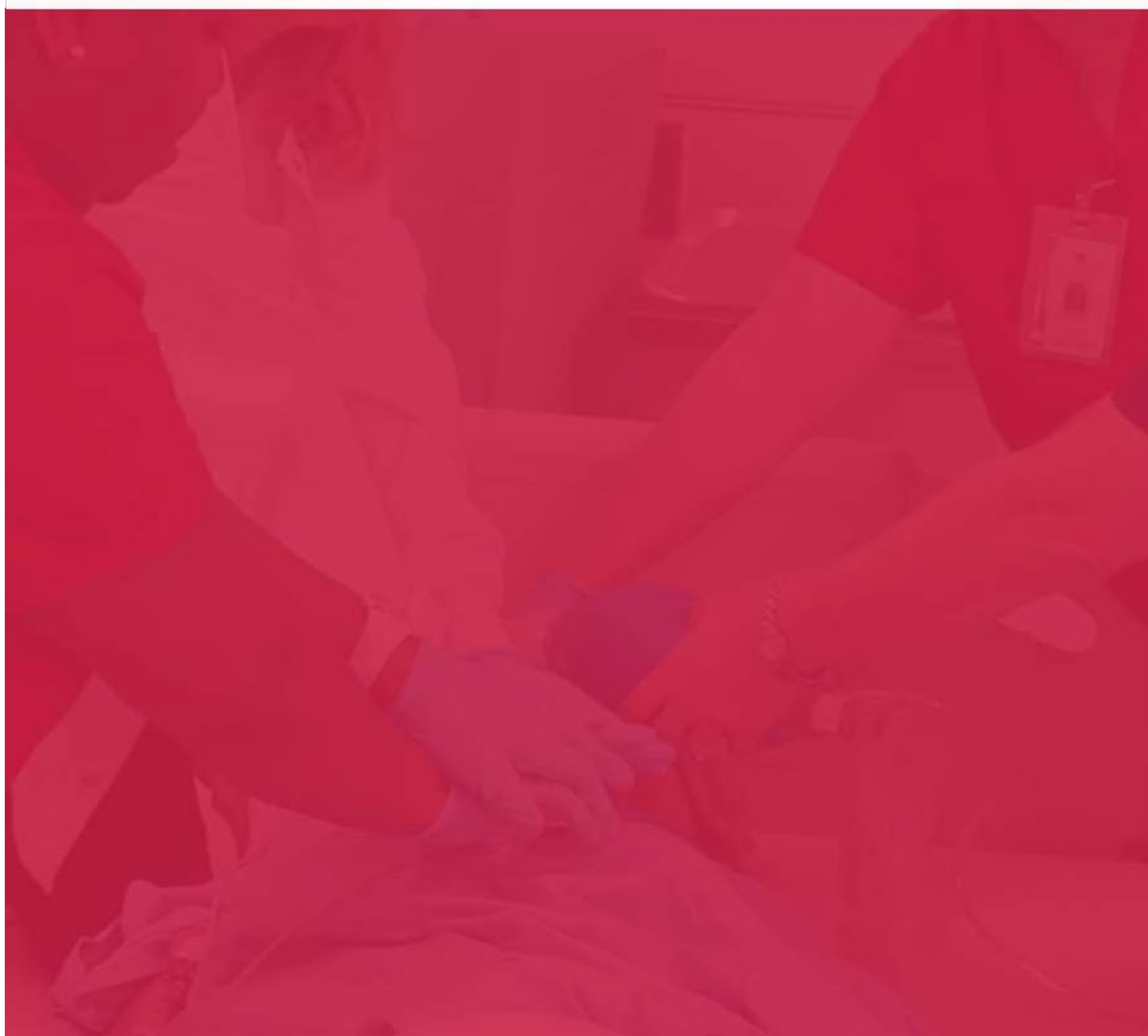




A.S. IN NURSING STUDENT HANDBOOK



Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sexual orientation, marital status, disability, or age in programs or activities, in its employment practices, or in the admission and treatment of students in its programs or activities.

If you have questions regarding compliance with the College's nondiscrimination policy or a complaint regarding harassment or discrimination, please contact the College's Equity Coordinator:

Roberta Mackey
Executive Director of Human Resources, Equity Coordinator
100 College Blvd. East, Niceville, FL 32578
Building: 310
Phone: (850) 729-5337
Email: mackeyr@nwfsc.edu

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations ([34 C.F.R. part 106](#)) prohibit and are designed to eliminate discrimination on the basis of sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination on the basis of sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include sexual harassment, sexual violence, and gender-based harassment. Northwest Florida State College complies with all aspects of Title IX and other federal and state laws regarding non-discrimination.

If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact the College's Title IX Coordinator:

Jessica Holley-Guiles
HR Specialist, Title IX Coordinator
100 College Blvd. East, Niceville, FL 32578
Building 310
Phone: (850) 729-5365
Email: holleyj4@nwfsc.edu

To read the College's Title IX procedure, [click here](#).

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic test of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

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WELCOME LETTER

To the Incoming Associate Degree Nursing Student:

Congratulations and welcome! We are pleased that you are a student in the Associate Degree Nursing Program at Northwest Florida State College. We are very proud of the program and the achievements of our graduates. We hope to assist you in becoming a highly competent professional nurse. We use the word “assist” to help you understand that you are responsible for successfully completing the four-semester program, as well as passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

This Handbook has been written to provide you with program guidelines and helpful information. Since this experience will probably be a very different learning experience than any you have encountered before, we encourage you to become familiar with all College and program policies. These policies encompass the professional, clinical, and academic behaviors that are to be explicitly followed. It is your responsibility to become knowledgeable of the contents within this Handbook. You will sign a statement (Handbook Acknowledgement) verifying that you do understand the contents of the Handbook, and that you do agree to abide by the guidelines set forth within. That form will be retained for the duration of your participation in the program. As such, this Handbook has not been written to replace the College Student Handbook, the College Catalog, the Procedures and Policies Manual, or any other official college document. It is to be considered a supplement to those documents. All nursing students are subject to the current rules and regulations set forth by NWF State College as well as the contents of this Handbook.

During your nursing education, the program faculty will strive to prepare you to become a professional nurse who is eligible to take the NCLEX-RN, the final step needed to become a Registered Nurse. However, graduation does not guarantee passage of the exam, nor does it guarantee you will find local employment as a nurse. This health care career program is one which takes much time and dedication on your part; therefore, we wish you all success as you make a commitment to yourselves and this course of study for the next two years. Also, let us offer our assistance in helping you make these upcoming years fulfilling ones. We believe that your graduation from this program and your successful career as a professional nurse will be the reward for all your efforts. I, along with the entire nursing faculty, look forward to having you in our program.

