



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
100 College Blvd. East, Niceville, FL 32578
Building: 330
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:

Tyler Rapposelli
Title IX Coordinator
100 College Blvd. East, Niceville, FL 32578
Building 330
Phone: (850) 729-5250
Email: rapposet@nwfsc.edu

For NWFSC'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.

Table of Contents

Welcome Letter	5
Introduction	6
Accreditation	6
Approval	6
Associate Degree Nursing Program Philosophy	7-8
Northwest Florida State College Mission and Strategic Goals	8
NWF State College Associate Degree Nursing Program Mission	8
Associate Degree Nursing Program Student Learning Outcomes	8
Student Learning Outcomes and Associate Degree Nursing Course Objectives	9
General Curriculum Support of the Associate Degree Nursing Program Philosophy	10
Student Rights and Responsibilities	11
Disability Support Services	11
Health Services	11
Cell Phone and Other Communication Devised	11
Emergency Closing	11
Student-Faculty Communication	12
Grading Policy	12-13
Academic Requirements.....	12
Withdrawal or Failing Grade in Nursing Co-Requisite Courses.....	12-13
Incomplete.....	13
Program Expectations	14-16
Professional Behavior.....	14-15
Volunteer Hours.....	15
Religious Observance of Students.....	15
Attendance Policy – Theory Courses.....	15
Readmission Process.....	15
Eligibility for Readmission.....	16
Grievance Process	16
Academic Resources	17
Clinical Requirements	18-21
Essential Functions & Performance Standards.....	18-19
Clinical Compliance Policy.....	20
Background Check.....	20
Cardiopulmonary Resuscitation (CPR) Certification.....	21
Clinical Education	21-25
Professional Conduct.....	21
Clinical Hours.....	22
Transportation.....	22
Simulation Center Experiences.....	22
Clinical Appearance Policy	22-24
Clinical Attendance Policy	23-25
Clinical Health Policy - Health Requirements	26
Personal Assumption of Responsibility for Disease and/or Injury	27-29
Clinical Performance Evaluation	29
Skills Proficiency Day	30
Probation	30
Critical Incident Policy	30-31
Policy for Pregnant Students	31-32

<u>Statements of Understanding and Agreement</u>	33
<u>Handbook Acknowledgement Form</u>	35
<u>Confidentiality Statement</u>	36
<u>Contract for Compliance with Confidentiality Statement</u>	36
<u>Associate Degree Nursing Program Consent for Release of Information</u>	37
<u>Photographic and Film Consent and Release Form</u>	38
<u>Student Pregnancy Declaration/Withdrawal Form</u>	39

Welcome to the Associate Degree Nursing Program!

Congratulations! We are thrilled to welcome you to the Associate Degree Nursing Program at Northwest Florida State College. You've taken an important step toward an exciting and rewarding career in nursing, and we couldn't be more proud to have you as part of our program.

Our faculty and staff are here to support you on this journey, helping you grow into a highly skilled and compassionate professional nurse. While we will guide and encourage you along the way, your dedication and hard work will be the key to your success in this four-semester program and on the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

This Student Handbook is designed to help you navigate the program, understand expectations, and make the most of your time with us. It's important to familiarize yourself with both the College and program policies, as they outline the professional, clinical, and academic behaviors expected of all students. You will be asked to sign a Handbook Acknowledgment confirming that you understand and agree to follow these guidelines. This Handbook serves as a supplement to other official college resources, including the College Student Handbook, College Catalog, and Policies and Procedures Manual.

Nursing school is a challenging yet incredibly rewarding experience. Our faculty is committed to preparing you not only to graduate but also to confidently take the NCLEX-RN and begin your career as a professional nurse. While we can't guarantee passing the exam or securing local employment, we can promise to equip you with the knowledge, skills, and support needed to give you the best possible foundation.

Over the next two years, you will grow in ways you never imagined. There will be challenges, but there will also be triumphs—and we are here to help you every step of the way. Your hard work and dedication will pay off, and we can't wait to celebrate your achievements with you.

