



# **NURSING STUDENT HANDBOOK**

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## **MISSION AND PHILOSOPHY OF PROGRAM**

### **MISSION STATEMENT**

The mission of Palm Beach State College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

### **NURSING PROGRAM PHILOSOPHY**

The philosophical framework of the nursing program at Palm Beach State College provides a foundation for the unique relationships which exist in nursing among people. All people exist within an environment and are subject to its influences. Therefore, nursing incorporates basic understandings about people, society, health, education, and practice which reflects a profession that assists people in reaching and maintaining their optimum state of health. Transactions within and between the person, interpersonal, and social systems are incorporated through the nursing process to facilitate the establishment of mutually acceptable goals. Nursing, then, fosters goal attainment which is evidenced by a person's state of wellness.

### **THE NATURE OF PERSON**

Each person is a complex, multi-dimensional being, constantly evolving across the lifespan. A person interacts through body, mind and spirit with his/her environment by human responses to health challenges. Individual differences occur because of multi-dimensional influences. Each person has intellect, is capable of rational thinking, and is responsible for his/her own behavior. Human life has value, and each person has the right to achieve his/her optimum state of wellness.

### **THE NATURE OF SOCIETY**

Society is described as groups of multicultural persons who share a variety of life's experiences. An interdependent relationship exists between society and the person. Society is constantly undergoing pervasive and fundamental value and organizational changes, due to variations in basic social and economic forces.

### **HEALTH**

Through the use of one's resources, health is a dynamic life state of wellness, which implies continuous adjustment of mind, body, and spirit to changes in the internal/external environment. Wellness reflects the way individuals interact with their personal, interpersonal, and social stressors from conception to infinity. The life states of wellness, transition, crisis, stabilization and chronicity reflect human response to health challenges.

### **NATURE OF NURSING**

Nursing is a caring and humanistic discipline that utilizes personal, interpersonal, and social systems interacting with a person in his/her environment to achieve wellness. Nursing practice is based on the use of the nursing process to attain mutual goals. Nursing utilizes the concepts of oxygenation, regulation, cellular integrity, mobility and sensory/perception/cognition to provide holistic nursing care.

## **TEACHING-LEARNING**

Learning is the acquisition of skills and knowledge acquired by instruction or study. The process of learning facilitates the development of cognitive, psychological, and physical skills essential for successful transactions. The faculty role is to project a positive image to maintain an environment conducive to academic excellence. In recognition of its responsibility for guiding learning, the faculty considers the needs, capabilities, and individual differences of students. Learning is made more meaningful by planning and selecting rich and varied experiences that progress from the simple to the complex while utilizing self-directed activities based on critical thinking. Students' active participation in the learning process is necessary for achieving their goals and establishing patterns for life-long learning.

## **NURSING EDUCATION**

Nursing education is a systematic and continuous process based on scientific knowledge. The nursing curriculum consists of two main program concepts: Holism and Professionalism. There are also eleven program threads consisting of:

1. Nursing Process
2. Communication
3. Technical Skills
4. Legal/Ethical Issues
5. Critical Thinking
6. Pharmacology
7. Nutrition
8. Cultural Diversity
9. Teaching/Learning
10. Community Health
11. Lifespan

These are woven throughout the four semesters as one's individual life state (wellness, transition, crisis, stabilization and chronicity) evolves.

## VISION STATEMENT

Palm Beach State College's Nursing Program will create a variety of learning environments within its integrative, holistic framework, to meet the global educational needs of a diverse student population.

### MISSION STATEMENT

The graduates of Palm Beach State College's Nursing Program, upon licensure, will be collaborative, integral members of the changing health care system. Their uniqueness will be evidenced by leadership in the profession as they provide and coordinate holistic care to our diverse community.



# CURRICULUM AND ACADEMIC CALENDAR

## CONCEPTUAL FRAMEWORK

The conceptual framework for Palm Beach State College's nursing program shows nursing as a caring profession which honors holism through the use of Imogene King's Theory. P<sup>1P</sup>

**View 1**, (page 7), shows individual wellness confronted with a health challenge. The nurse, using the main concepts of holism and professionalism, applies knowledge of the nursing process to interact with the person and their environment. By considering the five (5) concepts of oxygenation, regulation, cellular integrity, mobility and perception/sensory/cognition, the nurse assists the individual to navigate their personal, interpersonal and social environments toward personal goal attainment. Thus the ultimate objectives of personal goal attainment and wellness are achieved. The process of goal attainment/wellness flows in the shape of a heart which emulates the caring aspects of nursing.