Sincerely,

Dr. Tanya Beauregard, RN, CNE

INTRODUCTION

The Associate Degree Nursing program is a sequence of courses that prepares students for employment as professional nurses in a multitude of healthcare facilities and positions. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic (theory) and clinical instruction to develop skills necessary for successful employment. This training also emphasizes the “soft skills” necessary to be a successful healthcare provider. Due to the highly technical nature of the nursing profession, students are expected to be proficient in basic computer skills and possess the ability to learn new programs and applications quickly.

Clinical rotations are completed at various clinical education sites. The staff and administration of the clinical affiliates provide support and assistance in maintaining the quality of the educational program.

Program graduates receive an Associates of Science in Nursing degree, have the qualifications of an entry level professional nurse, and are eligible to apply for the National Council Licensure Examination for Registered Nurses which is offered by the National Council of State Boards of Nursing (NCSBN). The college reserves the right to refuse any student participation in this examination on the basis of unsatisfactory scholastic or clinical achievement, unprofessional behaviors, and/or poor attendance.

Information in this Handbook is subject to change. Students will be informed of these changes as they occur.

ACCREDITATION

Northwest Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees.

The Associated Degree Nursing Program is accredited by the
Accreditation Commission for Education in Nursing Inc. (ACEN)
3390 Peach Tree Road N. E., Suite 1400, Atlanta, GA 30326 404.975.5000
<http://www.acenursing.us/accreditedprograms/programSearch.htm>

APPROVAL

The Associate Degree Nursing program is approved by:
Florida Board of Nursing
4052 Bald Cypress Way, Bin C2
Tallahassee, FL 32399
(850) 488-0595

ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

This Philosophy Statement of the Northwest Florida State College Associate Degree Nursing (ADN) Program is a collective representation of the members of the nursing faculty as individuals and as a teaching group. This philosophy guides us in the development of our 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 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

NWF State College 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 NWF State College provides a solid foundation for further personal and professional development leading to opportunities for continued growth and advancement in the nursing profession.

NORTHWEST FLORIDA STATE COLLEGE MISSION AND STRATEGIC GOALS

<https://www.nwfsc.edu/strategic-plan/>

NWF STATE COLLEGE ASSOCIATE DEGREE NURSING PROGRAM MISSION

The mission of the Associate Degree Nursing program is to prepare students to become competent, licensure examination eligible, entry-level professional nurses who are able to function efficiently within the healthcare community.

ASSOCIATE DEGREE NURSING 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 and national rates.
3. Of those graduates pursuing employment, at least 80% will be gainfully employed within 6 months of graduation.

ASSOCIATE DEGREE NURSING PROGRAM STUDENT LEARNING OUTCOMES

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

1. Create safe and effective patient care plans guided by the nursing process, clinical reasoning, and evidence-based practice.
2. Integrate evidence-based practice when planning care for increasingly complex clients.
3. Provide safe and quality care by implementing standardized practices, and safety-enhanced technology.
4. Engage in professional and therapeutic communication verbally, nonverbally, in writing, or through information technology.
5. Collaborate with the interdisciplinary team to provide client-centered interventions that address patients' preferences and culturally sensitive nursing care.
6. Demonstrate professional, legal, and ethical accountability within the scope and standards of nursing practice.

Student Learning Outcomes and Associate Degree Nursing Course Objectives

This table shows how the student learning outcomes (SLOs) and the nursing courses are related through linking each SLO to a series of related course objectives that become increasingly complex as the student progresses through the program.

NUR1021C/NUR1021L	NUR1231C/NUR1750L	NUR2233C/NUR2233L	NUR2241C/NUR2241L/2811L
Nursing Process			
Demonstrate beginning knowledge of the nursing process in caring for s in a variety of settings.	Integrate all steps of the nursing process in caring for clients in a variety of settings.	Integrate all steps of the nursing process and prioritize care for clients in a variety of settings.	Integrate all steps of the nursing process and prioritize care for clients in a variety of settings.
Evidence-Based Practice			
Define evidenced-based practice as it relates to the development of nursing care.	Develop a nursing care plan using knowledge, critical thinking, and evidence-based practice.	Develop an individualized nursing care plan using knowledge, critical thinking, and evidence-based practice.	Integrate evidence-based practice when planning care for increasingly complex clients.
Quality & Safety/Informatics			
Provide safe and quality care by identifying safety risks	Provide safe and quality care by identifying and responding to safety risks.	Provide safe and quality care by implementing standardized practices and safety-enhanced technology to reduce risk.	Provide safe and quality care by implementing standardized practices, and safety-enhanced technology.
Communication/Teamwork			
Identify professional and therapeutic communication skills in caring for clients, working with peers, faculty, and other members of the health care team.	Demonstrate professional and therapeutic communication skills in caring for clients, working with peers, faculty, and other members of the health care team.	Implement professional and therapeutic communication skills in caring for clients, working with peers, faculty, and other members of the health care team.	Engage in professional and therapeutic communication verbally, nonverbally, in writing, or through information technology.
Client-Centered care			
Identify the importance of client-centered interventions in developing a culturally sensitive nursing care plan.	Identify independent and collaborative client-centered interventions in a culturally sensitive nursing care plan.	Implement independent nursing interventions and collaborate with the patient to meet patient's preferences and provide culturally sensitive nursing care.	Collaborate with the interdisciplinary team to provide client-centered interventions that address patients' preferences and culturally sensitive nursing care.
Professionalism			
Demonstrate personal responsibility in the nursing professional role to practice in a legal and ethical manner as a beginning nursing student with culturally sensitive care of diverse populations.	Demonstrate accountability in the nursing professional role for professional behaviors to practice in a legal and ethical manner as a developing nursing student with culturally sensitive care of diverse populations.	Demonstrate accountability in the nursing professional role for professional behaviors to practice in a legal and ethical manner as a progressing nursing student with culturally sensitive care of diverse populations	Demonstrate professional, legal, and ethical accountability within the scope and standards of nursing practice

General Curriculum Support of the Associate Degree Nursing Program Philosophy

SELECTED EXCERPTS FROM THE ADN PROGRAM PHILOSOPHY	A NATOMY & PHYSIOLOGY I & II	MICROBIOLOGY	NUTRITION	SOCIAL SCIENCE (Sociology or Psychology)	HUMAN GROWTH & DEVELOPMENT	ENGLISH COMPOSITION I	COLLEGE – LEVEL MATHEMATICS	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.”				✓	✓	✓		✓

STUDENT RIGHTS AND RESPONSIBILITIES

As a Nursing student, you are afforded the same rights, privileges, and responsibilities as all other college students. You must also abide by College policies and regulations as published in policy statements, in the current College Catalog, official manuals, and publications (Link to Student Handbook in the current NWF State College Catalog: <http://catalog.nwfsc.edu/content.php?catoid=19&navoid=4467>). 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.