Once again, welcome! We are excited to be part of your nursing journey and look forward to seeing you succeed.

Warmest regards, Dr. Tanya Beauregard, DNP, RN, CNE

INTRODUCTION

The Associate Degree Nursing program is a sequence of courses that prepare 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 School 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
<https://www.acenursing.org/search-programs>

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 <https://floridasnursing.gov/>

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 STUDENT LEARNING OUTCOMES

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

1. Implement safe and effective care guided by the nursing process and clinical reasoning.
2. Incorporate emerging nursing practice, critical thinking, and evidence-based practice when planning care.
3. Promote quality care and risk reduction through independent nursing interventions, standardized practices, and safety-enhanced technologies.
4. Engage in professional and therapeutic communication verbally, nonverbally, in writing, or through information technology.
5. Implement independent client-centered interventions with respect to patient values, beliefs, and preferences.
6. Integrate personal, 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.

	ASN Course SLOs			ASN EPSLOs
Student Learning Outcome Categories	NUR 1021C, 1021L	NUR 1231C, 1750L	NUR 2233C, 2233L	NUR 2241C, 2241L, 2811L
Nursing Process	Demonstrate beginning knowledge of the nursing process in caring for clients.	Plan all steps of the nursing process in caring for clients in a variety of settings.	Integrate the nursing process and prioritize care for clients in a variety of settings.	Implement safe and effective care guided by the nursing process and clinical reasoning.
Evidence-Based Practice	Define evidenced-based practice as it relates to nursing care.	Develop a nursing care plan based upon critical thinking and evidence-based practice.	Develop an individualized nursing care plan integrating critical thinking and evidence-based practice.	Incorporate emerging nursing practice, critical thinking, and evidence-based practice when planning care
Quality & Safety/Informatics	Recognize safety risks related to nursing care	Provide safe and quality care by identifying and responding to safety risks.	Implement standardized practices and safety-enhanced technologies to improve quality care and reduce risks	Promote quality care and risk reduction through independent nursing interventions, standardized practices, and safety-enhanced technologies.
Communication/Teamwork	Identify professional and therapeutic communication skills in caring for clients, working with peers and faculty.	Demonstrate therapeutic communication skills in caring for clients, working with peers, and faculty.	Demonstrate professional and therapeutic communication skills in caring for clients, working with peers, faculty, and 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 with respect to the patient's values, beliefs, and preferences.	Identify independent and collaborative client-centered interventions with respect to the patient's values, beliefs, and preferences.	Collaborate with the interdisciplinary team to provide client-centered interventions that address patients' values, beliefs, and preferences	Implement independent client-centered interventions with respect to patient values, beliefs, and preferences
Professionalism	Define personal responsibility in the nursing professional role to practice in a legal and ethical manner as a beginning nursing student.	Demonstrate personal accountability in the nursing role for professional behaviors to practice in a legal and ethical manner as a developing nursing student.	Implement personal and professional behaviors in the nursing role practicing in a legal and ethical manner as a progressing nursing student.	Integrate personal, 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	ANATOMY & 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

Nursing students are afforded the same rights, privileges, and responsibilities as all other college students. Students 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: <https://catalog.nwfsc.edu/index.php>). 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; student assignments in the clinical laboratory cannot be substituted for staff assignment in that area nor do students receive any type of compensation for 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/accommodations/w.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 website link provided 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 (<https://catalog.nwfsc.edu/index.php>).

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

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.

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 on 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 on 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. Students 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. Nursing Students must obtain 78% or better in each Nursing theory course. Additionally, students 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. Nursing Students 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. Students 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 the student 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 remediate and possibly repeat the course.

Withdrawal or Failing Grade in Nursing Co-requisite Courses

Students who withdraw from a co-requisite nursing course during the term of enrollment and by the

published withdrawal date must also withdrawal from the companion, co-requisite nursing course. A “W” is awarded in both courses.

Students earning a final course grade of less than 78 in a theory course will receive an “F” (failure - determined by grade computation) in the theory course and a withdrawal “(W)” designation for the companion clinical course IF passing at that time.