**View 2**, (page 8), shows the interaction on and through this framework of the eleven (11) program threads. Ultimately all intersect in the center, which reflect the person.

**View 3**, (page 9), overlays the infinity sign, which reflects the interconnectedness and fluidity of an individual's life state. At any point in time, a person is in one of the life states, interacting with the (11) threads, and the five (5) life concepts. Thus the complexity of nursing is reflected. Wellness is achieved and/or maintained as the nurse applies the nursing process and interacts with the individual and the evolving system.

P<sup>1P</sup> Imogene King, A Theory for Nursing. (Albany N.Y.: Delmar Publishing Co., 1981). P. 11, 145.

## CURRICULUM DEFINITIONS

### ***Curriculum Concepts:***

**Holism:** The view that an integrated whole has a reality independent of and greater than the sum of its parts. A way of being.

**Professionalism:** The experience of being a part of the nursing profession, which provides a unique service to society, takes personal responsibility for services provided to the community, has an expanding body of knowledge, and adheres to a code of ethics incorporated into nursing practice.

### ***Curriculum Threads:***

**Nursing Process:** A systematic method of providing care to clients. The process consists of five steps: assessment, diagnosis, outcome identification and planning, implementation, and evaluation.

**Critical Thinking:** A disciplined, deliberate thought that uses a variety of strategies in a search for meaning.

**Communication:** The process of transmitting thoughts, feelings, facts, and other information.

**Cultural Diversity:** The individual differences among people that result from racial, ethnic, and cultural variables.

**Legal/Ethical:** The ability to practice nursing as defined in practice acts and standards of care, in a way that distinguishes right from wrong.

**Teaching/Learning:** Teaching is an active process during which one individual shares information with another, as a means to facilitate behavioral changes. Learning is the process of assimilating information with a resultant change in behavior.

**Community:** The appreciation that nursing is practiced in a variety of settings and is based on where client needs are.

**Pharmacology:** The application of safe standards of administration of medications based on a knowledge of the absorption, distribution, metabolism, and excretion of drugs.

**Nutrition:** The process by which the body metabolizes and utilizes nutrients.

**Lifespan:** The appreciation of the unique needs of the client based on consideration of their stage of development from birth to death.

**Technical Skills:** The ability to perform psychomotor skills safely utilizing theoretical concepts.

### ***Five Concepts of Human Functioning:***

**Oxygenation:** The supplying of the body's oxygenation demands via the cardiac and respiratory systems.

**Cellular Integrity:** The maintaining of function of the cells in the body without disruption which can be caused by inflammation or infection.

**Regulation:** The body's ability to maintain a state of relative balance; is a dynamic form of equilibrium in the body's internal environment.

**Sensory/Perception/Cognition:** The ability to receive and process stimuli received through the sensory organs, and the ability to experience, recognize, organize, and interpret sensory stimuli. Cognition includes the elements of memory, judgment, and intellectual functioning.

**Mobility:** The ability to engage in activity and free movement.

### ***Five Life-States:***

Transition – Passage from one condition to another

Stabilization – To make stable or firm

Chronic – Long established

Crisis – Critical time of instability

Wellness – Integrated, congruent functioning aimed toward reaching one's highest potential

### ***Human Response Patterns:***

A systematic process for addressing and organizing information using the nine human response patterns to guide the assessment, diagnosis, planning, implementation, and evaluation of client-centered care:

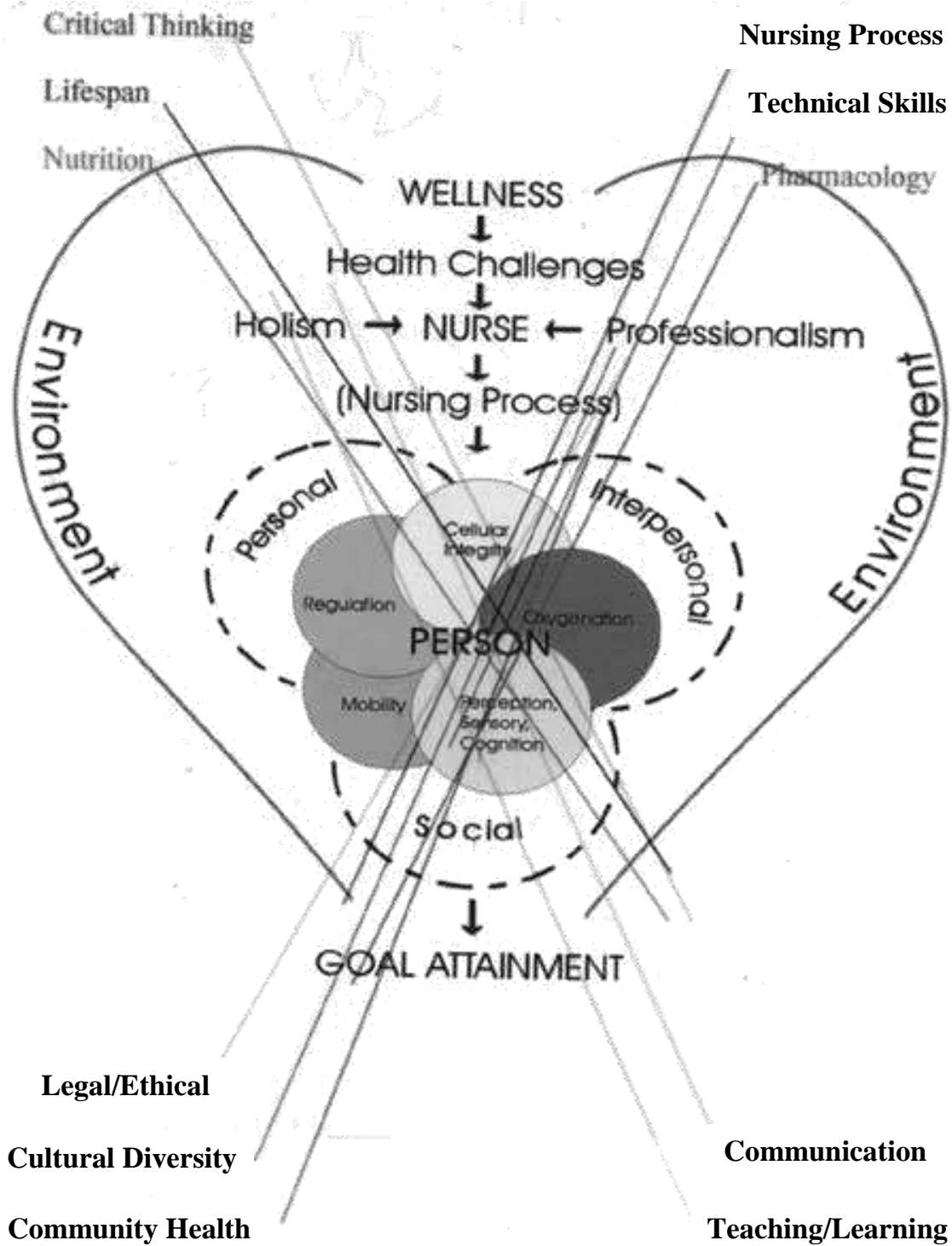
1. Exchanging – mutual giving and receiving
2. Relating – establishing bonds
3. Valuing – assigning relative worth
4. Choosing – selection of alternatives
5. Moving – activity
6. Perceiving – reception of information
7. Feeling – subjective awareness of information
8. Knowing – meaning associated with information
9. Communicating – sending and receiving messages