DISABILITY SUPPORT SERVICES

Northwest Florida State College is committed to providing equal access to and equal opportunities for education to all students as guided by the Americans with Disabilities Act and other disability-related laws. If you are a student with a documented disability that is limiting your academic access, this website (<https://www.nwfsc.edu/students/disability-support-services/>) will provide you with information about accommodations and support services coordinated through Disability Support Services (DSS). The friendly staff of DSS looks forward to meeting with you to learn more about your goals while attending NWF State College and more about your needs while on campus. Contact them through the provided website link to make an appointment to learn more about their services.

HEALTH SERVICES

Please refer to the Northwest Florida State College Student Handbook for information about Mental Health Counseling Services (<http://catalog.nwfsc.edu/content.php?catoid=19&navoid=4467>).

CELL PHONES & OTHER COMMUNICATION DEVICES

Cell phones and other such electronic devices must be turned off during class and lab times. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.), cell phones and other electronic communication devices may not be permitted in the room. Where emergency situations require access to electronic communication services, arrangements may be made in advance with the instructor. Cell phones are not allowed in the Testing Center at the Niceville Campus.

EMERGENCY CLOSING

1. If NWF State College cancels classes, the student is not to attend clinical education or on-campus classes. Program course material will be covered at a later date.
2. If classes have returned to their regular schedule and the student believes he/she cannot make it to the clinical site due to road conditions, it will be treated as an absence.

Please visit the campus safety page at <https://www.nwfsc.edu/students/campus-services/safety/>

STUDENT-FACULTY COMMUNICATION

All students are expected to maintain current and up-to-date communication information in RaiderNet. This includes, but is not limited to, name changes, home address, home phone number, cell phone number, alternate phone numbers, and secured NWF State College email address. Occasionally, instructors and course administrators will need to contact students about clinical assignments, classroom changes, and other pertinent information related to the program. They make communication efforts by using the information available in RaiderNet. This information is also vital for student communication in the event of school emergencies such as inclement weather reports, campus closings, and other drills.

GRADING POLICY

The general grading policy is outlined in the current Northwest Florida State College Catalog (<http://catalog.nwfsc.edu/content.php?catoid=19&navoid=4470>). You are subject to the grading and examination policies as published in each nursing course syllabus.

Associate Degree Nursing Program Academic Standards

Evaluation of the student's achievement of the course objectives will be based on satisfactory completion of all required classroom activities.

The grading system for the Associate Degree Nursing program is as follows:

A = 90-100	P=Pass (applies to clinical courses only)
B = 80- 89	
C = 78- 79	
D = 70-77	D=Failure (applies to theory courses only)
F = below 70	F=Failure (applies to both theory and clinical courses)

Academic Requirements

The didactic (theory) portion of the program has been coordinated with the clinical experiences to best facilitate the student nurse's comprehension. You must obtain 78% or better in each Nursing theory course. **Additionally, you must earn at least a 78% average on written examinations in each nursing course to successfully pass the course.** A passing average on written examinations must be met to compute additional grades for other course assignments as part of the final course grade.

You must earn a passing grade ("P") in each nursing clinical course AND a minimum average grade of 78% as explained above in the companion theory course 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 taking the final course examination. Standardized achievement test scores and assignments will be computed as part of the final course grade once a 78% average on written examinations is achieved. Please see each course syllabus for more detailed information regarding grading procedures.

Students are expected to meet the benchmark for the level specific standardized exam stated in the syllabus. Failure to meet the benchmark for the exam in the Capstone Course, NUR 2811, will require the student to repeat the course.

Withdrawal or Failing Grade in Nursing Co-requisite Courses

If you withdraw from a co-requisite nursing course during the term of enrollment and by the published withdrawal date, you must also withdraw from the companion, co-requisite nursing course. You will receive a "W" in both courses.

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If you earn a final course grade of less than 78 in a theory course, you will receive a F (determined by grade computation) in the theory course and a “No Grade (NG)” designation for the companion clinical course IF you were passing the companion course.

If you earn a final course grade of “U”/ Unsatisfactory in a clinical course, you will receive a final grade of F-failure (determined by faculty evaluation of clinical performance) and a “NG” designation for the companion theory course IF you were passing the companion theory course.

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.

General Education and Support Course Requirements

You must complete general education and support course requirements in addition to nursing courses with a minimum grade of “C” in all courses to meet program graduation requirements. 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

Incomplete

In rare cases, a grade of “I” (incomplete) may be given at the discretion of the instructor(s) in a nursing theory course in the event that you have not completed course requirements during the prescribed time. You must have completed at least 70% of the coursework to be eligible for an incomplete. The incomplete is assigned only after you have made arrangements with the instructor and program director for fulfilling the course requirements. All work must be completed before classes begin the following semester or the grade automatically becomes an “F” and your progression in the program will be jeopardized. You must already be passing the course with a minimum grade of “C” to receive an incomplete.

You should make every effort to prevent receiving an “I” grade in nursing courses. The problems associated with this are numerous and can include possible interruption of financial aid and forfeiture of your slot in the next class.

A grade of “I” WILL NOT be given for clinical nursing courses with the exception of the final clinical course (NUR2811L). If excessive absences or missing requirements cannot be made up in the allotted semester time frame, a failing grade will be earned.

PROGRAM EXPECTATIONS

Professional Behavior

As a student in the nursing program, you are expected to demonstrate professional behaviors. If you should fail to meet expectations in any area, you may face disciplinary measures to include withdrawal from program. The following is a general list of expectations of the nursing students; it is not all-inclusive. You will be evaluated on your professionalism throughout the program. Please refer to course syllabi for additional information.

Demonstrate dependability and punctuality:

- Attend all classes, labs, and clinical assignments.
- Arrive for class, lab, and clinical with ample time to be prepared to participate at the designated starting time.
- Leave class, lab, and clinical at stated time or when dismissed.
- Contact instructor by phone or text message PRIOR to absence from class or clinical.
- Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Take full advantage of time available in labs and clinical experiences by staying on task and involved.
- Use time effectively.

