Four absences – conference with the Practical Nursing instructors and reduction of two points from Theory course grade.
5. Five absences- conference with the Practical Nursing instructors and Subject to withdrawal from the program.
6. Leaving before the stated ending time of class or clinical is considered an absence. Students may not leave health agencies for any reason without first requesting permission from the clinical instructor.
7. Tardy is defined as being late to class up to 15 minutes beyond the start of class. The instructor will designate the official clock to be used in each setting. If you arrive to class tardy beyond 15 minutes, it will be accounted as an unexcused absence.
8. More than two tardies necessitates a conference with the Practical Nursing instructors and the designated instructor must be contacted to schedule an appointment.

9. Clinical and lab absences will require make-up time of hour per hour.
10. Lecture/theory classes will be made up hour per hour with coursework as determined by the instructor for the course in which the absence occurred.

EXCUSED ABSENCES: AS DETERMINED BY INSTRUCTOR AND/OR DIRECTOR

1. Serious illness, surgery, hospital confinement or valid medical reason. Documentation from a health care provider verifying illness must be presented to the instructor for absences greater than two days.
2. Death in the immediate family. Documentation must be provided.
3. Statutory governmental responsibilities-jury duty, court subpoena. Documentation must be provided.
4. Other circumstances as determined by the Nursing Education Faculty/Director of Nursing Education.
5. If the student expects to be absent from a clinical rotation, she/he must speak with the clinical instructor directly as soon as possible. Absences must be made up in the rotation originally assigned pending availability. If the time cannot be rescheduled, an alternate assignment may be required per discretion of the instructor.

CLINICAL ABSENCES

Excessive absences, regardless of cause, put students at risk for poor academic performance potentially resulting in course failure and withdrawal from the nursing program. Clinical absences which exceed 3 (8-hour) clinical days or 24 hours total cannot be made up and may result in a student being required to repeat the course in which the absences occurred.

RELIGIOUS HOLIDAY STATEMENT

If a student must miss class to observe a religious holiday, you must notify the instructor at least seven (7) days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments and/or exams.

D.U.C.K. MENTORING PROGRAM

The Nursing faculty will have the primary responsibility for the counseling and guidance of each student. Each student will have an assigned faculty mentor. The integration of the *D.U.C.K. Mentoring Program* is a highlight of the nursing education's commitment to your success. You will be provided with information regarding this program that supports your development as a nursing student, understanding, compassion, and knowledge at the Nursing Education Department's New Student Orientation session. The goal of the faculty advisor/advisee relationship is to meet the following goals:

- Promote and assist students to perform successfully in the classroom, lab, and clinical settings.
- Serve as a sounding board for educational concerns.
- Serve as a professional role model.
- Assist with counseling and coordinating resources when personal issues potentially impede educational success.
- Provide information regarding college policies and procedures, e.g., graduation requirements, registration dates, and meeting schedules.
- Promote professionalism and adherence to standards of practice.
- Promote ownership of one's learning experience and practice.
- Promote the importance of networking and collaboration with classmates, faculty, and the healthcare team.
- Role model dedication to lifelong learning for the professional nurse.

Your assigned faculty mentor will provide information regarding "DUCK" meetings to facilitate your development into the professional role of a graduate nurse.

Should a special need arise, a counselor from the Counseling Office of SFSC will be requested to aid the student. A referral form can be completed by faculty or staff and an appointment requested. Additional support is available through the BayCare Student Assistance Program. This confidential service can be accessed by calling 800-878-5470.

STUDENT CONTACT INFORMATION

Students are required to provide current contact information including mailing address, phone numbers, and email addresses. If a student has a change in their personal information, the student must complete a Change of Information form and submit to the Registrar's Office within 10 days of the change, sooner if possible. A copy must also be provided to the Staff Assistant in the Nursing Department. Failure to comply with this requirement may result in missing information essential to your success in the Nursing program.

STUDENTS WITH DISABILITIES

In keeping with the College's open-door philosophy and in accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the Disabilities Specialist and provide appropriate documentation. Individuals who choose not to self-identify may be eligible for service and/or accommodations. Services include but are not limited to: admission, registration, and assistance, orientation, note-taking, tutoring, testing accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the Disabilities Specialist through the College website: southflorida.edu; email at disabilities.specialist@southflorida.edu; voice/TDD 863-453-6661 ext. 7331; or in-person at the Catherine P. Cornelius Student Services and Classroom Complex, Suite B 152, Highlands Campus.

TUTORING

SFSC is committed to your success and, therefore, provides several tutoring services. The Tutoring and Learning Center is located on the first floor of the LRC (Building Y) and offers free tutoring. Hours may vary.

Tutor.com, an online tutoring service, will be available for a specific number of hours (designated for each class) and can be accessed through the student course page on Brightspace. If additional online tutoring hours are desired, please consult with an instructor to review access options. Additional assistance may be available to students through arrangement with instructors, D.U.C.K. mentor, or the Nursing Success Coach.