Students earning a final course grade of “U” (Unsatisfactory) in a clinical course will receive a final grade of “F” (failure - determined by faculty evaluation of clinical performance) and a “W” designation for the companion theory course IF passing the companion theory course at that time.

Students earning 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

Students 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. Students who withdraw or otherwise exit the nursing program and return to the nursing program must follow the curriculum plan that is in place at the time of 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 the student does not completed course requirements during the prescribed time. Students must have completed at least 70% of the coursework to be eligible for an incomplete. The incomplete is assigned only after the student has made arrangements with the instructor and program director or designee for fulfilling the course requirements. All work must be completed before classes begin the following semester or the grade automatically becomes an “F” and progression in the program may be jeopardized. Students must already be passing the course with a minimum grade of “C” to receive an incomplete.

Students 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 the student’s 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

Nursing students are expected to demonstrate professional behaviors. Students failing to meet expectations in any area may face disciplinary measures to include withdrawal from the Nursing program. The following is a general list of expectations of the nursing students; it is not all-inclusive. Students are evaluated on professionalism throughout the program. Please refer to the course syllabus 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 the 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.

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, including on social media.

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 a 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.
- Engage in a professional manner on social media.
- Be aware of limitations of knowledge on subject matter.

Assume responsibility for personal and professional growth and learning:

- Recognize problems 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 NUR2811.

Religious Observance of 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 to 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 receive 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. Students who withdraw from a nursing course that has a co-requisite are required to also withdraw from that co-requisite course.

Students participating in the National Student Nurses’ Association (NSNA) - Northwest Florida State College chapter are also bound by the attendance policies of the courses in which they are enrolled. The policies will be followed regarding travel involved in club activities. Although the Nursing Program encourages active participation by all students in the NSNA chapter, students must adhere to all established attendance and assignments in Nursing courses. With planning and communication, course instructors may work with students to meet course obligations if interested in attending a regional or national NSNA meeting.

Readmission Process

Students considered to be in Good Standing may seek readmission within one year of initial disenrollment from the NWF Nursing Program. Students may only seek readmission once. Readmission GPA 2.5 minimum. Students may be 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. Students eligible and selected for readmission must complete a drug screen if there has been a gap in program of study of 3 months or more (not inclusive of normally scheduled College breaks), or if mandated by the Director of Nursing.

Eligibility for Readmission

Students earning a failing grade (D or F) or withdraw from two semesters/levels in the Northwest Florida State College Associate Degree Nursing Program are ineligible for readmission. Students may not fail or withdraw from one semester/level twice OR fail or withdraw from two semesters/levels, one time per course. Nursing students 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 a student was last enrolled in the nursing program, that student is not eligible for readmission and must apply as a new student.

Exceptions to all points above: Students 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.

Students dismissed from the ADN Program for a Critical Incident may **not** be readmitted.

Critical incidents include but are not exclusive to:

- a serious breach of ethics,
- safety violations,
- endangering the health or welfare of a patient, or
- any other behavior that jeopardizes the reputation of the ADN Program and/or the College.

Other behaviors that may result in the student not being readmitted include but are not exclusive to:

- exhibiting unprofessional behaviors towards faculty, clinical facility personnel or patients, or other students and do not accept correction,
- displaying an unteachable, critical attitude towards faculty, or
- demonstrating rude or disruptive behavior and do not accept correction.

Grievance Process

Students desiring to grieve or make a complaint against a College employee or department will follow the Grievance Procedures as outlined in the [NWF State College Student Handbook](#).

Academic Grievance Process within the Nursing Program

The student should first request a meeting with his or her instructor. If the matter is not resolved to the student's satisfaction, the matter can then be discussed with the Assistant Program Director of Nursing. Then, the Program Director is involved, if grievance is not resolved. 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. Please refer to the NWF State College Student Handbook for guidance on handling both informal and formal non-academic grievances [NWF State College Student Handbook](#) 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. Students 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 LCsupport@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 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

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 the 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 accommodation 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 & Performance Standards

An ADN program student should possess the following capabilities:

- 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.
- Be of sound mind and body to perform the professional duties of a nursing student without becoming injurious to self or others.