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Work effectively and respectfully in the clinical setting:

- Stay in the assigned areas unless permission is granted by a clinical instructor.
- Accept assignments and direction from clinical instructors.
- Attend to the comfort, safety, and modesty of all patients.
- Continually maintain patient confidentiality.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Critique own performance with the standards set by the program.
- Maintain a professional demeanor at all times.

Work effectively and respectfully with peers and instructors, demonstrating mature communication skills:

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal style.
- Communicate in respectful manner.
- Respect personal differences of others.
- Use correct grammar and expression in verbal and written communication.
- Avoid use of offensive statements.
- Write legibly and complete assignments with acceptable quality.
- Listen actively.
- Be aware of limitation of knowledge on subject matter.

Assume responsibility for personal and professional growth and learning:

- Recognize problem or need for remediation.
- Assume responsibility for own actions.
- Demonstrate a positive attitude toward feedback.
- Communicate with the individual giving feedback.

Volunteer Hours

Volunteer hours are a program requirement. Students are expected to submit the equivalent of 5 volunteer hours for each semester they are enrolled in the program. Volunteer hours will be evaluated in NUR2441.

RELIGIOUS OBSERVANCE BY STUDENTS

The College shall accommodate recognized religious observances of students under existing state directives. For students whose religious observances interact with the following activities, the Program will take all reasonable steps to make provisions for the student to complete the activity: admission and registration, attendance in class, class activities, examinations, and official ceremonies, and class work assignments. Students wishing to participate in any recognized religious holiday observances are notify the instructor, in advance, of their absence. Students will be excused for such absences without penalty. Students are responsible for any material covered during their excused absence. A reasonable amount of time will be allowed to complete make up assignments. Students who believe they have been denied an education benefit because of their religious belief or practice may seek redress as outlined in the Student Grievance Procedures.

ATTENDANCE POLICY – THEORY COURSES

Attendance is critical for all class 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 asked to withdraw or receiving an “F” 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 withdraw from a nursing course that has a co-requisite, you will be required to also withdraw from that co-requisite 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.

READMISSION PROCESS

Students considered to be in Good Standing may seek readmission within one year of initial dis-enrollment from the NWF Nursing Program. Students may only seek readmission once. "Good Standing" is defined as students who have not been dismissed for behavioral issues or specific critical incident infractions. Additionally, the GPA requirement of 2.5 minimum is still in effect. Students are required to pass a didactic and practical examination that is reflective of the material satisfactorily met prior to initial dismissal from the Nursing Program. Please contact the Director of Nursing for additional information. (850) 729-6400.

If you are selected for readmission, you must complete a drug screen 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 Director of Nursing.

Ineligibility for Readmission

If you earn a failing grade (D or F) or withdraw from **two** semesters/levels 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 semester/level twice OR fail or withdraw from two semesters/levels, 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 **ONE** year since you were last enrolled in the nursing program, 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 profound illness, serious accident, pregnancy, family crisis, or extended military duty.

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.

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.

GRIEVANCE PROCESS

If you believe you have suffered an injustice that involves grades, the Program or the College failing to follow its processes and procedures, behaving in an unprofessional or inappropriate manner, or other matters that are not addressed by other complaint or grievance procedures, you may seek assistance using the procedures cited in the Student Handbook Student Complaints section of the College Catalog. Student grievances fall into two categories: academic and non-academic. While the grievance process is similar for both, different college offices are responsible for each category. Visit the Catalog at catalog.nwfsc.edu for the details of how to file a complaint and how your complaint will be processed. The College prohibits any form of retaliation against any student filing a grievance, academic or non-academic.

Academic Grievance Process

The student should first request a meeting with his or her instructor. If the matter is not resolved to the student's

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satisfaction, the matter can then be discussed with the Director of Nursing. If the grievance is not satisfactorily resolved informally, the student may then proceed with the formal process as outlined in the NWF State College Student Handbook

[Formal Grievance/Appeal form.](#)

Non-Academic Grievances

Non-Academic grievances must be initiated within 30 days of the incident being grieved. These procedures apply to all non-academic student grievances, including those alleging discrimination and harassment. Please refer to the NWF State College Student Handbook for guidance on handling both informal and formal non-academic grievances. [College Student Handbook Link](#)

ACADEMIC RESOURCES

Supplemental study materials in various forms are available to nursing students. You should make arrangements with the nursing faculty to use materials in the nursing lab and classrooms.

[Academic Services](#)

Academic resources and support for student success are now centralized in the Learning Commons (building 500). The Learning Commons comprises the Library, Academic Success, Tutoring, Math Lab, and other academic support services. Students are encouraged to visit the Learning Commons for assistance and to take advantage of individual and group study areas, computers, whiteboards, and free printing. Visit the [Learning Commons](#) page for hours and information.

[Tutoring](#)

Free tutoring is offered to all NWFSC students in individual or small group formats for courses in math, science, business, writing, and language. Assistance with study and organizational skills are also available as well as the option to submit a paper for feedback and help with writing skills. Tutoring sessions are provided in person or remotely through Zoom. Appointments are preferred to guarantee time with a tutor, but walk-in support may also be available. Visit [Learning Commons - Tutoring](#) for more information and open hours for walk-in support. Email lccoach@nwfsc.edu for questions and assistance with services at other campus locations.

[Open Computer Labs](#)

Northwest Florida State College has open computer labs available for students on the Niceville, Fort Walton Beach, DeFuniak, and Crestview locations. Social distancing measures are being implemented at all open computer labs. Please visit our [website](#) for more information on computer lab locations and hours.

CLINICAL REQUIREMENTS

ESSENTIAL FUNCTIONS & PERFORMANCE STANDARDS

Healthcare professionals must be able to perform essential functions to provide safe care, gather accurate data, and communicate effectively. To effectively train nursing professionals, these essential functions are incorporated throughout the program. Faculty and students are required to demonstrate proficiency of these functions in the campus, lab, and clinical activities. Essential functions (or technical performance standards) represent the critical non-academic requirements of the program that students must master to successfully participate in the program. To participate in a nursing education program, students must be able to comply with program's designated essential functions or request reasonable accommodations to execute these essential functions.

