

**NORTHWEST FLORIDA
STATE COLLEGE**



**ASSOCIATE DEGREE NURSING
PROGRAM (RN)
STUDENT HANDBOOK**

2014-2015

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ASSOCIATE DEGREE NURSING PROGRAM
STUDENT HANDBOOK

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INTRODUCTION

Welcome to the Northwest Florida State College Associate Degree Nursing Program. We are pleased that you have chosen our program to assist you in meeting your nursing education goals. We are committed to provide you with the best learning opportunities available.

This handbook provides pertinent information about the Associate Degree Nursing Program, College policies and other requirements that are essential to your success. Policies in this handbook support the guidelines, rules, and responsibilities for all students as outlined in the College catalog. These program policies are additions to the general College policies and are published here for clarification. They must be followed as stated or amended. As policies are subject to change at any time, students must read applicable e-mail and monitor bulletin boards located near the Nursing Program office and other strategic College locations to keep updated of any changes.

I, along with the entire Associate Degree Nursing faculty, look forward to having you in our program.

Charlotte Kuss, EdD, MSN, RN, CNE

Director – Associate Degree Nursing

PHILOSOPHY

This philosophy guides us in the development of our Associate Degree Nursing program.

Nurses:

Using a holistic and scientific approach, nurses provide care to diverse populations in diverse settings. Nurses use compassion, critical thinking, and effective communication to assess, plan, implement, and evaluate care. As accountable members of health care teams, nurses design, manage, and coordinate care. In formulating health care decisions, nurses incorporate evidence-based practice, high ethical standards, and client advocacy, leading to an overall improvement in client outcomes. As responsible members of the profession, nurses support high quality and cost effective health care to clients across the life span.

Nursing:

Nursing is a creative, caring, scientific, and scholarly profession. Nursing focuses on using a broad range of skills and knowledge through the nursing process to assist diverse individuals, families, and groups within a community to achieve optimal health. Nursing actively advocates wellness promotion, illness prevention, and compassionate, affordable, effective health care. Nursing is derived from the biophysical and psychosocial sciences within a critical thinking framework.

Client:

Clients are holistic beings having physiological, psychosocial, intellectual, developmental, spiritual, cultural, and environmental needs. Clients have a right to choose and participate in their healthcare decisions. Clients include individuals, families, significant others, and support systems.

Health:

Health is defined as a client's ability to reach optimal functioning within a psychological, biological, physical, spiritual, and social environment.

Environment:

Environment encompasses all conditions affecting the health, life, and development of a client, and is characterized by uncertainty, rapid change, and opportunity.

Teaching and Learning:

The nursing faculty arranges a variety of methods and experiences to accommodate learners from diverse cultural backgrounds with different learning styles. The nursing faculty believes that a professional, caring, and open learning environment optimizes the teaching/learning process. Mutual respect is imperative for an effective teaching/learning atmosphere. The faculty uses various interactive learning methods to promote active participation in the learning process. Sequential learning allows for knowledge and skill retention by building upon skills and concepts over time. Members of the nursing faculty serve students as key resources and professional role models. The ADN Program Outcomes and Program Learning Outcomes provide the structure for the Nursing Curriculum. The mastery of concepts of each course guides students toward the successful achievement of the ADN Program Outcomes and entry into professional nursing practice.

Learners are individuals who bring personal learning styles, socio-economic and cultural influences, beliefs, attitudes and personal life experiences to the learning environment. Learners discover their potential for self-actualization through the learning process. Learning, a creative process that occurs independently and collaboratively, progresses through levels of complexity.

Nursing Learning Outcomes:

NWFSC ADN nursing education enables students to acquire the attitudes, knowledge, skills, and behaviors necessary for implementing safe nursing care.

Graduates are prepared to pass the national licensure examination and to practice as generalist members of an interdisciplinary health care team. As members of the discipline of nursing, graduates practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. Graduates express positive comments about the quality of their education, are highly sought for employment, and receive excellent entry-level evaluations. The ADN Program at NWFSC provides a solid foundation for further personal and professional development leading to opportunities for continued growth and advancement in the nursing profession.

August, 2001

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I. PROGRAM OUTCOMES

The Northwest Florida State College Associate Degree Nursing Program will demonstrate its ability to meet expressed program outcomes as evidenced by the following accomplishments:

1. At least 80% of students admitted to the Associate Degree Nursing program will complete the program of study within six semesters (as measured by the time the student begins the first nursing course).
2. Pass rates on the NCLEX-RN for Northwest Florida State College nursing graduates will meet or exceed the state or national rate.
3. Employment rates of graduates will meet or exceed the required state employment rate.
4. At least 90% of graduates will meet service area employer requirements for entry-level staff nurses.
5. At least 90% of employer respondents will express satisfaction with the performance of Northwest Florida State College nursing program graduates.

Comparison of NWFSC Mission and Values and Associate Degree Nursing Program Outcomes

COLLEGE MISSION and KEY VALUE STATEMENTS	ASSOCIATE DEGREE NURSING PROGRAM OUTCOMES
<p>Northwest Florida State College improves lives.</p> <ul style="list-style-type: none"> • Excellence – achieving the highest standards. • Learning – acquiring new skills, insights, and ideas. • Success – preparing students for the future. • Community – listening and responding to community needs. 	<ul style="list-style-type: none"> • At least 80% of students admitted to the nursing program will complete the program of study within six semesters. • Pass rates on the NCLEX-RN for Northwest Florida State College nursing graduates will meet or exceed the state or national rate. • Employment rates of graduates will meet or exceed the required state employment rate. • At least 90% of graduates will meet service area employer requirements for entry-level staff nurses. • At least 90% of employer respondents will express satisfaction with the performance of Northwest Florida State College nursing program graduates.

II. STUDENT LEARNING OUTCOMES

Upon completion of the Northwest Florida State College Associate Degree Nursing Program, graduates will:

1. Provide client assessment through the collection, analysis, and synthesis of relevant data in order to holistically appraise the client's health status.
2. Promote and maintain health and reduce risk through client health education, informed decision making, and support of the client's self-care activities.
3. Use evidence based practice and critical thinking to find solutions, individualize care, and assure the delivery of accurate, safe care for clients. This includes performing accurate assessments, using multiple methods to access information, analyzing and integrating knowledge and information to formulate clinical judgments.
4. Participate in managing care through the efficient and effective use of human, physical, financial, and technological resources to meet client needs and support organizational outcomes.
5. Participate in communication through the exchange of information that may occur therapeutically, verbally, non-verbally, in writing, or through information technology.
6. Participate in the team approach to holistic, client-centered care across healthcare settings through shared planning, decision making, problem solving, goal setting, and assumption of responsibilities.
7. Incorporate behaviors and actions that assist in meeting clients' needs by "being with" and "doing for" clients to achieve the desired results. Included in the caring is creating an environment of hope and trust, that respects the client's cultural values, beliefs, and lifestyles.
8. Exhibit professional behaviors by adhering to standards of professional practice, be accountable for own actions and behaviors, and practice nursing within legal, ethical, and regulatory frameworks.

A. Student Learning Outcomes and Associate Degree Nursing Course Objectives

The following table shows how the student learning outcomes (SLO) and the nursing courses are related through linking each SLO to a series of related course objectives that get progressively more complex as the nursing student progresses through the program.

1. Provide client assessment through the collection, analysis, and synthesis of relevant data in order to holistically appraise the client's health status.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Demonstrate beginning knowledge of the nursing process, starting to utilize a holistic approach to client care, with a focus on the assessment phase in caring for adult clients in acute and long-term care settings.	Demonstrate beginning knowledge of the nursing process in analyzing, prioritizing, and planning holistic nursing care for clients in settings whose health problems are more acute and/or chronic.	Demonstrate the beginning ability to integrate all steps of the nursing process in analyzing, prioritizing, and planning holistic nursing care for a group of clients in diverse health care settings with emphasis on quality outcomes provided by the student as an interdisciplinary team member.	Demonstrate integration of all steps of the nursing process in analyzing, prioritizing, and planning holistic nursing care for a group of clients in diverse health care settings with emphasis on quality outcomes provided by the student as an interdisciplinary team member.	Demonstrate the ability to prioritize care by utilizing a comprehensive approach to the nursing process in providing holistic care to a group of clients with emphasis on quality outcomes provided by the student as an interdisciplinary team member while practicing the role of the professional nurse.