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 responds with appropriate interventions. Work alone 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. Can 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

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
<p>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.</p>		

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 student nurse profession as described by the essential functions in this section.

Clinical Compliance Policy

To ensure the safety of both our students and patients, and to comply with the requirements of our affiliated clinical sites, the Northwest Florida State College Associate Degree Nursing Program utilizes a secure third-party clinical compliance service. This service collects and manages all necessary clinical screening information, including independent background checks, initial drug testing (with the possibility of random drug testing throughout the program), immunization record analysis, and other essential medical document management. Students are financially responsible for all associated costs and must meet all specified health and security standards with complete, compliant results on file with the third-party organization prior to beginning any clinical rotations. Failure to comply will result in being unable to attend clinical, which may lead to a clinical failure and impact progression in the nursing program.

Background Check

A background check is required by clinical facilities for all nursing students. A felony may prevent enrollment because the student 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, students may be denied the ability to take the licensure exam. The Florida Board of Nursing will not issue a license under these conditions:

- 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. Students should contact the Florida Board of Nursing for individual concerns.

For continued progression in the Associate Degree Nursing Program, students 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, students are also responsible for notifying the Director of Nursing of any arrest, regardless of adjudication, which 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

Nursing students 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 ARC standards) prior to clinical experiences in all nursing courses. A copy of current CPR certification must be uploaded to the clinical screening platform. Noncompliance to meet and maintain this requirement throughout the duration of the program may result in clinical failure and as a result dismissal from the program.

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 vital to success in the nursing program. Most of the time spent in this program is in the clinical and laboratory (lab) setting. For the student nurse to obtain the greatest benefit in this program, it is important that he/she participate to the fullest while in clinical and lab.

Students participate in clinical experiences at various facilities (also referred to as sites or agencies), and it is essential for students to remain mindful that they are representing Northwest Florida State College and the nursing profession at all times. Additionally, students also represent the facility where their clinical experience is taking place. While practicing in the role of a Student Nurse, students are not eligible for any employee benefits offered by the clinical facility. However, they are expected to adhere to the facility's rules and regulations while providing care to patients on-site.

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 students **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).

Students must NOT:

1. Work an all-night shift (i.e., 7pm to 7am or 11pm to 7am) the night before an 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 or 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 or on the same clinical day 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) requires a total of 135 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

Students are solely responsible for transportation to and from the College and any facility used for clinical education. Students should be aware that, depending on their exact residence, clinical facilities may be located more than 30 miles away. It is important for students to plan accordingly for the travel and expenses associated with transportation to and from clinical sites.

Simulation Center Experiences

Simulation is an opportunity for students to experience real-life healthcare situations in a safe, controlled environment. Students are expected to demonstrate behaviors such as respect and attention while observing their peers in the scenarios. In this learning environment, professional behaviors are expected throughout the simulation.

Treat the simulation mannequins and VR programs as live patients. 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

Nursing students not only representing Northwest Florida State College during clinical rotations but are also guests at the affiliated clinical sites. Students also represent that clinical facility to which they are assigned during clinical hours. Therefore, it is the policy of the Nursing Program that students must appear professional at all times while present in and around the facility.

The purpose of a uniform is to identify members of a particular group. For this reason, all NWF State College Associate Degree Nursing students are required to wear the appropriate uniform available through the College Bookstore. It is important to remember that students are not only representing NWF State College but also the nursing profession.

Dress Code: Clinical Attire:

- A. A uniform designed for the Nursing Program. (White scrub top, red scrub pant). See Figure 1.1
 - a. 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.

- b. Patch with NWFSC Seal on the left upper side.
 - c. College-issued photo ID in college-issued clear plastic badge holder clipped to upper right side of the uniform with the metal clip only. NO retractable badge holders or lanyards are permitted. .
- 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. Optional:
 - a. White scrub jacket for cool weather (Patch on the left chest.).
 - b. A white (not off-white) shirt (turtleneck, mock turtleneck, or collarless shirt) with 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.)
 - c. No thermal underwear tops are permitted.
- E. Surgical scrubs may be required for specific rotations and will be provided by the clinical facility. Students must not remove them from the facility. Long sleeves may not be worn under facility-provided scrubs worn in OR/L&D.
- F. Street dress may be allowed and/or required in some clinical settings, such as mental health or community health.