The Northwest Florida State College Associate Degree Nursing (ADN) Program has developed the following essential functions/performance standards which are required of all students enrolled in the program. The standards reflect expected competencies of registered nurses (RNs) in the workplace 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 Disability Support Services prior to enrolling in the ADN program. 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. Because providing direct patient care is physically and mentally demanding, students need to meet the physical and mental requirements of the position in the same setting in which they are completing a clinical rotation. A change or deviation from the initial healthcare screening which makes the student unable to meet the listed performance standards requires a release from a healthcare provider. This healthcare provider must be associated with the area of injury/concern*.

*Example: An orthopedic concern must be signed by a healthcare professional related to the care of the orthopedic injury.

ESSENTIAL FUNCTIONS AND PERFORMANCE STANDARDS

An ADN program student should possess the following capabilities:

1. Sufficient physical, motor, sensory, intellectual, emotional, and social/ communication skills to provide safe patient care utilizing a variety of equipment in different health care environments. *Examples* of performance standards for nursing practice are outlined below.
2. Be of sound mind and body to perform the professional duties of a nursing student without becoming injurious to self or others.

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ISSUE	STANDARD	EXAMPLES in HEALTHCARE FACILITIES
Critical, Logical, and Analytical Thinking	Critical Thinking sufficient for clinical judgment.	<ul style="list-style-type: none"> Competent assessing a patient in a timely manner and correctly interpreting 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 spontaneous verbal and/or written instructions Communicate with others patient responses to therapy Is able to effectively communicate in English Document patient responses to care Must be able to communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members/workers in a professional 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, walking independently with patients from department to department, around the patient room, down the corridor, from one patient room to another to take care of all patients on a team Assist in patient transport of all patients from bed to bed, bed to chair, etc. 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 Manual dexterity to start a patient's intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movement.
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 from varying distances with varying audible sounds. 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 tones Observe subtle changes in patients' conditions Read thermometers, assess wound status, and non-verbal behaviors

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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, give injections, perform sterile and non-sterile dressing changes, and insert urinary catheters without extraneous movements
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.		

Neither the College nor the Nursing Program discriminates on the basis of disability in admission or access to its programs, services, or activities for qualified individuals who meet essential functions requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are otherwise eligible to receive or participate in College programs, services, or activities. For a student who cannot perform essential functions, whether they are a student who needs reasonable accommodations or a student who does not, the Nursing Program reserves the right to deny admission or require withdrawal of any student who, in the judgment of the Program Director, presents evidence of being unable to perform the responsibilities and tasks required of the medical lab profession as described by the essential functions in this section.

Clinical Screening Platform

The program uses a secure third-party organization to provides independent background checks, drug testing, immunization record analysis and medical document management. Students are required to meet specific health and security standards prior to rotating through designated clinical sites affiliated with the Northwest Florida State College Associate Degree Nursing Program. Students are financially responsible for all drug tests, background checks, employment verification, etc.

Background Check

A background check is required by clinical facilities for all nursing students. A felony may prevent enrollment because you would not be able to earn clinical credit through experiences in the area healthcare facilities that are required to earn the AS Nursing degree from NWF State College. Additionally, you may be denied the ability to take the licensure exam. The Florida Board of Nursing will not issue a license if you have been:

- Convicted or plead “no contest” to a felony violation regardless of adjudication of:
 - Chapter 409 (Social Welfare)
 - Chapter 817 (Fraudulent Practices)
 - Chapter 893 (Drug Abuse)

Unless probation or pleas ended more than 15 years prior to application.

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 Director of Nursing of any arrest, regardless of adjudication, that occurs after acceptance and continuing through enrollment/graduation. Failure to promptly notify the Director of Nursing shall be grounds for dismissal from the program.

Cardiopulmonary Resuscitation (CPR) Certification

You are required to have CPR-BLS certification through American Heart Association (AHA) or American Red Cross (ARC) BLS for Healthcare Providers (or providers who use AHA or ARD standards) prior to clinical experiences in all nursing courses. A copy of current CPR certification must be uploaded to the clinical screening platform. Failure to meet and maintain this requirement will result in program dismissal.

CLINICAL EDUCATION

The major purpose of a program in Nursing is to enable the student to develop skills that will allow him/her to successfully demonstrate the knowledge, skills, and abilities of an entry-level professional nurse. The preliminary step in this process is the acquisition of knowledge through classroom and laboratory learning experiences. A student must then practice and perform these skills until they are mastered.

Clinical education is a vital part of your education in the field of nursing. Most of the time spent in this program is in this area. For the student nurse to obtain the greatest benefit in this program, it is important that he/she participate to the fullest.

You will have experiences in a number of institutions. It is important that you are constantly aware in these settings that you represent Northwest Florida State College and the Nursing profession. You also represent the facility in which the clinical experience is taking place. It is to be stressed that in your student role, you are not eligible for any benefits due the employees of the clinical institution but are bound by their rules and regulations since you will be encountering patients on their premise.

Professional Conduct

General rules of conduct in the classroom extend to the clinical experiences as stated above.

While engaged in clinical performance or observational activities you **MUST**:

1. act in a professional manner while in the clinical area, abiding by all rules and regulations of the clinical facility.
2. adhere to the confidentiality policies of the clinical facility at all times (see Confidentiality Statement).

You must **NOT**:

1. work an all-night shift (i.e., 7pm to 7am or 11pm to 7am) the night before your assigned clinical day.
2. under any circumstances remove any documents from the facility containing patient identification information.
3. disrupt the normal workflow in the clinical area.
4. accept or give gifts (monetary or other) to/from patients or agency staff.
5. 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.

Clinical Hours

1. Assigned clinical hours will vary with semester and rotation requirements.
2. Clinical sites will rotate each semester. Do not plan on being at the same facility for consecutive semesters.
3. Some rotations may begin as early as 6:30 am. Other rotations may end as late as 5:30 pm.
4. The capstone clinical nursing course (Nursing Practicum – NUR 2811L) will require a total of 128 clinical hours over a four-week period. These hours may be scheduled during day or night shift rotations and are usually scheduled as 12-hour shifts.

Transportation

You are solely responsible for transportation to and from the College and any facility used for clinical education. Please realize that dependent on your exact residence, clinical facilities may be greater than 30 miles away. You need to realize and plan for the travel and cost associated with transportation to and from clinical sites.

Simulation Center Experiences

The simulation mannequins are to be treated as live patients. Therefore, the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality apply to Simulation Center clinical experiences. Refer to the Simulation Laboratory Confidentiality Agreement and Release Form.