2. Promote and maintain health and reduce risk through client health education, informed decision making, and support of the client's self-care activities.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Begin to define evidenced based practice as it applies to client teaching and risk reduction in encouraging collaborative care with the client.	Begin to describe evidenced based practice as it applies to client teaching and risk reduction in encouraging collaborative care with the client.	Describe evidenced based practice as it applies to client teaching and risk reduction in encouraging collaborative care with the client.	Apply evidenced based practice as it applies to client teaching and risk reduction in encouraging collaborative care with the client.	Demonstrate integrated principles of best evidenced based practice in client teaching to optimize client health maintenance and risk reduction as well as optimal functioning while practicing the role of the professional nurse.

3. Use evidence based practice and critical thinking to find solutions, individualize care, and assure the delivery of accurate, safe care for clients. This includes performing accurate assessments, using multiple methods to access information, analyzing and integrating knowledge and information to formulate clinical judgments.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Recall knowledge derived from the biophysical and psychosocial sciences in the application of critical thinking in client care. Begin to define evidenced based practice in development of individualized nursing care planning.	Apply basic principles from the biophysical and psychosocial sciences in decision making for clients with unmet goals. Begin to describe evidenced based practice in development of individualized nursing care planning.	Adapt knowledge & principles of biophysical and psychosocial sciences applicable to care of clients whose problems require more complex problem-solving and decision-making skills. Describe evidenced based practice in development of individualized nursing care planning.	Integrate evidenced based practice and principles of the biophysical & psychosocial sciences in problem solving to clients in a variety of clinical settings. Applies evidenced based practice in development of individualized nursing care planning.	Exhibit behaviors that maximize safe and efficient utilization of resources in the clinical setting in the delivery of quality and evidence based nursing care to a group of assigned clients while practicing the role of the professional nurse.

4. Participate in managing care through the efficient and effective use of human, physical, financial, and technological resources to meet client needs and support organizational outcomes.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Demonstrate beginning understanding of incorporating concepts of quality and cost-effective healthcare resource management in providing safe basic nursing skills in acute, subacute and long-term care settings.	Demonstrate the beginning application of quality and cost-effective healthcare resource management concepts in providing basic and more complex nursing skills for a limited number of clients in acute and community based care settings.	Demonstrate the application of quality and cost-effective healthcare resource management concepts in providing basic and more complex nursing skills for a limited number of clients in acute care settings.	Apply quality and cost-effective healthcare resource management concepts in managing care for a group of clients as a member of a team in a variety of care settings.	Integrate quality and cost-effective healthcare resource management concepts in the safe delivery of nursing care for a group of clients while practicing the role of the professional nurse.

5. Participate in communication through the exchange of information that may occur therapeutically, verbally, non-verbally, in writing, or through information technology.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Demonstrate basic and beginning therapeutic communication skills in caring for clients within the health care setting, working with peers, faculty, and other members of the health care team.	Demonstrate therapeutic communication techniques in interactions with clients. Apply professional communication skills with peers, faculty, and other members of the health care team.	Adapt appropriate therapeutic communication techniques in interactions with clients. Apply professional communication skills with peers, faculty, and other members of the health care team.	Integrate appropriate therapeutic communication techniques in interactions with clients. Communicate professionally with peers, faculty, and other members of the health care team.	Practice therapeutic and professional communication as a member of the health care team while practicing the role of the professional nurse.

6. Participate in the team approach to holistic, client-centered care across healthcare settings through shared planning, decision making, problem solving, goal setting, and assumption of responsibilities.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Identify the importance of independent and collaborative interventions in developing a holistic nursing care plan for clients within a defined health care setting.	Begin to apply independent and collaborative interventions in developing a holistic nursing care plan for clients within a defined health care setting.	Apply independent and collaborative interventions in developing a holistic nursing care plan for clients within a defined health care setting.	Collaborate as an active participant of the health care team in planning and providing holistic nursing care for clients within a defined health care setting.	Practice as a vital team member in providing comprehensive, holistic nursing care, including identifying, evaluating, and communicating complex data and issues for diverse populations while practicing the role of the professional nurse.

7. Incorporate behaviors and actions that assist in meeting clients' needs by "being with" and "doing for" clients to achieve the desired results. Included in the caring is creating an environment of hope and trust, that respects the client's cultural values, beliefs, and lifestyles.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Discuss and begin to apply nursing care that reflects understanding of diverse cultural, socioeconomic, and religious beliefs of clients and their families.	. Demonstrate nursing care that reflects understanding of diverse cultural, socioeconomic, religious, and lifestyle beliefs of clients.	Apply nursing care that reflects understanding of diverse cultural, socioeconomic, religious, and lifestyle beliefs of clients.	Integrate cultural, socioeconomic, religious, and lifestyle beliefs of clients while providing supportive, compassionate and respectful nursing care.	Value the importance of supportive, compassionate and respectful nursing care of clients with social, cultural, religious and lifestyle beliefs in the achievement of optimal functioning while practicing the role of the professional nurse.

8. Exhibit professional behaviors by adhering to standards of professional practice, be accountable for own actions and behaviors, and practice nursing within legal, ethical, and regulatory frameworks.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L	NUR2811L
Recognize one's own accountability for professional behaviors and demonstrate personal responsibility to practice in an ethical and legal manner as a beginning nursing student.	Demonstrate accountability for professional behaviors and to practice in a legal and ethical manner as a developing nursing student.	Demonstrate accountability for professional behaviors and to practice in a legal and ethical manner as an evolving nursing professional.	Practice professional behaviors and adheres to legal and ethical standards as an evolving nursing professional.	Value professional behaviors and embrace legal and ethical standards while practicing the role of the professional nurse.

B. General Curriculum Support of the Associate Degree Nursing Program Philosophy and Education Outcomes

SELECTED EXCERPTS FROM THE ADN PROGRAM PHILOSOPHY	A NATOMY & PHYSIOLOGY I & II	MICROBIOLOGY	NUTRITION	SOCIOLOGY	HUMAN GROWTH & DEVELOPMENT	ENGLISH COMPOSITON I	COLLEGE ALGEBRA	HUMANITIES ELECTIVE
"Using a holistic and scientific approach, nurses provide care to diverse populations in diverse settings. Nurses use compassion, critical thinking, and effective communication to assess, plan, implement, and evaluate care."	✓	✓	✓	✓	✓	✓	✓	✓
"Nursing is a creative, caring, scientific, and scholarly profession... [that] focuses on using a broad range of skills and knowledge... to assist diverse individuals, families, and groups within a community to achieve optimal health. Nursing is derived from the biophysical and psychosocial sciences within a critical thinking framework."	✓	✓	✓	✓	✓	✓	✓	✓
"Clients are holistic beings having physiological, psychosocial, intellectual, developmental, spiritual, cultural, and environmental needs."	✓	✓	✓	✓	✓			✓
"Health is defined as a client's ability to reach optimal functioning within a psychological, biological, physical, spiritual, and social environment."	✓	✓	✓	✓	✓	✓	✓	✓
"The nursing faculty arranges a variety of methods and experiences to accommodate learners from diverse cultural backgrounds with different learning styles."				✓	✓	✓		✓
"Learners are individuals who bring personal learning styles, socio-economic and cultural influences, beliefs, attitudes, and personal life experiences to the learning environment."				✓	✓	✓		✓

III. ASSOCIATE DEGREE NURSING PROGRAM PERFORMANCE STANDARDS

The Northwest Florida State College Associate Degree Nursing (ADN) Program has developed the following performance standards which are required of all students enrolled in the program. The standards reflect expected competencies of registered nurses (RNs) in the work place to ensure patient dignity and safety as well as serve as a tool to assist potential students in making career decisions. **Students with identified special needs must consult with the Office of Special Needs Student Services: 850-729-6079 prior to enrolling in the ADN program.** Associate Degree Nursing Program student candidates must also discuss any limitations that may hinder their ability to meet performance standards with their healthcare provider prior to enrolling in Northwest Florida State College nursing courses. Individual accommodations needed to meet program performance standards may be considered unreasonable by the ADN Program.

