



2019-2020

Student Handbook

SFSC Nursing Education Department



**STUDENTS FOCUSED ON SUCCESS
AND CARING**

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ACCREDITATION STATEMENTS

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Florida State College.

South Florida State College's Nursing Programs are approved by the Florida Board of Nursing.

South Florida State College's Associate of Science in Nursing (ADN) and Baccalaureate of Science in Nursing degree programs accredited by the Accreditation Commission for Education in Nursing (ACEN).



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INTRODUCTION

This *SFSC Nursing Student Handbook* is provided to offer information and answers to your questions as a 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).
- Students will demonstrate the ability to reflect, analyze, synthesize and apply knowledge.
 - Students will demonstrate knowledge and application of mathematical and scientific principles and methods.
 - Students will demonstrate the ability to find, evaluate, organize and use information.
 - 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 and reported to the Accreditation Commission on Education in Nursing, Inc. 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 Board 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

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 is rude, discourteous speech or behavior that disrupts the academic environment (Feldman, 2001). Behaviors range from misuse of cell phones, to rude and sarcastic comments, to threats or actual acts of physical harm (Clark, 2007). The nature of nursing education requires a team-teaching approach. This model of collaboration requires the maintenance of high standards of personal conduct and adherence to the American Nurses Association Code of Ethics (2008). The promotion of an environment of academic civility 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 advisor. If the instructor and faculty advisor 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, the hallmark of a professional.

PANTHER CENTRAL

Panther Central is the unified gateway to SFSC's web-based services. It packs a wealth of information and a powerful combination of services into a single portal.

Within Panther Central, the student will find several tabs, including *Home Page*, *Student*, *Campus Life*, *Tutorials*, and *My Courses*. Each tab contains channels that provide links to college services or deliver announcements and other vital information customized for the student.

Two tabs will be vital to your education at SFSC. The *Student* channel contains account information. Here, students can register and pay for classes, check financial aid, review personal grades and academic profile, and find electronic versions of important College documents, including the current *SFSC Catalog* and *Student Handbook*. Use the *My Courses* channel to read and send e-mail, read tutorials, and access any active online, hybrid, or web-enhanced courses.

To access Panther Central:

- Go to the College website: southflorida.edu
- Click the *Panther Central* log-in icon on the home page
- Initial student user name is nine-digit SFSC identification number (G.I.D.). Initial student password is birthdate in MMDDYY format.

If you have problems accessing Panther Central, email onlinehelp@southflorida.edu or call extension 7017.

ONLINE COMMUNICATION

Students must check their college email (Panther Central) and the *News* section of all courses currently enrolled in 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 rules of online netiquette. See details at albion.com/netiquette/index.html. Being disruptive or breaking the rules of netiquette may result in revocation of access privileges. Review e-mails before sending. Be clear enough that people can understand the message without body language to add clarity; use proper English and full sentences, and avoid texting shorthand.

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.

SOCIAL MEDIA

The health care environment presents unique social media challenges. Nurses must adhere to the Social Networking Principles as outlined by the *American Nurses' Association* (nursingworld.org). 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.

NOTE: Students must abide by the privacy rights of all students 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, document tracking, approved clinical shoes, personal technical equipment, custom graduation pins (a basic pin is provided to students), 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.
- School uniform, which is clean and wrinkle free, must be worn to and from the clinical facility.
- A skirt, if worn, must be at least below the knee in length and worn with hose.
- A faculty-approved uniform undershirt may be worn under the 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.
- Hose or socks must be worn. Full-length support hose are strongly recommended. Hose and/or socks, if worn, must be solid white. The upper edge of both socks and hose are to be completely covered by uniform at all times.
- Color of undergarments NOT visible beneath uniform.
- Shoes must be flat, plain white 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.
- A watch with a second hand is required. 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 neat at all times. If hair is between collar and shoulder length, it *must be 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

color. Hair accessories are to be conservative in style and must match the color of hair or uniform.

- 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 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 tattoo make-up.
- Lightly applied make-up is acceptable; avoid heavy make-up.
- Perfume, scented lotion, scented aftershave, or other scented toiletries are NOT permitted in the clinical area and in the classroom.
- Chewing gum is NOT appropriate while in uniform; therefore, gum is NOT to be chewed at any time in the clinical area.
- Stethoscope covers are not acceptable.
- If a student is employed in a health care setting the college uniform must not be worn when on duty.

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.
- 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.
- Hose or socks must be worn. Full-length support hose are strongly recommended. Hose or socks must be without design. The upper edge of both socks and hose are to be completely covered by slacks or skirt at all times.
- 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.
- A watch with a second hand is required. 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 neat at all times be confined so it does not fall forward toward the face and be of a conservative style and color.
- 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 tattoo make-up.
- Lightly applied make-up is acceptable; avoid heavy make-up.
- Perfume, scented lotion, scented aftershave, or other scented toiletries are NOT permitted in the clinical area and in the classroom.
- Stethoscope covers are not acceptable.