CLINICAL APPEARANCE POLICY**Clinical Appearance**

The Nursing student is not only representing Northwest Florida State College during clinical rotations but is also a guest at the affiliated clinical sites. You also represent that clinical facility to which you are assigned during your clinical hours. Therefore, it is the policy of the Nursing Program that you must appear professional at all times while you are present in and around the facility.

Clinical Attire

The purpose of a uniform is to identify members of a particular group. This is why all NWF State College Associate Degree Nursing students are to wear the appropriate uniform available through the College Bookstore. Again, remember that you are not only representing NWF State College but also the Nursing profession.

Dress Code**A. Clinical Attire:**

- a. A uniform designed for the Nursing Program.
- b. 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).
- c. White socks/hosiery.
- d. Name pin worn on the left upper side of the uniform. 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.
- e. 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. .
- f. Street dress may be allowed and/or required in some clinical settings, such as psychiatry or community health.
- g. White scrub jacket for cool weather (monogrammed same as school uniform). 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.
- h. Surgical scrubs may be required for specific rotations and will be provided by the clinical facility. You must not remove them from the facility.

B. 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. "croc") 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.

- C. Grooming
- For both male and female students: Hair should be well-groomed and worn in a conservative, professional style off the face, shoulders and back, arranged so it does not fall forward (plain band or barrette that matches hair color only – no clips or bows). Hair color must be kept to natural shades such as blonde, brunette, red, gray, etc. Colors such as pink, purple, blue, etc., even as highlights, are not acceptable.
 - Beards, mustaches, and/or sideburns should be well groomed and short.
- D. Jewelry: The only acceptable items of jewelry permitted while in uniform are as follows:
- Wedding band only (no mounted gemstones)
 - One pair of pierced earrings of neutral tones and no larger than ½ inch may be worn with only one earring in each lobe. Clear retainers may be allowed, site permitting
 - Watch of professional appearance with second hand.
 - If student has body piercings, only jewelry for ear piercings, as described above, may be visible during clinical education experiences. Tongue rings, nose piercings, eyebrow piercings etc. are not permitted. **Gauges are not permitted**
- E. 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, your clinical facility choices may be limited and/or patient may refuse to have you attend them.
- F. Cosmetics and Scents
- Practice good body and oral hygiene, using effective deodorant.
 - Nails must be clean, length to tip of finger only and unpolished; **NO acrylic/gel nails/polish allowed.**
 - No perfume, scented hand or body lotion, or other scents.
- G. Students who use tobacco products:
Must take precautions to guard against transmission of tobacco smells to patients and others. Most of the college associated clinical sites are tobacco-free campuses. If you are sent home due to the smell of tobacco, it is an absence. Recurrence of the issue, as with all offensive odors, may result in a critical incident. <http://tobaccofreeflorida.com/>
- H. Uniforms in Non-clinical Public Places: After clinical rotations, students are required to change out of uniforms if planning to be in a public place such as restaurants, shopping centers, or grocery store.

CLINICAL SUPPLIES

Recommended supplies needed for clinical experiences (on-campus skills lab, Simulation Center, and clinical facilities):

- Stethoscope
- Penlight
- Bandage Scissors
- Watch with second hand
- Permanent black ink pen
- Tablet or smart phone (placed in “airplane mode”)

Articles banned or restricted during clinical hours while on duty:

- Calling feature on cell phones
 - Place smart phone in “airplane mode”
 - Turn sound completely off (do NOT leave on “vibrate” mode as this is distracting during patient care)
- Other articles as directed by the clinical instructor and/or the clinical agency

CLINICAL ATTENDANCE POLICY

Attendance is critical for all skills laboratory and clinical sessions. You will be required to make up clinical hours. Each course syllabus outlines in detail the attendance policy for the course. Generally, not more than 10% of the scheduled clinical hours can be missed without being asked to withdraw or receiving an “F” 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 withdraw or fail a nursing course that has a co-requisite, you will be required to also withdraw from that course.

Tardiness is not acceptable professional behavior. You must call your instructor PRIOR to the start of a clinical experience if you expect to arrive after the established start time or you cannot attend the day at all. You will receive a warning if you are repeatedly tardy. Please refer to the course syllabus for specific policies related to tardiness.

NOTE: You are not permitted to attend clinical if you have worked overnight the night before (i.e. 7pm to 7am shift, 11pm to 7am, 10pm to 6am, etc.).

CLINICAL HEALTH POLICY – Health Requirements

All students are required to comply with guidelines regarding a tuberculin test or chest x-ray, Hepatitis B vaccination series, Measles, Mumps, Rubella, and Tetanus before enrolling in clinical courses. Students are expected to be physically and mentally able to perform the essential functions of the nursing curriculum, and they may be requested to provide appropriate documentation. (See Essential Functions section of this handbook). Students must adhere to the following schedule:

<i>Health Requirement</i>	<i>Comment</i>
1. Health Certificate	Students must be evaluated by a medical professional for physical and emotional ability to comply with the Essential Functions and Performance Standards in the program. <i>Available on the clinical screening platform.</i>
2. ¹Tuberculin Skin Test (Mantoux) (ppd) or QuantiFERON-TB Gold blood test	The Mantoux or blood test must have been administered within the last 12 months and be maintained annually while in the nursing program. If the test is positive, a chest x-ray and report of physician’s recommendations must be attached. If student is known to have a positive reaction, the student must submit a report of a recent chest x-ray and <u>ANNUAL</u> evaluation/screening for tuberculosis signs/symptoms must be submitted.
3. Tdap	One dose of Tdap is required even if you had DTaP as a child. Another vaccine, called Td, protects against tetanus and diphtheria, but not pertussis. A Td booster is required every 10 years. Tdap may be given as one of these boosters if you have never gotten Tdap before.
4. *MMR (Measles, Mumps and Rubella)	<i>Measles (Rubeola)</i> – Two doses of live virus measles vaccine received on or after the first birthday or laboratory evidence of immunity are required for all students born on or after January 1, 1957. At least one dose of live virus measles vaccine is recommended for students born prior to 1957. <i>Mumps</i> – One dose of live virus vaccine on or after the first birthday is required. <i>Rubella</i> – One dose of live virus vaccine on or after first birthday is required. Must have a record of immunization since 1980. <u>If immunized prior to 1980, must have laboratory evidence (Rubella screen or Rubella titer) of immunity.</u> (It is usually less expensive to have the MMR repeated than to pay for a Rubella screen or titer.) Students of child-bearing age or who may already be pregnant should consult with a physician regarding the options associated with this immunization.
5. *²Hepatitis B	Hepatitis B immunization is required for all nursing students who have not discussed Hepatitis B vaccination with their healthcare provider and completed a declination form. <u>The series of three doses of the vaccine</u> , with the second and third doses given 1 and 6 months respectively after the first dose.