# GRAPHICAL DESCRIPTION OF CONCEPTUAL FRAMEWORK

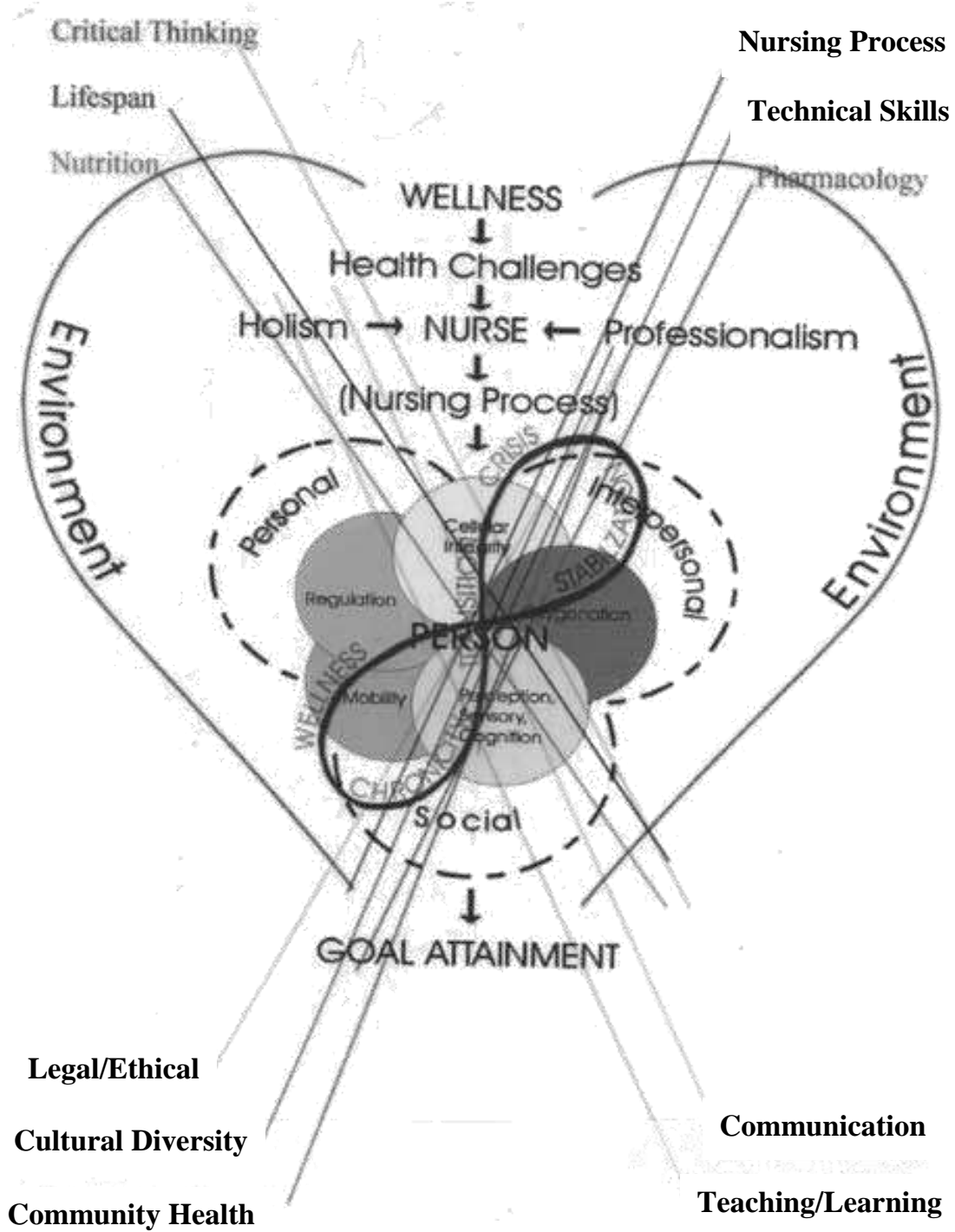
## CONCEPTUAL FRAMEWORK VIEW #1



**CONCEPTUAL FRAMEWORK  
VIEW #2**

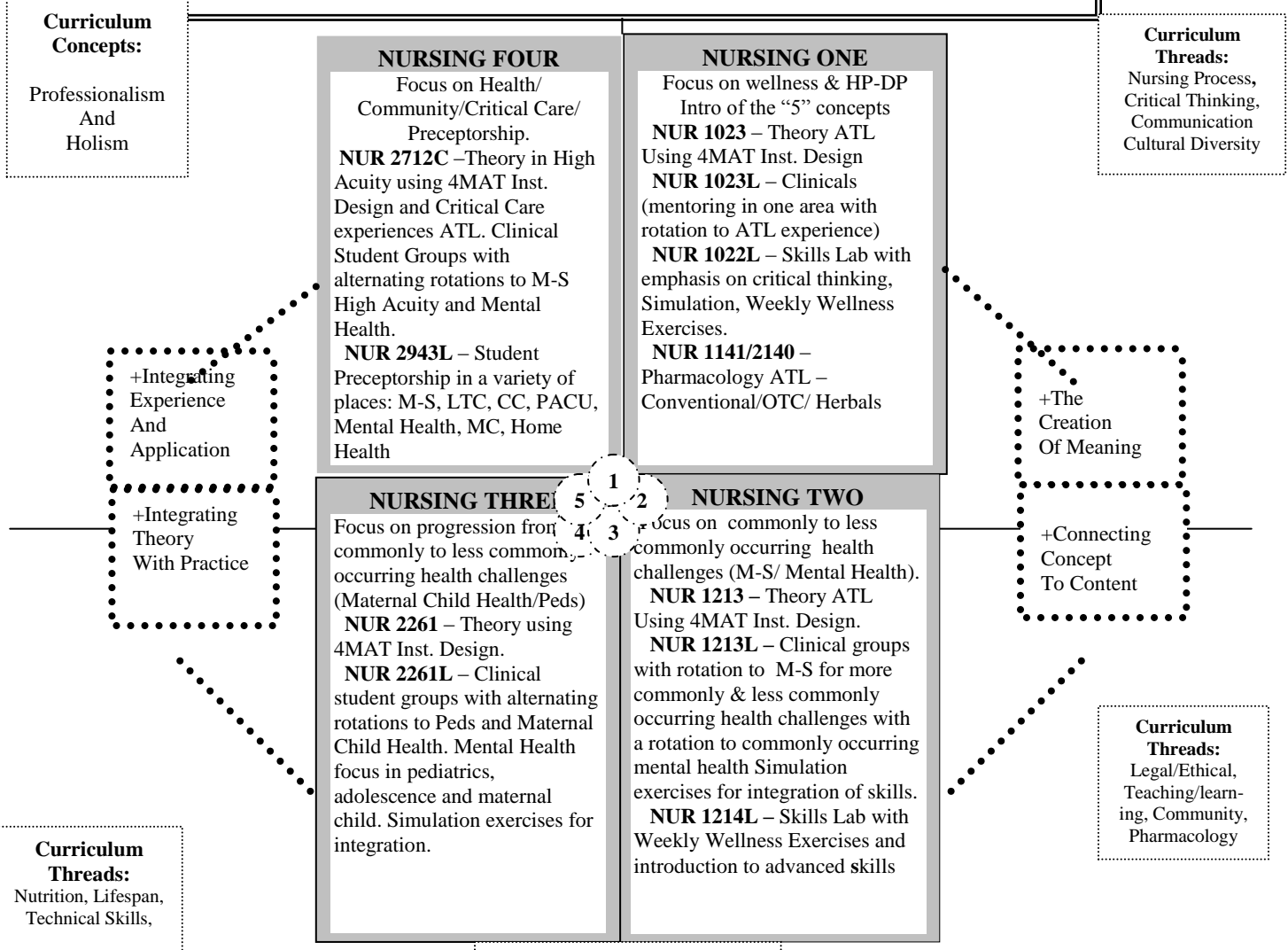


**CONCEPTUAL FRAMEWORK  
VIEW #3**



# PALM BEACH STATE COLLEGE'S NURSING CURRICULUM CURRICULUM ORGANIZATION

Providing Holistic Nursing Care Utilizing the "5" Concepts of Human Functioning:  
Oxygenation, Cellular Integrity, Regulation, Sensory/Perceptual/Cognition, & Mobility to  
Individuals and Families in the Community who are Experiencing -  
Human Responses to Health Challenges across the Lifespan and Life-States of:  
Wellness, Crisis, Transition, Chronicity, and Stabilization



**"Balancing Ourselves as We Balance the Health Care Needs of Palm Beach County"**

Palm Beach State College Curriculum - Revised: May 2004

+4MAT® Instructional Design

ATL = Across the Life Span.  
CC = Critical Care  
HP-DP =Health Promotion – Disease Prevention  
MC – Maternal Child Nursing

M-S = Medical Surgical Nursing  
OTC=Over the Counter  
PACU=Post Anesthesia Care Unit  
LTC=Long Term Care

This curriculum is designed to create “learning environments” which increase individual student knowledge and responsibility. The faculty role will be one of facilitator and mentor. In response to national, state and local trends the curriculum foci will be:

1. Professional responsibility and development
2. Holism in the application of nursing practice
3. Wellness of self and others
4. Technical skills across the life span
5. Expansion of community practice environments
6. Critical care concepts

# ACADEMIC CALENDAR AND COURSE SEQUENCE

## NURSING CURRICULUM PLAN

**Pre-requisites: Proficiency of 80% on “Nurse ProCalc” computer software.**

Prerequisite Courses:	Credits:	
1. Chemistry	CHM1020	3
2. Anatomy/Physiology	BSC 2085/2085L	4
3. Developmental Concepts	HSC 1010 or DEP2004 (3)	2
<b>TOTAL</b>		<b>9</b>

The Nursing courses (NUR) are designed to be taken in sequence as outlined below and listed in the Palm Beach State College College Catalog. Please note that **all** co-requisite courses must be satisfied prior to or within the designated semester before progression to the next semester.