ISSUE	STANDARD	EXAMPLES in HEALTHCARE FACILITIES
Critical, Logical, and Analytical Thinking	Critical Thinking sufficient for clinical judgment.	<ul style="list-style-type: none"> ▪ Interpret assessment data and respond with appropriate interventions ▪ Work alone and to make independent decisions that meet the standard of care ▪ Identify and prevent potential medication errors
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> ▪ Emotionally stable in order to: <ul style="list-style-type: none"> - Perceive and effectively manage stressors in the work environment - Work with families stressed by the condition of a loved one - Work with other healthcare providers in stressful situations
Communication	Communication abilities sufficient for interaction with others in verbal and or written form.	<ul style="list-style-type: none"> • Follow verbal and/or written instructions • Communicate with others patient responses to therapy • Document patient responses to care • Consult with other healthcare providers in a professional, timely manner
Mobility	Physical abilities, including strength and stamina, sufficient to move from room to room and walk in hallways, maneuver in small spaces.	<ul style="list-style-type: none"> • Able to walk to and from departments to patient rooms • Assist in patient transport • Perform patient care for 8-12 hours; stand for prolonged periods of time • Push/pull equipment requiring force on linoleum and/or carpeted floor • Stoop, bend, squat, reach overhead while maintaining balance • Safely evacuate patients as needed in emergency situations
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective health care.	<ul style="list-style-type: none"> • Perform vital signs (manually and using automatic devices) • Perform physical assessment, safely manipulate equipment • Pick up, grasp and manipulate small objects with control • Perform electronic documentation and keyboarding
Physical Strength and Stamina	Ability to lift, carry, push or pull up to 50 pounds occasionally, 20 pounds frequently, and 10 pounds constantly.	<ul style="list-style-type: none"> • Lift, turn, transfer and move patients confined to bed, wheelchair or gurneys • Assist with lifting, holding patients safely from the floor or other surfaces • Stoop, kneel, crouch, climb, balance, stand, walk • Reach with hands/arms, push, pull, carry, lift and sit • Lift, move or manipulate heavy equipment
Hearing	Auditory ability sufficient to monitor and assess health needs.	<ul style="list-style-type: none"> • Hear blood pressure, breath sounds, heart sounds, bowel sounds • Hear alarms, call bells, and telephones • Hear conversations with/between patients, family, physicians and staff • Hear and correctly interpret verbal communication from others • Distinguish sounds with background noise
Visual	Visual ability sufficient for observation and assessment necessary in health care.	<ul style="list-style-type: none"> • Read patient charts, flow sheets, monitors • Draw up and administer medications; read small print on medications/syringes • Assess patient skin color/changes • Observe subtle changes in patients' conditions
Tactile	Tactile ability sufficient for physical assessment and to provide health care intervention.	<ul style="list-style-type: none"> • Perform assessment by palpation • Start IV's, perform sterile and non-sterile dressing changes • Insert urinary catheters

Latex Advisory: The use of latex/latex based products may exist in health care universal precautions and in environments such as, but not limited to, Nursing training laboratories, hospitals, and other clinical areas. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make an informed decision regarding their exposure to latex in the health care field.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

As a Nursing student, you are afforded the same rights, privileges, and responsibilities as all other college students (see current Northwest Florida State College Catalog). You must also abide by College policies and regulations as published in policy statements, the current College catalog, official manuals and publications. Additional rules and responsibilities are included in this handbook and in other nursing program publications, such as course syllabi. Further, all experiences in this program are educational in nature. Performance in the clinical area, for example, is for educational purposes only; your assignments in the clinical laboratory cannot be substituted for staff assignment in that area nor do you receive any type of compensation for your assigned work.

A. Study Obligations

You need to study for a minimum of two hours for every one hour in class. Balancing school, work and home life can be extremely stressful. You should work no more than 20 hours per week while enrolled in the nursing program. The Academic Success Center, Financial Aid Office, the Women's Resource Center, and the Career Resource Center may assist you in identifying support and resources. Many student organizations at Northwest Florida State College also have scholarship opportunities as well as other enrichment and support.

B. Attendance

Attendance is critical for all classes, skills laboratory, and clinical sessions. Each course syllabus outlines in detail the attendance policy for the course. Generally, not more than 10% of the scheduled classes can be missed without being withdrawn for excessive absences. Withdrawal from a course after the published voluntary withdrawal date set by the College will result in a failing grade ("F") for each course.

If you participate in the National Student Nurses' Association (NSNA) - Northwest Florida State College chapter, you are also bound by the attendance policies of the courses in which you are enrolled; the policies will be followed regarding your travel involved in club activities. Although the program encourages active participation by all students in the NSNA chapter, you must adhere to all established attendance and assignments in your courses. Your course instructors will work with you to help you meet course obligations if you wish to attend a regional or national NSNA meeting.

C. Conduct

As a nursing student, you are obligated to abide by College policies and regulations published in policy statements, the current Northwest Florida State College Catalog, official manuals/publications as well as all clinical agencies. Examples include, but are not limited to, cheating, hazing, harassment, or other college infractions.

1. General Rules

- a. Follow the "Golden Rule." Be courteous and respectful to peers, instructors, preceptors, and others.
- b. Avoid disruptions such as talking while the instructor is lecturing, distractive mannerisms, or frequent entering/exiting the classroom or laboratory during class.
- c. Make an appointment with the instructor to discuss specific concerns or personal issues.
- d. Per College policy, refrain from cell phone use while in class or clinical; cell phones will NOT be used in the clinical setting and must be turned off while in class.
- e. Act in a professional manner, particularly in the clinical setting. Abide by all rules and regulations of the clinical facility.

2. Obtaining assignments in clinical facilities (pre-clinical experiences)
 - a. You are permitted to be in clinical areas only as specifically assigned by your nursing instructor.
 - b. You must be dressed appropriately in street clothes (no jeans), closed-toed shoes, and a buttoned lab coat (see Dress Code) with name pin clearly readable on the top left area, and the facility ID badge appropriately displayed.
 - c. You are responsible for obtaining information for your own assignment.
 - d. You can provide direct nursing care to clients or assist others in providing nursing care ONLY during your clinical laboratory hours, not while obtaining assignment.

3. Protecting Test Security Processes

If you breach test security processes, you will be subject to disciplinary action as described below:

- a. Removing any portion of a course or program examination from the testing site; you may receive a grade of "0" on the examination in question.
- b. Sharing any information concerning any nursing course or program examination by electronic or other means; you may receive a grade of "0" on the examination in question.
- c. Sharing information regarding a secured nursing examination procedure, e.g., SPD; you may receive a failing grade on that procedure.
- d. Disrupting any testing processes/procedures in any way that interferes with the normal operation of the nursing department; you may receive a rating or grade of "0" for that or other procedures as identified by the faculty.

D. Children on Campus

Children are not allowed in class or at the clinical site.

E. Religious Holidays Considerations

If you have religious considerations regarding class or clinical instruction, you should discuss such concerns with the Program Chair in advance.