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6. *Varicella	Immunity verified by proof of varicella immunization or titer. History of chicken pox is not acceptable.
7. ²Influenza	The flu vaccine is mandatory at the clinical facilities <u>ANNUALLY</u> ; however, some facilities allow the use of a mask if the flu shot is declined; a statement of declination must be submitted. Please do NOT complete the requirement for the influenza vaccine until you are instructed to do so by the Director of Nursing. If you get the vaccine too early, it may not meet clinical facility requirements.
8. 10-Panel Drug Screen	Students are required to submit to a drug screen as a component of the enrollment procedure. Substance abuse is inconsistent with the ethics of the practice of nursing. Students may be asked by the Director of Nursing, NWF 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. Refusal to comply with requested screening within the timeframe directed (usually 12-24 hours) will result in dismissal from the nursing program. <u>NOTE: Dilute negative results require rescreening.</u>
*TITERS MAY BE SUBMITTED IN LIEU OF VACCINATION RECORD. ¹ Health Screening Questionnaire for History of Positive TB Test is available on the clinical screening platform. ² Declination Forms are also available.	

The clinical screening platform will send text or email reminders. Failure to comply with submission deadlines or to maintain health records as required will result in a withdrawal from the course.

Personal Assumption of Responsibility for Disease and/or Injury

Northwest Florida State College Nursing students 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.

Sudden Illness or 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.

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 because of the accident. Further, you must complete all documents regarding the occurrence in accordance with agency policy.

NWF State College carries Student Accident Coverage, which works with your primary insurance carrier or independently if you do not have insurance. This student accident program provides coverage for college students injured while participating in covered college classes, labs and/or training. Once the course or program of study ends, coverage ends. Please note that the policy only provides coverage for an injury to the student. An injury must be as a direct result of the accident which occurred during the covered activity and not from sickness or disease.

Reporting

1. You should report to your instructor any complaint of injury as a direct result of an accident which occurred during clinical, lab, or classroom activity. Instructors will file First Report of Injury using the Maxient Reporting system.

2. You **MUST** email the college Risk Management Coordinator within 7 calendar days any follow-up information in reference to your reported injury, which includes reporting that no medical attention was required for the injury.
3. You have **20 calendar days from the date of the injury/accident to file an insurance claim with the college** by directly contacting the Risk Management Coordinator.
4. You should never give bills or invoices to instructors, the Director of Nursing, or staff assistant. All documentation must be submitted directly to the college Risk Management Coordinator.
5. If you seek medical attention, you must provide a written medical clearance to your instructor or the Director of Nursing prior to returning to clinical.

Risk Management Coordinator

If you have questions about insurance, reimbursement, or claims, you may contact:

Stephanie Patty, Risk Management/Facilities Coordinator

Email: pattys1@nwfsc.edu

Phone: (850) 729-5364

Illness

It is recommended that all students have insurance to cover personal illness while in the program. The college does not discriminate against any type of medical condition. All students must comply with the Essential Functions/Performance Standards for the Associate Degree Nursing course of study. The student must report any health condition which may potentially harm a client (for example, a febrile illness or infectious skin lesion) or otherwise render the student unfit for duty. Upon resolution of said condition, the student must bring a note from their medical provider (MD, DO, NP or PA), which verifies the student is able to meet all standards with no restrictions.

Note: You must notify the Director of Nursing when using any prescription drugs, except for 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 Director of Nursing. 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.

Applicants for the Nursing Program have been selected according to the established admission criteria and selection procedure. Once selected, admission to the Program will be provisional, with enrollment and progression in nursing courses contingent upon completing all pre-enrollment requirements. These requirements include, but are not limited to, a criminal background check and a drug screen. A positive result in either requirement may result in the student's need to withdraw from the program because clinical agencies prohibit students with certain criminal offenses and positive drug screens from receiving clinical instruction in their facility. If withdrawn from the program, students must re-apply and are not guaranteed selection.

Substance Use and/or Abuse

- Substance abuse is inconsistent with the ethics of the nursing profession, 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. Dilute negative results require rescreening.
- You are responsible for drug screening costs for individual screening required for initial admission, dilute negative results, random screenings, or for readmission.
- Refusal to comply with requested screening within the time frame directed (usually 12-24 hours) will result in dismissal from the Associate Degree Nursing Program.

Per the NWFSC Student Handbook, Substance Abuse section, found in the NWFSC College Catalog, and Board Policy HR 4.00, NWFSC is a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property, except for events specifically approved to include alcohol. Students in violation will be subject to disciplinary action as stated in the Student Code of Conduct published in the Student Handbook/College Catalog and may be subject to criminal prosecution. Students must also comply with any and all drug-free workplace requirements imposed through course-mandated student activities, such as offsite work at clinical facilities.

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 Director of Nursing 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 be grounds for your dismissal from the program.

CLINICAL PERFORMANCE EVALUATION

You are evaluated in each component of the clinical experience course. To pass each clinical course you MUST:

1. Validate competency via skills performance evaluation by the end of the designated time (see course syllabi policies).
2. Have not threatened the health and/or well-being of a patient---*considered a "critical incident"*.
3. Achieve at least a final average grade of 78% 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 final clinical performance evaluation time, which will be established for each nursing course; it will occur during the last part of the semester and will focus on whether or not you are meeting clinical course objectives.
- b. Your formative clinical performance will be evaluated as “Met” (“M”) or Needs Improvement (“NI”).
 - i. 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.
 - ii. 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.

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.**

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 will also complete a written examination covering rationales and other selected aspects of skills taught in each clinical course. **You must score at least a 78% 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.

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.

CRITICAL INCIDENT POLICY

Definition

A critical incident is defined - 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 you from making a critical error, you are still at fault.

Examples of “Critical Incident” behaviors

- 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, cheating, 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>).

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.

POLICY FOR PREGNANT STUDENTS

This policy has been adopted for those pregnant students enrolled in a program. Northwest Florida State College is very interested in the protection of the unborn child and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current infection control protection standards have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy. Please note that the Clinical Essential Functions and Performance Standards must continue to be met.