### SEMESTER I

It is recommended that the Corequisites listed for Semester I, BSC 2086 / BSC 2086L, MCB 2010 / MCB2010L, ENC 1101 and NUR 1141 (2 credits) **or** NUR 2140 (3 credits), be completed prior to entry into Semester I. The courses listed that have not been completed prior to entry into Semester I become Corequisites within Semester I, and must be completed prior to progression to Semester II.

SEMESTER I	CREDITS	COREQUISITES
NUR 1141	2	BSC 2086 / BSC 2086L, ENC 1101
NUR 1023	4	MCB 2010 / MCB2010L
NUR1023L	3	NUR 1141 (2 credits) or NUR 2140 (3 credits)
NUR 1022L	1	
<b>TOTAL</b>	<b>10</b>	
NUR1023, NUR1023L,1022L (ALL are co-requisites and must be taken together unless one component is being repeated; one course cannot be dropped without dropping the others)		

**PROCALC MUST BE PASSED WITH A MINIMAL SCORE OF 85 TO SUCCESSFULLY COMPLETE 1022L AND ADVANCE TO SEMESTER II.**

### SEMESTER II

**Prerequisites: NUR 1141 or 2140, NUR 1022L, NUR 1023, NUR 1023L**

The Corequisite, HUN 1201 may be completed prior to entry into Semester I or Semester II; if not completed prior to Semester II, HUN 1201 becomes a Corequisite and must be completed within Semester II, prior to progression to Semester III.

SEMESTER II	CREDITS	COREQUISITES
NUR 1213	7	HUN1201
NUR 1213L	4	NUR 1213, 1213L, 1214L (ALL are co-requisites and must be taken together unless one component is being repeated;) one course cannot be dropped without dropping the others)
NUR1214L	1	
<b>TOTAL</b>	<b>12</b>	

**PROCALC MUST BE PASSED WITH A MINIMAL SCORE OF 90 TO SUCCESSFULLY COMPLETE 1213L AND ADVANCE TO SEMESTER III.**

### SEMESTER III

**Prerequisites: NUR 1213, NUR 1213L, NUR 1214L, HUN 1201**

The Corequisites, PSY 2012 and SYG 2000, may be taken prior to Semester I, Semester II, or Semester III. If not completed prior to Semester III, PSY 2012 and SYG 2000 become Corequisites and must be completed within Semester III, prior to progression to Semester IV.

SEMESTER III	CREDITS	COREQUISITES
NUR 2261	6	PSY 2012
NUR 2261L	4	SYG 2000
<b>TOTAL</b>	<b>10</b>	NUR 2261 AND 2261L (BOTH are co-requisites and must be taken together unless one component is being repeated; one course cannot be dropped without dropping the other))

**PROCALC MUST BE PASSED WITH A MINIMAL SCORE OF 100 TO SUCCESSFULLY COMPLETE 2215L AND ADVANCE TO SEMESTER IV.**

**SEMESTER IV**

**Prerequisites:** NUR 2261, NUR 2261L, PSY 2012, SYG 2000

A Humanities course (music, art, or literature) may be taken prior to Semester I, II, III, or IV. If not completed prior to Semester IV, a Humanities course becomes a Corequisite and must be completed prior to completion of Semester IV.

SEMESTER 1V	CREDITS	COREQUISITES
NUR 2712 C	6	Humanities (3 Credits)
NUR 2943 L	4	NUR 2261 AND 2261L (BOTH are co-requisites and must be taken together unless one component is being repeated; one course cannot be dropped without dropping all))
<b>TOTAL</b>	<b>10</b>	

**Courses:****Credits:**

GENERAL EDUCATION TOTAL 30

NURSING TOTAL 42

**GRAND TOTAL 72\***

\*= Total credits necessary for completion of the Nursing Program

**COURSE SEQUENCE AND STUDENT SUCCESS**

The Nursing courses are rigorous and intense; to increase the likelihood of SUCCESS in the Nursing Program, it is highly recommended that all general education courses including BSC 2086, BSC 2086L, MCB 2010, MCB 2010L, ENC1101, SYG 2000, PSY 2012, HUN 1201, Humanities elective (music, art, or literature), and pharmacology (NUR 1141 or NUR 2140) be completed prior to the beginning of Semester I of the Nursing Program.