V. CLINICAL EDUCATION

A. Professional Conduct

1. General rules of conduct in the classroom extend to the clinical laboratory as stated above.
2. While engaged in clinical performance or observational activities you MUST:
 - a. act in a professional manner while in the clinical area, abiding by all rules and regulations of the clinical facility.
 - b. adhere to the confidentiality policies of the clinical facility at all times (see Confidentiality Attestation Form).
3. You must NOT:
 - a. under any circumstances, photocopy any portion of the patients' charts or remove any documents containing patient identification information.
 - b. disrupt the normal workflow in the clinical area.
 - c. accept or give gifts (monetary or other) to/from patients or agency staff.
 - d. perform any skills in the clinical laboratory setting without the direct supervision of the clinical instructor or another RN preceptor as approved by the instructor.

B. Clinical Hours

1. Assigned clinical hours will vary with semester and rotation requirements.
2. Some rotations may begin as early as 6:00am. Other rotations may end as late as 7:00pm.
3. The capstone clinical nursing course (Nursing Practicum – NUR 2811L) will require a total of 145 clinical hours over a 4-5 week period. These hours may be scheduled during day or night shift rotations and are usually scheduled as 12-hour shifts.

VI. STUDENT HEALTH

A. Personal Assumption of Responsibility for Disease and/or Injury

As a nursing student, you must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids.

1. Exposure to Communicable Disease. You are responsible for your own health care. Should you contract a communicable disease or be exposed to same via body fluids or other means, you must report such exposure or condition to your clinical instructor or preceptor **immediately**. Should immediate assessment and treatment be deemed necessary (including emergency care), you must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.
2. Accident. Should you become injured in a clinical facility or traveling to/from a clinical facility, you must assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions as a result of the accident. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.
3. Illness. You are responsible for informing your instructor(s) of any health condition which increases potential risk to you. You must also report any health condition (including prescription medications or other treatment) which may potentially harm a client (for example, a febrile illness, infectious skin lesion, or medication that causes drowsiness) or otherwise render you unfit for providing nursing care.

Note: You must notify the Program Chair when using any prescription drugs, with the exception of antibiotics and contraceptives, as medications may affect behavior. Notification is required at any point in the program.

If your health status (physical or mental) is, in the opinion of the faculty/preceptor, impaired in the delivery of care, you will be required to leave the patient care area and must arrange for someone to pick you up and take you home or to see a healthcare provider. You may be required to submit proof of medical assessment and/or interventions as determined by the Program Chair. Should you be unable to meet the program standards, you may be dismissed from the program. You may appeal the dismissal through the appropriate channels within 24 hours.

B. Substance Use and/or Abuse

- Substance abuse is inconsistent with the ethics of health technology, the Associate Degree Nursing Program, and Northwest Florida State College.
- Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors which can be life threatening to self and others.
- You may be asked by the Associate Degree Nursing Program, Northwest Florida State College, or the affiliating clinical agency to submit to individual, group, and/or random drug screening at any time. The College reserves the right to determine the agency to conduct the drug screening.
- You will be asked to submit to drug screening as a component of the admission or readmission procedure, and as required for clinical rotations at various health care facilities or community agencies.
- Random and group drug screening costs will be paid by the College. You are responsible for drug screening costs for individual screening, initial admission, clinical assignments, or readmission.
- Refusal to comply with requested screening within the time frame directed will result in dismissal from the Associate Degree Nursing Program.

"NWFSC is alcohol and drug free in accordance with Public Law 100-690, The Anti-Drug Abuse Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property. This policy applies to employees, students, and visitors." Any violation of this policy the individual may be subject to disciplinary action" (NWFSC Catalog, Student Handbook section, Substance Abuse section).

C. Arrest Records and Drug Use/Abuse

1. For continued progression in the Associate Degree Nursing Program, you must not have been found guilty, regardless of adjudication, of any offense, that would disqualify students under the same standard(s) set for employment as a Certified Nursing Assistant (CNA) in a nursing home (F.S. 400.211). After acceptance and continuing enrollment in this program, you are also responsible for notifying the Program Chair of any arrest, regardless of adjudication, that occurs after acceptance and continuing through enrollment/graduation. Failure to promptly notify the Program Chair shall be grounds for dismissal from the program.
2. Once admitted, you must also remain drug-free throughout your tenure in this program. Failure to do so shall be grounds for dismissal from the program. You are required to be drug and/or alcohol free when reporting to school and while at affiliating agencies (including parking lots and grounds). For all affiliating agencies which require you to be subject to the agency's drug testing policies, including but not limited to reasonable suspicion that you may be impaired or are using or have used illegal drugs and/or alcohol, you may be tested in accordance with the affiliating agency's policies. Prior to being assigned to an affiliating agency, you will sign consent to allow the affiliating agency to release any drug testing results to the College. If tested by an affiliating agency, you will provide the Program Chair with a copy of any test results. Failure to promptly do so shall be grounds for your dismissal from the program. A positive drug or alcohol test result shall also be grounds for your dismissal from the program.

D. Immunization Status

In order to participate in clinical laboratory experiences, you must submit all required forms and proof of immunity to infectious diseases through Certified Background. All forms, which you will download from Certified Background, must be completed thoroughly, as they will be reviewed by Certified Background personnel.

1. Health Form includes a health history, which is completed by you and a physical examination, which must be completed by your healthcare provider. Be sure to review the entire form PRIOR to your appointment. You may need to have immunization titers ordered during this appointment, so PLAN AHEAD! You must include all current medications you are taking and all of your allergies, especially latex allergy. You must also review the Performance Standards and have your healthcare provider acknowledge that page as indicated. It is YOUR responsibility to have the form completed appropriately!
2. **Laboratory results** of a TB Skin Test (1-step) or, if you have a history of a positive skin test or this test comes back positive, you must submit chest x-ray results. **The TB screening must be repeated every year.** Upon renewal, you must either repeat the TB Skin Test (1-step) or, if you have a history of a positive skin test, submit a TB Questionnaire.
3. A copy of your immunization record or **laboratory results of titers** for all required immunizations as listed in Certified Background.

Certified Background will send email reminders. However, failure to comply with submission deadlines or to maintain health records as required will result in a withdrawal from the course.

E. Pregnancy Policy

If you wish to remain in the program after voluntarily disclosing pregnancy, a current letter from your physician or other health care professional must be on file and updated as your pregnancy progresses. The letter must indicate any restrictions and recommendations of the healthcare professional regarding your participation in class or clinical. A “return to clinical bedside care and class” is required for “fitness to return to duty” following delivery.

If you do not voluntarily disclose the pregnancy, you are considered to be not pregnant. You may recant admission of pregnancy at any time in writing and will be considered not pregnant.

F. Safety

The Associate Degree Nursing Program at Northwest Florida State College complies with OSHA standards for hazardous materials control, infection control and exposure as well as with clinical facility policies and procedures regarding OSHA, HIPPA and other safety issues.

Personal Injury/Exposure to Blood or Body Fluids

1. Fire Safety

You must comply with facility policies regarding fire safety.

2. Safety Goggles or Glasses

The policy for use of safety glasses by students during clinical hours is as follows: Safety glasses are encouraged to be worn when assisting or performing procedures that may compromise your protection. When in doubt, put glasses on.

3. Gloves

You are to wear gloves in accordance with the facilities' infection control policies and when:

a. caring for patients who have an open wound (wrapped or unwrapped), appearance of blood, seepage, or any possible contaminant.

b. handling body fluids, i.e. disposing of urine, vomitus, lab samples, etc.

Note: In case of known allergy to latex, you must wear non-latex containing vinyl gloves.

G. Health Services

See the College catalog for information on:

- available first aid and emergency services.
- AIDS and Alcohol/Drug Abuse information and counseling. Confidential counseling is available through Student Services on the Niceville (729-6079) and Fort Walton Beach (863-6508) campuses.