Figure 1.1 Uniform Scrub Top

Dress Code: 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 students will be dismissed from the lab if wearing inappropriate footwear.
- C. Grooming:
 - a. 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.
 - b. Beards, mustaches, and/or sideburns should be well groomed and short.
- D. Jewelry:
 - a. The only acceptable items of jewelry permitted while in uniform are as follows:
 - b. Wedding band only (no mounted gemstones)

- c. 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
 - d. Analog watch of professional appearance with a second hand. Time must remain visible for at least 60 seconds.
 - e. If a 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:
- a. Tattoos must not be visible when wearing student uniform. See clinical instructor for assistance in how to cover exposed areas. Students unable to cover tattoos may have limited clinical facility choices and/or patients may refuse to student care.
 - b. Please see the instructor or Assistant Director if tattoos cannot be covered.
- F. Cosmetics and Scents
- a. Practice good body and oral hygiene, using effective deodorant.
 - b. Nails must be clean, length to tip of finger only and unpolished; NO acrylic/gel nails/polish allowed.
 - c. No perfume, scented hand or body lotion, or other scents.
- G. Students who use tobacco products:
- a. 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. Students sent home due to the smell of tobacco are considered absent. Recurrence of the issue, as with all offensive odors, may result in a background 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

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

- Stethoscope
- Penlight
- Bandage Scissors
- Analog watch with second hand that remains visible for at least 60 seconds
- 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. Students are 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. Students who withdrew or fails a nursing course that has a co-requisite, will be required to also withdraw from that co-requisite.

Tardiness is not acceptable professional behavior. Students must call the instructor PRIOR to the start of a clinical experience to notify the instructor of expected late arrival or the student cannot attend the day at all. Students will receive a warning/probation if repeatedly tardy. Please refer to the course syllabus for specific policies related to tardiness.

NOTE: Students are not permitted to attend clinical after having 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. The student must submit the provided form to the clinical compliance 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.
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>
<p style="text-align: center;">*TITERS MAY BE SUBMITTED IN LIEU OF VACCINATION RECORD. ¹Health Screening Questionnaire for History of Positive TB Test is available on the clinical screening platform. ²Declination Forms are also available.</p>	

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

Students are responsible for their own health care. Should a student contract a communicable disease or be exposed to same via body fluids or other means, the student must report such exposure or condition to the clinical instructor or preceptor **immediately**. Should immediate assessment and treatment be deemed necessary (including emergency care), the student must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, the student must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

Accident

Should a student become injured in a clinical facility or traveling to/from a clinical facility, the student will assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions because of the accident. Further, the student must complete all documents regarding the occurrence in accordance with agency policy.

NWF State College carries Student Accident Coverage, which works with the student's primary insurance carrier or independently if the student does 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. Students should report to their 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. Students **MUST** email the college Risk Management Coordinator within 7 calendar days with any follow-up information in reference to the reported injury, which includes reporting that no medical attention was required for the injury.
3. Students 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. Students 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. Students who seek medical attention must provide a written medical clearance to the instructor or the Assistant Director of Nursing prior to returning to clinical.