FINANCIAL ASSISTANCE

Nursing Scholarships: The SFSC Foundation has nursing scholarship funds available for qualified students. Applications are available online at the SFSC website under the SFSC Foundation tab and can be submitted to the Financial Aid Office. Please note that a current FAFSA (Free Application for Federal Student Aid) must be on file with the College to qualify for these funds.

Workforce Innovation and Opportunity Act (WIOA): The Workforce Innovation and Opportunity Act offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers. The goal of the WIOA program is to improve the quality of the workforce, enhance the productivity and competitiveness of the nation and to reduce welfare dependency. Training services pay job training costs associated with WIOA-approved training programs. Training services are provided through a cooperative planning process between eligible participants and Heartland Workforce Career Counselors. WIOA funds must be coordinated with other resources. Eligibility determination for specific services is required before a job seeker may receive training services.

To apply for services, you must attend a WIOA orientation and provide all documentation required to determine program eligibility. Please contact your local office for additional information.

DeSoto County
2160 NE Roan Avenue
Arcadia, FL
863-993-1008
Every Monday 10 a.m.

Highlands County
5901 US Hwy 27 S.
Suite 1
Sebring, FL
863-385-3672
Every Wednesday 10 a.m.

Hardee County
205 Carlton Street
Wauchula, FL
863-773-3474
Every Tuesday 11 a.m.

Okeechobee County
207 SW Park St.
Okeechobee, FL
863-610-6000
Every Tuesday 10 a.m.

ACADEMIC INTEGRITY

Each student must adhere to the policy of honesty in academic affairs. The student will be subject to administrative and/or disciplinary penalties in acts of dishonesty, cheating, plagiarism, or failure to fulfill responsibilities in clinical and/or lab areas. Students in the SFSC Nursing Program must meet and maintain the following requirements to be retained and promoted:

Cheating on assignments and tests, and/or plagiarism is unacceptable in the College community. Academic work submitted by a student is assumed to be the result of his/her own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, he/she must acknowledge that in an appropriate manner. When an instructor/professor has determined a student has cheated, or plagiarized, he/she may assign the student a failing grade for the assignment or the course. In addition, the student may be subject, by the Director of Nursing, to the disciplinary procedure and disciplinary action as outlined in the policies and guidelines for the College.

Plagiarism is the use of another individual's words, phrases, sentences, or ideas (whether taken word for word, in summary form, or as a paraphrase), without giving credit to the source from which they come (without proper documentation). This also includes submitting another student's writing (original or researched) as your own. An offense of willful plagiarism or cheating (verified by the instructor) will result in a grade of "F" (0 value) and is grounds for suspension from the class with a grade of "F." All instances of plagiarism and other forms of cheating will be referred to the appropriate Department Director and the Division Dean. Research papers from one course will not be accepted in another course.

A student who shares his/her work for the purpose of cheating on class assignments or tests, has also violated the College's Academic Integrity Standard and is subject to the disciplinary procedures and actions outlined above.

Students reporting the violation of the College Academic Honesty Policy or other established standards to a nursing faculty member cannot remain anonymous. Anyone accused of academic dishonesty or violation of a standard has the right to face the accuser.

Breaches in academic integrity, even if only known to the perpetrator, seriously endanger a student's likelihood of successful nursing program completion and nursing licensure and represent grave breaches in professional ethics.

GRADING AND PROGRESSION POLICIES

The following grading scale will be used in the classroom throughout the Practical Nursing program:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	0-59

Each student is required to achieve and maintain a grade of **C (75%) in each nursing course. Theory and clinical grades are computed separately. The minimal passing grade for each portion is 75%; achievement of less than 75% constitutes a failure in the course. If a student fails to attain a grade of C (75%) in any Nursing course (theory or clinical), he/she will be dismissed from the Nursing program.

If a student wishes to be readmitted to the nursing program, he/she must reapply. If a vacancy does occur in the specific course needed, individuals may re-enter the program from the point of dismissal on a case-by-case basis depending on available space and reason for prior dismissal. If the student is unable to repeat the course at the next offering of the course, then the student must repeat the entire program, which will require them to re-enter the pool of applicants through the standard application procedure. If a student does not successfully complete a course being repeated, no additional nursing courses may be taken.

Clinical and laboratory skills will be graded as follows:

- S = Satisfactory (75%) – competent, safe and effective
- U = Unsatisfactory (below 75%) – below minimum competence and/or safety

Note: With changes in Florida State Law, if you withdraw from a class, you may be required to repay a portion of your *Bright Futures Scholarship* funds. Please be sure to process all required documents (e.g., FAFSA) in a timely manner and maintain communication with the Financial Aid Office regarding *Bright Futures* and any other financial obligations.

MATH COMPETENCY REQUIREMENT

Dosage calculation proficiency is necessary for the delivery of safe, competent nursing care and medication administration. Students will have math questions embedded in most nursing exams. Additional dosage calculation competency exams will be delivered throughout the program. Students not meeting course-established benchmarks may be required to remediate to achieve demonstration of math competency.

PROGRAM DISMISSAL

In addition to violation of the general rules for student conduct listed in the SFSC College Catalog and Student Handbook, nursing students are subject to dismissal from the program for any of the following reasons. Faculty shall begin the counseling documentation process at the first incident related to any of the following, as well as refer, students to the Director or Nursing Education and Dean of Health Sciences as each case warrants. Students' right to due process are carefully considered.