H. Legal Responsibilities

You pay a fee for malpractice insurance. You should carry illness or injury accident insurance while in the program, as you are responsible for costs incurred, through no fault of the facility, for an injury or illness contracted while on duty.

I. Inclement Weather and Emergency Closures

The College will announce closing or other weather or emergency precautions. You will be advised of such procedures as published in each nursing course syllabus.

VII. DRESS CODE AND CLINICAL SUPPLIES

A. Class: You must conform to the dress code found in the College catalog which states: “Students are expected to dress safely and comfortably in attire which is non-distractive and appropriate to the educational environment. Except where safety or other program/course restrictions mandate special attire, students, faculty and staff are expected to dress in a manner that is suitable to and that will enhance the educational experience.” Any violation may result in being dismissed from class for the day.

B. Clinical: You are responsible for purchasing and wearing all parts of the required nursing uniform. As a nursing student, you are not only representing Northwest Florida State College during clinical rotations, but you are also a guest at the affiliated clinical sites. You represent that clinical facility to which you are assigned during your clinical hours. Therefore, it is the policy of the Nursing Program that you present a professional image at all times during your clinical rotations. This is accomplished by the following:

1. Clinical Attire:

- a. A uniform designed for the Nursing Program.
- b. Associate Degree Nursing Program patch sewn onto left sleeve, near the top.
- c. White leather clinic-type shoes or white all-leather athletic shoes (white laces only; no cloth athletic shoes, sling-backs, clogs/open-back shoes, or open-toed shoes).
- d. White hosiery.
- e. Name pin worn on the left upper side of the uniform, above the NWFSC embroidery. The pin **MUST** have a black background with white letters with first name and last name initial followed by "S.N." (Example: Jill J., S.N.) The second line should read: Northwest Florida State College.
- f. College-issued photo ID in college-issued clear plastic badge holder clipped to uniform with the metal clip only. **NO** retractable badge holders or lanyards are permitted.
- g. White lab coat, with name pin on the left side, worn at all times in the clinical area while collecting information for assignments, during observation experiences, or other student duties as directed by the nursing instructor. College-issued photo ID in badge holder as described in 1.f. must also be worn with lab coat when collecting information for assignments.
- h. Street dress may be allowed and/or required in some clinical settings, such as psychiatry or community health.
- i. White sweater for cool weather. A white (not off-white), collarless shirt (short, three-quarter, or long sleeves) may be worn under uniform for warmth/comfort. (Please ensure that if short sleeves are worn, they do **NOT** extend below the short sleeves of the uniform.) No thermal underwear tops are permitted. Long sleeves may not be worn under facility-provided scrubs worn in OR/L&D.

2. Skills Lab Attire:

- a. Scheduled Sessions with Instructors: The uniform designed for the nursing program will be worn in all scheduled sessions that take place in the on-campus skills lab, including skills lab class sessions, Skills Proficiency Day, and simulation days.
- b. Non-Class Practice Sessions: Uniforms are **NOT** required during non-class practice sessions. However, dress appropriately with adequate coverage. No open-toed shoes or shoes with holes (i.e. "crocks") are permitted in the skills lab. This is a safety concern, and you will be dismissed from the lab if you are wearing inappropriate footwear.

3. Jewelry: The only acceptable items of jewelry permitted while in uniform are as follows: wedding band only (no mounted gemstones); one pair of post earrings in earlobes only; watch with second hand.

4. Tattoos: Tattoos must not be visible when wearing student uniform. See clinical instructor for assistance in how to cover exposed areas. If you are not able to cover tattoos, clinical facility and/or patient may refuse to have you attend them.

5. Personal Hygiene: You must at all times:

- a. Practice good body and oral hygiene, using effective deodorant.
- b. For both male and female students: clean hair, neat and conservatively styled, off the face, shoulders and back; it must also be arranged so it does not fall forward (plain band or barrette that matches hair color only—no clips or bows). Beards, mustaches, and/or sideburns should be well groomed and short.
- c. Nails clean, length to tip of finger only and unpolished; **NO acrylic/gel nails/polish allowed.**
- d. No perfume, scented hand or body lotion, or other scents.
- e. If using tobacco products:

1. take precautions to guard against transmission of tobacco smells.
2. adhere to school and/or facility smoking policy.

6. Uniforms in Non-clinical Public Places: If in a public place after clinical, such as restaurants, the mall, or grocery store, change into street clothes and remove nametag.

C. Laboratory Supplies

1. Supplies needed for all lab experiences (on-campus skills lab and clinical lab):
 - a. Stethoscope
 - b. Penlight
 - c. Bandage Scissors
 - d. Watch with second hand
 - e. Permanent black ink pen
 - f. Small calculator.
2. Articles banned or restricted during clinical hours while on duty:
 - a. Calling feature on cell phones
 1. Place smart phone in “airplane mode”
 2. Turn sound completely off (do NOT leave on “vibrate” mode as this is distracting during clinical hours)
 - b. Other articles as directed by the clinical instructor and/or the clinical agency

D. CPR Certification

You must maintain BLS competencies (CPR Provider status) while enrolled in the Associate Degree Nursing Program. Failure to meet this requirement will result in program dismissal.

VIII. GRADING

- A. The general grading policy is outlined in the current Northwest Florida State College catalog. You are subject to all policies published in the “INSTRUCTIONAL STANDARDS and REGULATIONS” section and to the grading and examination policies as published in each nursing course syllabus.
- B. Your overall GPA will be computed following the 0 – 4-point scale for grade quality points as published in the current college catalog.
- C. Grading Policies
 1. Final course grades. The grading policy for the Associate Degree Nursing program is as follows:

A = 90-100	P=Passing (applies to clinical courses only)
B = 80- 89	
C = 75- 79	
D = 70-74	D=Failing (applies to theory courses only)
F = below 70	F=Failing (applies to both theory and clinical courses)
 2. Withdrawal or Failing Grade in Nursing Co-requisite Courses (see chart on next page)
 - a. Withdrawal from nursing courses: If you withdraw from a co-requisite nursing course during the term of enrollment and by the withdrawal date as published by the College, you will receive a “W” for the companion, co-requisite nursing course.
 - b. Failing grade in one co-requisite nursing theory course: If you earn a final course grade of 75 or less, you will receive a D or F (determined by grade computation) in the theory course and a “NG” designation for the companion clinical course IF you were passing the companion course.
 - c. Failing grade in one co-requisite nursing clinical course: If you earn a final course grade of “U”/ Unsatisfactory, you will receive a final grade of F-failing (determined by faculty evaluation of clinical performance) and a “NG” designation for the companion theory course IF you were passing the companion theory course.

- d. Failing grades in both co-requisite nursing courses: If you earn a failing grade in a co-requisite nursing theory course (D or F) as well as a failing grade in the companion clinical, co-requisite course (F), the final course grade for theory will be D or F and the final grade for clinical will be F.