HEALTH REQUIREMENTS

Cumulative health records are maintained off-site. Students will be responsible for obtaining, maintaining, updating, and providing via upload 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.

For the protection of you and your unborn child, inform your instructor immediately if you learn or suspect that you are pregnant. A letter from your physician documenting any physical limitations and granting permission to continue in the program is required.

NON-COMPLIANCE WITH THIS REQUIREMENT MAY RESULT IN STUDENTS BEING SUSPENDED FROM CONTINUING IN CLINICAL ROTATIONS AND COURSE FAILURE.

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. All visitors must be registered with Community Relations and Marketing in Building F.

Classroom attire should be in good taste. Midriff and cleavage should be covered. Shorts, skirts, and dresses should be of a conservative length. Shoes and appropriate undergarments must be worn. No lingerie may be worn as an article of outer clothing. Classroom temperatures vary and clothing should be chosen with this in mind.

Highly-scented toiletries are not permitted in the classroom, as many such items can trigger allergic responses in sensitive individuals.

Bonnets must be worn in the lab as directed by lab coordinator or faculty.

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.

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

Cell phones are to be off and not visible during class unless expressly directed by the instructor for instructional purposes. Students may not respond to messages during class. Cell phones are not allowed at most clinical sites. Your clinical instructor will advise you regarding facility-specific policies. Cell phones that have reference capabilities may be permitted in non-patient care areas if the phone is silenced. In the event that a cell phone rings or if the student is observed text-messaging, the student will be warned. After the third warning, the next cell phone incident will require the student to be counted as absent and makeup work may be required. Subsequent cell phone 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. 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.
- Be alert to any suspicious behavior and avoid talking to strangers especially if you are alone.

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

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. Additionally, clinical agencies may have tobacco policies that must be followed.

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, DRUGS AND ALCOHOL

Students who smoke are strongly encouraged, because of the responsibilities of healthcare providers, to consider a smoking cessation program. South Florida State College is a tobacco-free campus. Please see the college website for details.

Smoking 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. If the uniform worn to the clinical area smells of smoke, the student will be sent home and counted as absent 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 consumption of alcohol or drugs will be reported to Intervention Project for Nurses (IPN) and is grounds for dismissal from the SFSC nursing program.

Students will be drug tested as per clinical facility policy requirements, randomly, and repeated if any cause 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 in order to be successful in nursing education and professional development. 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.

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, rationale for absence, and to receive make-up assignment plan. An occurrence form must be completed during this time frame and submitted to instructor.

If instructional time is missed due to extenuating circumstances, the student will be permitted to make up work to the extent possible. Make-up work is assigned at the discretion of the instructor. 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.

Attendance shall be governed by the following:

UNEXCUSED ABSENCES (PER MAJOR TERM/ FALL AND SPRING)

1. One absence – conference with the instructor. Instructor must be called to schedule appointment within 24 hours of absence.
2. Two absences – conference with faculty advisor and/or instructor and Nursing Education Director.
3. Three absences-reduction of one point overall from Theory course grade.
4. Four absences – reduction of 2 points from Theory course grade.
5. Five absences- 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.
8. Two tardies necessitates an appointment with the instructor, the instructor must be contacted on the day of the second tardy to schedule an appointment.

9. Three (3) tardies constitutes one (1) unexcused absence.
10. Clinical and lab absences will require make up time of hour per hour.
11. 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. Individual faculty may require a Learning Contract and/or documented Plan of Action agreed upon and signed by student and faculty member to clearly delineate make up work required to progress in the program.
12. Six-week Summer terms- after three (3) absences the student is subject to withdrawal from the program and will have a 2-point overall reduction of points from Theory grade in which the absences occurred.

EXCUSED ABSENCES: AS DETERMINED BY INSTRUCTOR/ADVISOR AND/OR DIRECTOR

1. Serious illness-pneumonia, 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 (mother, father, spouse, child, brother, sister, grandparents, or significant other). 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 rotation, she/he must speak with the instructor directly as soon as possible. Additionally, the student will be responsible to reschedule lost time. Absences must be made up in the rotation originally assigned. If the time cannot be rescheduled, alternate assignments or clinical rotations may be scheduled.

RELIGIOUS HOLIDAY STATEMENT

If a student must miss class in order 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 advisor. 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, i.e. 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 advisor will provide information regarding individual "DUCK" meetings and group meetings to facilitate your development into the professional role of a graduate nurse.

Should a special need arise, a counselor from the Counseling Department of SFSC will be requested to aid the student. A referral form can be completed by faculty or staff and an appointment requested.