When you confirm you are pregnant, you have two primary choices:

1. **OPTION 1:** You may choose to NOT declare the pregnancy, in which case no changes will be made to your schedule.
2. **OPTION 2:** If you decide to declare the pregnancy, you must do so in writing. Once you complete a "Declaration of Pregnancy" found at the end of this handbook, you must meet with the Director of

Nursing to discuss your options. These include the following:

- You may choose to withdraw from the program and re-enter with the next cohort after delivery to complete the Nursing Program (space permitting).
- You may choose to continue the program without interruption of the routine clinical rotations. You will work with your clinical instructor to arrange an alternate schedule to accommodate your expected delivery date and take appropriate precautions while caring for patients. If you develop complications during your pregnancy that requires prolonged absences, you will have to withdraw from the clinical and companion theory course and re-enter the program after delivery (space permitting).

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.

You may withdraw the Declaration of Pregnancy in writing at any time if you believe that it is in your best interest to do so.

STATEMENTS OF UNDERSTANDING / ACKNOWLEDGMENT

Following orientation to the program, please download, sign, and submit the “Student Handbook Acknowledgement” and “Confidentiality Statement” forms as directed by Castle Branch, 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 DIRECTOR OF NURSING BEFORE SIGNING THE STATEMENTS OF UNDERSTANDING AND ACKNOWLEDGEMENT.

FORMS

**NWF State College Associate Degree Nursing Program
HANDBOOK ACKNOWLEDGEMENT FORM**

Please initial each for declaration of understanding:

_____ I understand and will comply with all college, clinical and didactic (theory) requirements throughout the Nursing Program.

_____ I understand and acknowledge that the inability to meet the physical, psychological, or other requirements will result in removal from the clinical site which, in turn, will result in a failing grade in clinical.

_____ I understand that individual physical clinical requirements include but *are not limited to*, rapid pace walking, extended periods of standing, lifting patients, transporting patients, cleaning up rooms, cleaning up after patients, cleaning mobile and portable equipment, and other task associated with patient care.

_____ I understand that some of the physiological requirements include, but *are not limited to*, direct contact with patient and bodily fluids, communication with difficult patients and others, and operating room blood and sterile protocol scenarios.

_____ I understand that other clinical requirements include, but *are not limited to*, competency requirements, safety of self and patients (also a part of physical and psychological requirements), following the Program Handbook, clinical syllabus, health and safety requirements, and the College Handbook and rules therein.

_____ I understand that much of patient documentation is computer based and I will be responsible for learning the use of computer documentation software to access patient information and document patient care.

_____ I understand the information in the Student Handbook and course syllabi is subject to change. I will be held accountable for these changes. Any changes will be provided to me in written form.

_____ I understand that I may be dismissed from the Nursing Program for failure to follow any of the policies outlined in the College Catalog, College Student Handbook, and the Nursing Student Handbook.

_____ I understand that if I have any questions about the College or Nursing Student Handbook, I need to personally address the concerns with the appropriate parties using proper chain of command.

_____ I understand that the minimum grade for NUR theory courses is a 78% and failure to meet that score will remove me from the Nursing Program.

_____ I understand that dismissal from the clinical site may result in a failing grade ("F") for the clinical course and dismissal from the Nursing Program.

_____ I understand that readmission to the Nursing Program is not guaranteed and that I will only be offered one readmission attempt.

_____ I understand that I must abide by the ANA Code of Ethics which apply to both the theory and clinical courses.

Student Name

Signature

Date

NWF State College ASSOCIATE DEGREE 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 Director of Nursing 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: _____

Associate Degree Nursing Program

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 NWF State 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 and other clinical requirements (background check, drug screen, CPR certification) contained in the 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 NWF State College.

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.

Name (printed): _____

College ID#: _____

Student Signature: _____

Date: _____

Northwest Florida State College

Photographic and Film Consent and Release Form

If you are a student or participant who is 18 years or older, you will sign this form for yourself. If you are a student or participant who is younger than 18 years, your parent or legal guardian will sign for you; in that case, all references to “I” or “my” refer to the participant.

I give my consent to Northwest Florida State College (“NWFSC”) and its employees, volunteers, and contractors acting on behalf of NWFSC to:

Record my image, likeness, and voice through video, audio, or photo recording, or any other medium, and to use my name in connection with these “Recordings”; and

Keep, use, reproduce, exhibit, or distribute these Recordings in whole or in part now and in the future in any and all media formats available to NWFSC (including, but not limited to, print publications, video reproduction and publication, internet storage and publication, social media, and any other electronic or other medium existing now or in the future) for any purpose that NWFSC, and those acting on its behalf and under its authority, decide is appropriate, including display, illustration, promotional, recruiting, advertising, electronic transmission, and any commercial or non-commercial use.

I release NWFSC and any and all of its representatives, employees, volunteers, assignees, and successors, from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I may have now or in the future from liability for any violation of any personal, property, or other proprietary right I may have in connection with use of my image, likeness, voice, or name in any medium. I have read, understood, and agree to the terms of this release. I understand and agree that I am releasing, waiving, or otherwise relinquishing legal rights and opportunity to sue covered by this release.

I expressly waive any rights to privacy or other rights that I may have under the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) and Florida Statutes § 1002.22 and other federal or state laws. To the extent required by FERPA, Florida Statutes, or other federal or state laws, I consent to the use of my name, image, likeness, and voice as stated in this release.

I understand and agree that all Recordings are and will remain the property of NWFSC.

If I am a parent or guardian of a student or participant younger than 18 years, I have read, understood, and agree to the terms of this release on behalf of my participant.

Name of Participant: _____

Participant Signature (18 years or older): _____

Parent/Guardian Signature (younger than 18 years): _____

Date: _____

Associate Degree Nursing Program
Student Pregnancy Declaration/Withdrawal Form

Declaration of Pregnancy

To Whom It May Concern:

In accordance with current regulations, I wish to declare that I am pregnant. I believe I became pregnant in _____ (only the month and year need to be provided).

In making this declaration, I understand that I must submit to the Director of Nursing a letter from my physician or other health care professional indicating any restrictions and recommendations regarding my participation in theory or clinical coursework. This letter must be updated as I progress through my pregnancy.

I also understand that I must submit a “return to clinical beside care and class” documenting my “fitness to return to duty” following delivery.

Student Name

Signature

Date

Withdrawal of Pregnancy Declaration

To Whom It May Concern,

Effectively immediately, I am withdrawing my previous declaration of pregnancy. I understand that, by submitting this form, I agree to the removal of any clinical scheduling changes due to my declaration of pregnancy.

Student Name

Signature

Date