Withdrawal or Failure Grade Options

Nursing Course	Grade Option	Co-requisite Course	Grade Option
NUR 1021C	W	NUR 1021L	W
NUR 1021C	D or F	NUR 1021L	NG or D, F
NUR 1021L	W	NUR 1021C	W
NUR 1021L	F	NUR 1021C	NG or D, F
NUR 1231C	W	NUR 1750L	W
NUR 1231C	D or F	NUR 1750L	NG or F
NUR 1750L	W	NUR 1231C	W
NUR 1750L	F	NUR 1231C	NG or D, F
NUR 2233C	W	NUR 2233L	W
NUR 2233C	D or F	NUR 2233L	NG or F
NUR 2233L	W	NUR 2233C	W
NUR 2233L	F	NUR 2233C	NG or D, F
NUR 2241C	W	NUR 2241L	W
NUR 2241C	D or F	NUR 2241L	NG or F
NUR 2241L	W	NUR 2241C	W
NUR 2241L	F	NUR 2241C	NG or D, F

- D. **CLINICAL and THEORY GRADES:** You must earn a passing grade (“P”) in each nursing course clinical component AND a minimum average grade of 75, or “C” in the theory component of each nursing course in order to progress in the nursing program. You must also successfully complete all assignments in each nursing course as part of the course requirements. Failure to comply with submission of all course assignments may prohibit you from writing the final course examination or the standardized achievement test. Standardized achievement test scores and assignments may or may not be computed as part of the final course grade. See each course syllabus for specifics.
- E. You must complete general education and support course requirements by the time you begin the fourth semester of nursing coursework (with the exception of SYG2000, which can be taken online during the fourth semester) with a minimum grade of “C” in all courses. If you should withdraw or otherwise exit the nursing program and return to the nursing program, you must follow the curriculum plan that is in place at the time of your readmission.
- F. If you fail a course or leave the program and are readmitted, you must demonstrate competency to level in order to enroll in the required nursing course. This may be accomplished via a written and/or psychomotor random skills examination/ proficiency demonstration determined by the course faculty. Only one testing opportunity is allowed. An unsatisfactory score on the exam will prohibit enrollment in the course. Consult with the Program Chair for details.

G. If you plan to continue your nursing education after earning the AS degree from Northwest Florida State College, you should contact the nursing program of choice immediately to assure compliance with all the transfer requirements of that program. A smooth transition into the Northwest Florida State College RN to BSN program is in place.

H. Examinations

1. Alternate examinations may be used for make-up testing experiences.
2. Test grading and test review policies are published in each course syllabus.
3. You should make every effort to avoid receiving "I" grades in nursing courses. The problems associated with this are numerous, but the major factors are:
 - a. possible interruption of financial aid.
 - b. forfeiting continuance in the nursing course sequence (you may lose your slot into the next class and will be admitted only after all other returning students in good standing are admitted).
4. You must earn at least a 75% average on written examinations in each nursing course in order to successfully pass the course. A passing average on written examinations must be met in order to compute additional grades for other course assignments as part of the final course grade.

I. Evaluation of Written Assignments

1. All written assignments must be submitted on time. It is extremely disruptive to the evaluation process when assignments are submitted late. All written assignments (theory and clinical) must be submitted before you are permitted to take the final exam.
2. If an assignment is unsatisfactory, it will be returned to you. You must correct deficiencies and re-submit the assignment by the date designated by your instructor.
3. You must achieve satisfactory evaluation/score on all assignments (including selected standardized achievement tests) before you can earn a passing grade for the course. **A satisfactory evaluation/numerical grade may be used to alter your final course grade, which could raise or lower the grade earned via written examinations as noted above. The numerical grade on written assignments CANNOT be used to raise your final grade to a passing level (see above and course syllabi for grade formula).**

J. Clinical Performance Evaluation

You are evaluated in the clinical laboratory component of each clinical nursing course in conjunction with the theory component. To pass each clinical component you MUST:

1. have not threatened the health and/or well-being of a patient---*considered a "critical incident"*.
2. validate competency via skills performance evaluation by the end of the designated time (see course syllabi policies).
3. achieve at least a final average grade of 75% on theory (classroom) work.
4. achieve "satisfactory" ratings on the Clinical Performance Evaluation Tool.
 - a. The clinical evaluation, which will be recorded on the Clinical Performance Evaluation Tool for each course will be divided into two (2) parts:
 - i. Formative Evaluation: This is your learning time. The length of the formative evaluation time will be established by each nursing course; it occurs during the first part of the semester. Your clinical instructor will meet with you regularly to advise you of your progress in meeting clinical performance criteria.
 - ii. Summative Evaluation: This is your clinical testing time, which will be established for each nursing course; it will occur during the last part of the semester.

- b. Your formative clinical performance will be evaluated as “Met” (“M”) or Needs Improvement (“NI”).
- Met (“M”) indicates that you have met the criteria behavior that demonstrates knowledge of skills related to the course objectives without jeopardizing the client’s health or well-being.
 - Needs Improvement (“NI”) performance is behavior that demonstrates basic/beginning competency and safety but fails to demonstrate the dexterity/level of completeness of care desired.
- c. Your summative clinical performance will be evaluated as “Satisfactory” (“S”) or “Unsatisfactory” (“U”). You must have all Satisfactory ratings to pass clinical.

K. Skills Proficiency Day

A scheduled “SKILLS PROFICIENCY DAY” (SPD) may occur in any course at any time. On this laboratory day, you will be expected to complete previously taught skills in a satisfactory manner. You may also complete a written examination covering rationales and other selected aspects of skills taught in each clinical course. **You must score at least a 75% on the written SPD examination in order to pass the clinical course.** Additional attempts on the written examination will be addressed in each clinical course syllabus.

L. Probation

At any time during the clinical course, you may be placed on probation if your clinical instructor determines that you are not meeting the clinical objectives, i.e. you are in danger of failing the course. You will receive a probation contract outlining the remediation steps you must take to meet the objectives. You must meet all the terms of the probation contract by the end of the course in order to successfully pass the course.

Your FINAL grade for the clinical course will be recorded as a “PASS” (P) or “FAIL” (F) on the official college transcript. Theory courses and their companion clinical courses are co-requisites that must be completed successfully together. **If you earn a failing grade in either the theory or the clinical co-requisite course, you must repeat both courses before they can progress in the nursing program curriculum sequence. For a course failure or withdrawal, you may repeat a nursing course only once.**

M. Grounds for Termination

Critical Incidents

1. Definition: A critical incident is defined by the clinical instructor, based on the expertise and knowledge of the instructor, and supported by established standards of nursing practice, as any incident in which the health or well-being of a client is threatened or jeopardized due to your actions. If your clinical instructor prevents a critical error, you are still at fault.
2. Examples of “Critical Incident” behaviors include, but are not limited to, the following:
 - Functioning outside the scope of practice allowed in the “professional nursing student role” as published by the Florida Board of Nursing Rules and Regulations. Omitting safe, essential care to clients, e.g., failure to monitor vital signs, safety needs; postoperative care and monitoring of vital functions and wound assessments; communication and documentation of changes in patients’ conditions.
 - Failure to observe nursing ethics and legalities, e.g., performing in the clinical laboratory area while chemically impaired or ill with a communicable disease; breach of confidentiality; falsifying information, stealing or cheating in any form.
 - Committing acts that harm or threaten clients (threats to physical, biological or emotional safety):

- **Physical Safety:** unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which could result in potentials falls, lacerations, burns; failure to clear air from an IV line, administering medications and treatments incorrectly; abandoning clients, such as leaving the clinical area for any reason without reporting the clients' condition to assigned RN preceptor and/or instructor; leaving patients unattended during potentially unsafe situations.
- **Biological Safety:** unsafe behaviors: failing to recognize errors in aseptic technique, attending clinical site while ill; performing technical actions without appropriate supervision; failing to seek help when needed.
- **Emotional Safety:** unsafe behaviors: threatening patient, making patient fearful, providing patient inappropriate or incorrect information; failing to seek help when needed; demonstrating unstable emotional behaviors.
- **Unprofessional Practice:** behaviors which are inappropriate to the student-instructor, student-student, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Nursing Program or Northwest Florida State College. Examples include, but are not limited to, verbal or non-verbal language, actions or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors or which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards (see "ANA Code of Ethics with Interpretive Statements" at <http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>).

3. Procedure: Your clinical nursing instructor will document a critical incident on a Critical Incident Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified. Your instructor will meet with you to review the behavior(s), make recommendations, and obtain your comments and signature. You will receive a written notice of actions taken as a result of the incident, including a recommendation for academic dismissal from the course, if applicable.