STUDENT CONTACT INFORMATION

Students are required to provide current contact information including mailing address, phone numbers, and e-mail 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.

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 Building, 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 and offers free tutoring, mainly in Math and Writing. Hours may vary. Smarthinking®, an online tutoring service, will be available for a specific number of hours (designated for each class). If additional Smarthinking® hours are desired, please consult with an instructor to review access options. Additional assistance may be available to students through open lab hours or arrangement with instructors/D.U.C.K. mentors.

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 Foundations 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 at the college in order to qualify for these funds.

Workforce Investment 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 10am

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

Hardee County
205 Carlton Street
Wauchula, FL
(863)773-3474
Every Tuesday 11am

Okeechobee County
207 SW Park St.
Okeechobee, FL
(863) 610-6000
Every Tuesday 10am

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.

GRADING AND PROGRESSION POLICIES

Each student is required to achieve and maintain an overall Grade Point Average (GPA) of 2.00 (C) or higher in all general education courses, and attain at least a GPA of 2.00 in those courses designated with a # or * in the College Catalog. These courses will be graded and evaluated according to the policy of the individual instructor.

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

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

ASSOCIATE DEGREE NURSING PROGRAM

Each student is required to achieve and maintain an overall grade of B (80%) in each nursing course. Students are also required to achieve and maintain an exam grade average of B (80%) in order to pass the didactic portion of the course. Non-exam grades will only be calculated once the student has achieved an exam grade average of B (80%). Theory and clinical grades are computed separately. The minimal passing grade for each portion is 80% as per instructor's evaluation information provided in each course syllabus; achievement of less than 80% constitutes a failure in the course. If a student does not successfully pass the clinical portion of the course, they automatically fail the course. If a student fails to attain a grade of B (80%) in any nursing course (theory or clinical), he/she must withdraw from the nursing program.

If a student wishes to be readmitted to the nursing program after formal dismissal 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. A third attempt may be made in accordance with College policy for tuition payment at out of state rates. This would constitute a final chance to repeat the program.

Clinical and laboratory skills will be graded as follows:

P = Pass (80%) – competent, safe and effective

**F = Fail (below 80%) – below minimum competence and/or safety

All non-nursing and nursing courses are prerequisite to *Nursing Practicum* and to the successful completion of the nursing program. No courses may be scheduled other than *Nursing Practicum* for the summer term.

PRACTICAL NURSING PROGRAM

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 must withdraw 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. A third attempt may be made in accordance with College policy for tuition payment at out of state rates. This would constitute a final chance to repeat the program.

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 (i.e. FAFSA) in a timely manner and maintain communication with the Financial Aid Office regarding *Bright Futures* and any other financial obligations.

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 and the Dean of Applied Sciences and Technologies as each case warrants. Students’ right to due process are carefully considered.

- i. Achieving less than 80% (ADN) 75% (PN) final grade in a theory course.
- ii. Achieving final grade of “U” in a clinical course.
- iii. Incidence(s) of Medication Variance.
- iv. Exceeding maximum absence time permitted.
- v. Noncompliance with HIPAA Regulations (confidential information).
- vi. Declining participation in required department drug testing procedures or receipt of positive results.
- vii. Neglecting to report change in state or federal criminal information.
- viii. Acquisition of criminal incident of a nature that precludes continuation in the program.
- ix. Endangering a client’s life or jeopardizing his/her safety:
 - a. Violating standard safety practices in the care of clients.
 - b. Delaying care that is within the student’s realm of ability and/or knowledge.
 - c. Performing skills or procedures that are beyond the realm of the student’s ability and/or knowledge
 - d. 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.

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 college-wide graduation ceremonies at the end of the spring term. 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 obtain an *Application for Graduation* and *Graduation Exit Checklist* from the Registrar or Advising and Counseling office. The following must occur:

- First, complete and return *Application for Graduation* to the Advising and Counseling office for a graduation requirement check with an advisor.
- Then take the completed *Application for Graduation* to the Career Center for an exit interview.
- Finally, the completed and signed *Application for Graduation* and *Graduation Exit Checklist* must be taken to the cashier's office, and a graduation fee paid by the deadline.

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.

Note: All students must complete the steps above with the exception of the cap and gown order to graduate. Fees must be paid and all forms signed and completed in the timeframe noted.

If questions arise please contact the Registrar or Advising and Counseling office.

Upon satisfactory completion of the program the student will be eligible to receive a diploma/certificate and pin. Students will be required to purchase a **school pin** for the *Pinning Ceremony*.

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 approximately \$404 and is included in fees payable with tuition costs for the final course in each respective program. Students are advised to budget accordingly. 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 videotape during Simulation Labs and other forms of media in 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
- 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# _____