- **Achieving less than 75% (PN) final grade in a theory course.**
- **Achieving final grade of "U" in a clinical course.**
- **Incidence(s) of medication variance.**
- **Exceeding maximum absence time permitted.**
- **Noncompliance with HIPAA Regulations (confidential information).**
- **Declining participation in required department drug testing procedures or receipt of positive results.**
- **Neglecting to report change in state or federal criminal information.**
- **Acquisition of criminal incident of a nature that precludes continuation in the program.**
- **Endangering a client's life or jeopardizing his/her safety:**
 - **Violating standard safety practices in the care of clients.**
 - **Delaying care that is within the student's realm of ability and/or knowledge.**
 - **Performing skills or procedures that are beyond the realm of the student's ability and/or knowledge**
 - **Failure to update CPR and/or provide documentation of renewal. Failure to maintain current status for required medical information and immunizations and/or provide documentation of renewal.**
- **Violations of academic honesty and code of conduct violation.**

CLINICAL FACULTY MAY DISMISS A STUDENT AT ANY TIME DURING A ROTATION FOR ANY OF THE REASONS LISTED.

ONCE A DECISION HAS BEEN MADE THAT A STUDENT IS NOT ACHIEVING NECESSARY CLINICAL COMPETENCE TO SAFELY CONTINUE THE STUDENT WILL BE DISMISSED AT THAT TIME AND NOT ALLOWED TO COMPLETE ADDITIONAL COURSEWORK.

GRADUATION REQUIREMENTS

All students who expect to graduate in the spring or summer terms are strongly encouraged to participate in the collegewide graduation ceremonies at the end of the spring term and those graduating in fall term should plan to participate in the December graduation ceremony. All students will be assessed a graduation fee which includes the cost of the required graduation audit and a diploma/certificate. The additional cap and gown fee will be assessed if you participate in Commencement (strongly recommended).

Students planning to graduate must complete a graduation application online at southflorida.edu. A link to the graduation application will be located in the Graduation section under the Current Students tab and your fee will be paid online or at the Cashier's office. All applications must be submitted by the designated deadline located online.

If the student plans to attend the Commencement ceremony, a cap and gown must be ordered from the Bookstore on the Highlands Campus by the designated date.

Upon satisfactory completion of the program, the student will be eligible to receive a diploma/certificate and pin. Pinning Ceremony participation and the purchase of an approved nursing pin are required; any exceptions must be brought to the Director of Nursing Education for approval. Upon successful program completion, students will be recommended for the State Licensing Examination and instructions for filing the appropriate licensure application for the examination will be provided. Please note that the licensing fee is included in fees payable with tuition costs for the final course. SFSC processes these fees to the Florida Board of Nursing and the appropriate testing agency (Pearson-Vue).

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STUDENT HANDBOOK SIGNATURE PAGE

Complete the form below and return to the designated processor. The signature page will be kept in each student's file.

**I HAVE RECEIVED A COPY OF THE NURSING STUDENT HANDBOOK
AND I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION IT CONTAINS.**

- I understand that the program of study I am enrolled in is a **full-time program** leading to a Nursing certificate/degree and eligibility to take the NCLEX examination.
_____ (initial)
- I understand that the **full-time** nature of my program of study will include a rigorous schedule of clinical rotations that will be posted at the beginning of each semester, in addition to the classroom hours noted in the South Florida State College schedule. A limited work schedule is strongly recommended, in order to maintain required levels of clinical and academic performance (see *SFSC Catalog* for recommended hourly load/workload). _____(initial)
- The clinical schedule may require longer hours and travel depending on the course in which the clinical rotation occurs. _____(initial)
- Testing outside of classroom time may be scheduled in the Nursing Education Department or the Testing Center. _____(initial)

Date _____

Signature _____

Printed Name _____

GID# _____

CONSENT/STUDENT CONFIDENTIALITY AGREEMENT

Nursing Education Environment

Complete the form below and return to the designated processor. The signature page will be kept in each student's file.

I, _____ (Print Name), am fully aware that South Florida State College will be using video and other data recording during Simulation Labs and throughout the nursing education environment. Clinical agencies may require information related to student health status. By signing below, I understand and allow these videotapes/images/documents to be used for the following purposes only:

- Clinical agency requirements for safe practice
- Instructional review by myself and classmates
- Departmental quality improvement initiatives
- Community Relations productions
- Educational research related to the learning environment
- Recruitment materials
- Graduation/Pinning productions
- Other uses only as specified in writing by program faculty and/or administrators

When simulation is used it must meet the standard of care of a live clinical experience.

Therefore, confidentiality will be maintained during all simulations.

Privacy training will be provided at orientation. All students must strictly abide by privacy/confidentiality considerations in all Nursing Education settings. Any breaches in confidentiality may be grounds for dismissal from the program.

I promise to uphold the standards of confidentiality regarding my Nursing Education experience and consent to the release of student records, if requested.

Date _____

Signature _____

Printed Name _____

GID# _____