Should you wish an academic hearing regarding the incident and possible dismissal from the program, you must request such in writing to the Program Chair within two days following the critical incident conference with your clinical instructor. A hearing with an ad hoc nursing faculty committee will then be arranged. You cannot perform in the clinical laboratory but may attend theory classes until the hearing has been conducted. Following the hearing, the committee chairperson will submit the committee's recommendation to the Program Chair who will meet with you to advise you of the decision to retain or dismiss you from the Nursing Program. You may continue the appeal process (see College Catalog regarding grade appeals). Future readmission to the program may be contingent upon completion and documentation of appropriate remediation activities.

N. Grievance Procedure

If you believe you have been done an injustice through the action of another student or instructor, you may seek assistance using the procedures cited in the College Catalog. As cited, the Informal Grievance Procedure, including discussion with the instructor/Program Chair, is the starting point. Direct communication in resolving concerns is an encouraged professional behavior in this program. The following are the recommended steps for resolving student complaints or grievances. It is divided into two components.

Complaint: A complaint is considered an informal inquiry, usually presented in verbal form, regarding a student's belief that an injustice has been committed against him by an instructor, student, or person related to his position as a student nurse. A complaint should be handled at the lowest level possible. You should bring your complaint to your instructor at the time of the incident. The instructor will make every effort to resolve your complaint at the time you bring it forward. If you feel there is not a successful resolution of your complaint, you may bring the issue to the course

coordinator and then to the Program Chair. Once you have elevated your complaint to a higher level, it is considered to be a grievance and should be presented in written form.

Grievance: A grievance is a written complaint which could not be resolved at the lowest level. All grievances will be reviewed by the Program Chair. Once you have submitted a grievance, be sure to state all the facts about the incident. The Program Chair will arrange an appointment with you to review the grievance and make every attempt to resolve the grievance in accordance with (IAW) the nursing course syllabi, program guidelines, and college policies. Please note the Program Chair may refer your grievance to an ad hoc committee of faculty members before making a final determination on your grievance. This committee, which will be comprised of faculty not directly involved with the incident, will review all documentation regarding the grievance, may or may not choose to ask you to speak to them about the incident, and will then make a recommendation for resolution to the Program Chair. The Program Chair will then make a final determination on your grievance and notify you within one business day with the decision. If you are not satisfied with the decision made by the Program Chair, you may take it forward for appeal to the Dean of Career and Technical Education.

If you are not satisfied with the decision made at the level of the Dean, you may elevate your grievance IAW instructions in the College Catalog as outlined in **Grievance Procedures** and **Student Code of Conduct – Regulations and Policies**.

IX. READMISSION PROCEDURE

If you do not complete the prescribed nursing courses within a two-year sequence (if you withdraw from or fail ANY nursing course), you may be considered for readmission, SPACE PERMITTING, according to one of the following criteria:

- A. If you were satisfactory in both theory and clinical practice:
 - 1. Submit a formal, typed letter with your signature to the Program Chair stating a desire for readmission by the published admission deadline (usually by June 15 for fall admission and October 15 for the spring session).
 - 2. Validate all nursing competencies required for previous courses.
 - 3. Meet all requirements for returning to Northwest Florida State College.
- B. If you earned a failing grade in theory or clinical, you must:
 - 1. Meet the above requirements. The letter submitted to the Program Chair must include an explanation of why you were unsuccessful in your first attempt in the nursing course and the measures you have taken to improve your chances of success.
 - 2. Meet with the Program Chair.
 - 3. Priority for consideration and placement will be based on academic record (performance in nursing courses, minimum GPA 2.0 on a 4.0 scale), available space/resources, and score on the Nursing Program Readmission Rating Scale (see scale on next page).
 - 4. Complete remedial activities as prescribed by the Program Chair.

If you are selected for readmission, you must:

- 1. Submit proof of health status (including updated immunizations) via Certified Background.
- 2. Maintain current Provider CPR card.
- 3. Complete a drug screen and background check if there has been a gap in your program of study of 3 months or more (not inclusive of normally scheduled College breaks), or if mandated by the Program Chair.

Associate Degree Nursing Program Readmission Rating Scale

Student _____
ID #: _____

Date of Request _____
Course _____

Possible Points	Rating Factor	Student Points
2	1. Withdrew from course with passing theory grade (≥ 75) or passed all nursing theory courses prior to leaving program	
-1 or -2	2. Withdrew from course with failing theory grade (D=-1; F=-2)	
2	3. Withdrew from course while passing clinical or passed all nursing clinical courses prior to leaving program	
-2	4. Withdrew from course while on clinical probation or failed clinical	
-1 OR	OR	
-2		5. Failed one nursing course in curriculum
-2	6. Failed two nursing courses in curriculum	
-2	7. Failed one or two nursing courses due to critical incident	
1 OR	OR	
2		8. GPA of 2.5 – 2.99 (Nursing & support coursework only*)
	9. GPA ≥ 3.0 (Nursing & support coursework only*)	
1	10. Met HESI/other standardized exam benchmark** (HESI benchmark 900)	
-1	11. Failed to meet HESI/other standardized exam benchmark** (HESI benchmark 900)	
1	12. Met Dosage Calculation exam benchmark of 90%	
1	13. Received recommendation for readmission from clinical instructor	
-1	14. Clinical instructors did not recommend readmission	
1	15. Last nursing course taken <2 years ago	
-1	16. Last nursing course taken >2 years ago	
10 – -11	TOTAL	

NOTE: Eligible students will be ranked from highest to lowest number of points on the above scale & will be **considered** for readmission pending available resources for the desired course, e.g., space availability in the course/clinical and human resources necessary to meet the academic needs of all students who are enrolled in the course. **The final decision on accepting readmission or transfer students lies with the ADN Program Chair and the ADN Program Readmission Panel.**

*Any coursework needed for graduation with AS in Nursing will be included in computing the GPA.

**Each course will have one specific HESI exam (or equivalent exam from another testing company) that will count towards readmission/transfer:

- NPI – HESI Fundamentals exam (for students who previously completed NPI)
- NPII – HESI Fundamentals exam
- NPIII – HESI Mid-Curricular exam
- NPIV – HESI Pediatrics exam

Students seeking admission/readmission will be given the opportunity to take or retake the appropriate HESI exam **one time** to help improve their score on the Readmission/Transfer Rating Scale.

Please note that your attitude and behavior will be taken into consideration as your request for readmission is considered. (See statements below in the Non-Readmission Policy.)

X. NON-READMISSION POLICY

- A. If you earn a failing grade (D or F) or withdraw from two nursing courses in the Northwest Florida State College Associate Degree Nursing Program, you are ineligible for readmission; that is, you may not fail or withdraw from one nursing course twice OR fail or withdraw from two nursing courses, one time per course. You may only be readmitted to the ADN Program one time. Please note that one readmission is not guaranteed. Generally speaking, if it has been longer than **TWO** years since you were last enrolled in a nursing course, you will be not be eligible for readmission and must apply as a new student.
Exceptions to all points above: If you are in good standing with the College and the ADN Program and are forced to withdraw due to illness, accident, pregnancy, family crisis, or extended military duty.
- B. If you have been dismissed from the ADN Program for a critical incident, such as a serious breach of ethics, safety violation or endangering the health or welfare of a patient, or any other behavior that jeopardizes the reputation of the ADN Program and/or the College, you will not be readmitted.
- C. If you have exhibited unprofessional behaviors towards faculty, clinical facility personnel or patients, or other students and do not accept correction; if you display an unteachable, critical attitude towards faculty; if you are rude or disruptive and do not accept correction, you may not be readmitted.