Risk Management Coordinator

Students who have questions about insurance, reimbursement, or claims 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: Students 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 the student's health status (physical or mental) is, in the opinion of the faculty/preceptor, impaired in the delivery of care, the student will be required to leave the patient care area and must arrange for someone to pick up and take the student home or to see a healthcare provider. Students may be required to submit proof of medical assessment and/or interventions as determined by the Director of Nursing. Should A student be unable to meet the program standards, the student may be dismissed from the program. Students 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.
- Students 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.
- Students 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.
- Students 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 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, students must remain drug-free throughout their tenure in the program. Failure to do so will result in dismissal from the program. Students are required to be drug- and alcohol-free when reporting to school and while at affiliating agencies, including parking lots and grounds. For all affiliating agencies that require students to comply with their drug testing policies—including, but not limited to, testing based on reasonable suspicion of impairment or use of illegal drugs and/or alcohol—students may be tested in accordance with the agency's policies. Prior to being assigned to an affiliating agency, students will sign a consent form allowing the agency to release any drug testing results to the College. If tested by an affiliating agency, students must provide the Director of Nursing with a copy of the test results. Failure to do so promptly will result in dismissal from the program. A positive drug or alcohol test result will also be grounds for dismissal from the program.

Clinical Performance Evaluation

Students are evaluated in each component of the clinical experience course. To pass each clinical course students 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 the student’s 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. The clinical instructor will meet with students regularly to advise students of their progress in meeting clinical performance criteria.
 - ii. Summative Evaluation: This is the student’s final clinical performance evaluation time, which will be established for each nursing course. The Summative evaluation occurs during the last part of the semester and will focus on whether or not the student is meeting clinical course objectives
 - b. Each student’s formative and summative clinical performance will be evaluated based on the rubric provided in the course.

The FINAL grade for the clinical course is 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 a student earns a failing grade in either the theory or the clinical co-requisite course, the student must repeat both courses before progressing in the nursing program curriculum sequence. For a course failure or withdrawal, a nursing student 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, students are expected to complete previously taught skills in a satisfactory manner. Students also complete a written examination covering rationales and other selected aspects of skills taught in each clinical course. **Students must score at least 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, a student may be placed on probation if the clinical instructor determines that a student is not meeting the clinical objectives, i.e. the student is in danger of failing the course. The student will receive a probation contract outlining the remediation steps needed to meet the objectives. Students must meet all the terms of probation contracts 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 student actions. If the clinical instructor prevents a student from making a critical error, the student is still responsible for a “near miss” error.

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 potential 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>).

A facility may refuse a student for unprofessional behaviors in the facility, incidents with patients, or social media activities. If any facility requests the removal of a student, the student will be immediately removed and the incident may be classified as a critical incident, constituting removal from the program.

Procedure

The clinical nursing instructor will document a critical incident on a Critical Incident Form. The form will include all pertinent information stated concisely, with the behavior(s) precisely and specifically identified. The instructor will meet with the student to review the behavior(s), make recommendations, and obtain the student's comments and signature. The student will receive 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 pregnant students enrolled in the program. Northwest Florida State College prioritizes the protection of the unborn child and will take every reasonable step to ensure the safety of both the mother and the unborn child throughout the pregnancy. Current infection control protection standards have shown that, with proper precautions, students can work safely throughout the duration of the pregnancy. The purpose of this policy is to provide pregnant students with necessary protection in accordance with all standards and regulations while ensuring the completion of assigned tasks during the pregnancy. It is important to note that the Clinical Essential Functions and Performance Standards must continue to be met.

When a student confirms pregnancy, there are two primary choices:

1. **OPTION 1:** The student may choose to NOT declare the pregnancy; in which case no changes will be made to the schedule.
2. **OPTION 2:** If the student decides to declare the pregnancy, the student must do so in writing. Once the student complete a “Declaration of Pregnancy” found at the end of this handbook, the student must meet with the Assistant Director of Nursing to discuss options. These include the following:
 - a. The student may choose to withdraw from the program and re-enter with the next cohort after delivery to complete the Nursing Program (space permitting).
 - b. The student may choose to continue the program without interruption of the routine

clinical rotations. The student will work with the clinical instructor to arrange an alternate schedule to accommodate the expected delivery date and take appropriate precautions while caring for patients. If the student develops complications during the pregnancy that requires prolonged absences, the student will have to withdraw from the clinical and companion theory course and re-enter the program after delivery (space permitting).

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

The Declaration of Pregnancy may be withdrawn in writing at any time if it is believed to be in the student's 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 the student’s personal records.***

IF YOU HAVE ANY QUESTIONS 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 tasks 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 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 applies 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, X, 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 agreed 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