XI. PROGRESSION AND GRADUATION

- A. You must maintain *good standing* according to the Standards of Academic Progress, as published in the Northwest Florida State College Catalog, and a minimum grade of “C” in each nursing program support course and nursing course (including satisfactory rating for the clinical component of each course) in order to remain in the nursing program.
- B. You may not repeat any nursing or college course in order to improve your grade if grade is a “C” or better. Repeating a course in the nursing curriculum to improve your grade point average for progression purposes will be computed according to College policy regarding repeating courses.
- C. You are expected to attend all classes and clinical sessions as outlined in each nursing course syllabus. Veterans are subject to the same attendance requirements as all other students (see College catalog).
- D. You may be required to make up any/all assignments. If time for make-up is not available (such as at the end of a semester), you will be given an Incomplete (“I”) for the course until all assignments are completed. You cannot enroll in subsequent nursing courses until you earn a passing grade for the current course.
- E. You must follow all requirements as outlined in each course syllabus and planning guide for class and clinical preparation. You are **STRONGLY** encouraged to practice/review all skills in the skills laboratory at least two hours weekly (see nursing course syllabi for required skills). A nursing faculty member will be available as needed to assist you.
- E. You must apply for graduation from Northwest Florida State College. If you are delayed in graduating due to incomplete grades or failing to meet general education requirements, you will be delayed in writing the NCLEX-RN until you can show proof of your ASN degree to the Florida Board of Nursing as well as meeting other RN licensure application requirements.

XII. INFORMATION ACCESS/PRIVACY

Your official/administrative College student records are maintained in the College record system and can be accessed through RaiderNet on the College's main website at www.nwfsc.edu.

Student nurse administrative files are held in the custody of the ADN Chair. Files are available for review according to the parameters stated in the *Northwest Florida State College eCatalog* (<http://catalog.nwfsc.edu/index.php?catoid=7>) in the "Student Records" section.

Students' contact information and nursing administrative file contents are not publicized or shared beyond the legitimate necessity of the operation of the program.

Certain directory information as defined by the College is available to nursing faculty/staff and representatives of clinical agencies as needed for instructional purposes. These entities use the information only within the confines of their relationship with the program.

Additionally, medical and immunization information contained in the Certified Background file may be made available to representatives of clinical agencies as proof of compliance with the terms of the contracts maintained between the facilities and NWFSC.

Students wishing to share information in their student nurse administrative file with outside entities must provide a copy from their personal file, their Certified Background Profile, or obtain a copy from the originating issuer.

As a result of a students' admission process, the nursing program possesses background report information. This information is maintained under separate cover from the student nurse administrative file according to VECHS guidelines. Students may obtain a copy of the background report on file for their personal knowledge. Contact the nursing program office for the procedure.

XIII. STUDENT SERVICES

A. Academic Advising and Orientation

Once admitted to the Associate Degree Nursing Program, you will follow your prescribed Degree Plan as reviewed during orientation. Your Degree Audit is available via RaiderNet. You are responsible for reviewing the Degree Audit on a regular basis to avoid a delay in graduating due to failure to comply with the plan.

B. The Academic Success Center (ASC)

The ASC is located in the Student Activities Center (Building K), and is available if you need tutoring or academic assistance. More information about Learning Support Services at NWFSC can be found at www.nwfsc.edu/LearningSupport/.

C. Mathematic Laboratories

There are math labs available at the Niceville, Fort Walton Beach, DeFuniak, and Crestview campuses. All labs offer **FREE TUTORING** in all math subjects with **NO APPOINTMENT NECESSARY!** For lab hours and more information go to <http://faculty.nwfsc.edu/web/math/mathlab/>.

D. Career Planning Assistance

You may seek guidance on career planning through the Program Chair's office.

XIV. STATEMENTS OF UNDERSTANDING/ACKNOWLEDGEMENT

Following orientation to the program, please download, sign, and submit the “Student Handbook Acknowledgement” and “Confidentiality Statement” forms as directed by Certified Background, copies of which are provided on the following pages. *The statements in this Handbook serve as copies for your records.*

IF YOU HAVE ANY QUESTION OR CONCERNS ABOUT ANY INFORMATION CONTAINED IN THIS HANDBOOK, CONSULT THE ASSOCIATE DEGREE NURSING PROGRAM CHAIR BEFORE SIGNING THE STATEMENTS OF UNDERSTANDING AND ACKNOWLEDGEMENT.

Written 10/06, Revised 12/06, Revised 7/08, Revised 6/09, Revised 7/10, Revised 6/11, Revised 4/12, Revised 6/13, Revised 5/14

Associate in Science in Nursing Program Student Handbook Acknowledgement

I have accessed and read the NORTHWEST FLORIDA STATE COLLEGE ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK and the course policies. I do clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

(Please initial each blank):

<input type="checkbox"/> Philosophy	<input type="checkbox"/> Dress Code
<input type="checkbox"/> Student Learning Outcomes	<input type="checkbox"/> Grading
<input type="checkbox"/> Program Outcomes	<input type="checkbox"/> Readmission
<input type="checkbox"/> Performance Standards	<input type="checkbox"/> Non-readmission
<input type="checkbox"/> Student Rights and Responsibilities	<input type="checkbox"/> Progression and Graduation
<input type="checkbox"/> Clinical Education	<input type="checkbox"/> Student Records
<input type="checkbox"/> Student Health	<input type="checkbox"/> Student Services

The Nursing Program reserves the right to make changes in the curriculum or policies as deemed appropriate. Students will be notified in advance of any changes.

Student Name (Printed) _____ College ID# _____

Student Signature Date

CONSENT FOR RELEASE OF INFORMATION

Students' contact information and nursing administrative file contents are not publicized or shared beyond the legitimate necessity of the operation of the program. Certain directory information as defined by the NWFSC is available to nursing faculty/staff and representatives of clinical agencies as needed for instructional purposes. These entities use the information only within the confines of their relationship with the program.

Additionally, medical and immunization information contained in the Certified Background file may be made available to representatives of clinical agencies as proof of compliance with the terms of the contracts maintained between the facilities and NWFSC.

I authorize the release of information to clinical agencies as needed for instructional purposes as stated above. I further certify that I will not hold liable the nursing instructors, the Nursing Program, or Northwest Florida State College for sharing this specific information.

Student Signature Date

**ASSOCIATE IN SCIENCE IN NURSING PROGRAM
CONFIDENTIALITY STATEMENT**

It is imperative that we maintain the confidentiality of our patients. You, as a Northwest Florida State College nursing student, provide services to patients that are private and confidential, and you are crucial in helping to respect the privacy rights of patients. Patients provide personal information while receiving health care. That information may exist in a variety of forms, such as electronic, oral, written, or photographic. All of this information is strictly confidential and protected by federal and state laws.

Northwest Florida State College prohibits gathering any patient information unless it is required to take care of an assigned patient. Discussions about patients and their conditions, called Protected Health Information (PHI), are limited. (See “Exhibit B” of Fort Walton Beach Medical Center Orientation Packet for full definition of PHI.) Examples of acceptable uses of PHI include exchange of patient information needed for the treatment of the patient and for learning activities within the context of the clinical group conference.

CONTRACT for COMPLIANCE WITH CONFIDENTIALITY STATEMENT

In exchange for the educational opportunities provided to me through the clinical rotations, I agree that I will comply with all local, state, and federal requirements governing the privacy of medical information. If I, at any time, knowingly or inadvertently breach patient confidentiality policies, I agree to notify my clinical instructor immediately. In addition, I understand that any breach of patient confidentiality may require a review by the Program Chair and host facility managers, and may ultimately result in suspension or expulsion from the program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical site, including my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any information or photographs regarding my clinical experience, the clinical agency, its staff, or its clients/patients verbally or on any internet social media (i.e. Facebook, Twitter, email, etc.). If I violate this privacy requirement, I may be prohibited from returning to the clinical site. Such violation may also result in a delay in completing my degree requirements, or in further disciplinary action against me by Northwest Florida State College.

I understand that an electronic copy of this form is available to me in the *Nursing Program Student Handbook*, which will serve as the copy for my records.

Name (printed): _____ College ID#: _____

Student Signature: _____ Date: _____



**NORTHWEST FLORIDA
STATE COLLEGE**

**100 College Boulevard • Niceville, FL 32578
(850) 678-5111**

www.nwfsc.edu

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