The model course sequence of **full-time study** in the Nursing Program is as follows:

<b>SEMESTER I:</b> NUR 1023, 1023L, 1022L	<b>SEMESTER III:</b> NUR 2261, NUR 2261L
<b>SEMESTER II:</b> NUR 1213, NUR1213L, NUR 1214L	<b>SEMESTER IV:</b> NUR 2712C, NUR 2943L

## **GRADING SCALE AND POLICIES FOR ACADEMIC PROGRESS MEDICATION ADMINISTRATION CALCULATION TEST**

All Nursing students will be required to pass a Medication Administration Calculation Test **before** the end of each of the first three (3) semester clinicals. Failure to successfully pass the test **prior** to the established deadline date will result in a clinical unsatisfactory due to the inability to meet course objectives (see “J” on Performance Evaluation Tool). Successful completion will be validated by a passing score.

The required ProCalc score for successful completion of each semester is as follows:

- Semester I students must achieve an 85% to enter Semester 2.
- Semester II students must achieve a 90% to enter Semester 3.
- Semester III students must achieve a 100% to enter Semester 4.

**ProCalc scores are valid for one semester, only.** A student who is repeating a Nursing Clinical course must retake the appropriate ProCalc to meet the passing criteria for that course. Students who find themselves out of sequence, must see the Nursing Director prior to registration.

Students **must** demonstrate mastery of ProCalc as designated by the dates established for each of the first 3 Semesters.

Each time the student fails the Pro-Calc, the student will be verbally encouraged to seek remediation in the Math Lab/Skills Lab. After a maximum of three attempts, the student will receive a written referral to the Skills Lab for Pro-Calc remediation, which must be satisfactorily completed prior to future Pro-Calc attempts.

### **Nursing Department Grading Criteria**

All nursing courses at Palm Beach State College use the following grading criteria:

90 – 100	=	A
83 – 89	=	B
75 – 82	=	C
BELOW 75	=	F

The nursing course grade is determined by exam scores and points earned for papers and/or assignments. Progression to the next nursing course is dependent upon achievement of a 75% average on all exams including the final exam. Projects and papers will be added **only** if the 75% has been met. Lab/Clinical courses are graded on a satisfactory/unsatisfactory basis according to validation of competencies as signified on the clinical evaluation form.

**Make-up tests will be given at the discretion of the instructor. Make-up tests will be given in the Testing Center at the expense of the student and will be in essay format.**

## NATIONALLY SCORED TESTING

Nursing students will be required to take nationally scored tests throughout the curriculum and to make a satisfactory score on each test. In the last semester of the curriculum, nursing students will be required to take a comprehensive exam and to make a satisfactory score on this exam prior to graduation.

## CRITERIA FOR GRADUATION

All course requirements must be completed with a minimum grade of “C” (either through the challenge/transfer process or in residence) to be considered for graduation. (See College Catalog for specifics.)

The HESI Outcome Exam will be administered the first week of Preceptorship. If the student does not achieve the minimum passing score (as published in the course syllabus), the student will remediate during the course and retake the exam during the final week of Preceptorship. The student must pay the cost for retesting to retake the exam. If the student does not score the minimum passing score on the 2<sup>nd</sup> attempt they will receive an incomplete for NUR2943L Clinical Preceptorship, and must remediate and retake the exam. The student must again pay the cost for retesting to retake the exam. (All students will attend Pinning and Graduation upon successful completion of clinical requirements but will receive an Incomplete for NUR2943L).

The student must achieve the minimum passing score (as published in the syllabus) on the 3<sup>rd</sup> attempts in order to change the grade of Incomplete to Satisfactory. At that time, the student may apply to the Board of Nursing as a candidate for the NCLEX, which will require the individual student to submit an official transcript with their application.

If the student never achieves the minimum passing score on all 3 attempts, then the grade of Incomplete will be changed to Unsatisfactory and the student will have to repeat NUR2943L Clinical Preceptorship. A personalized remediation plan will be developed for the student to remediate while waiting for the next NUR2943L course to begin.

These criteria meet the requirements of Palm Beach State College and the State of Florida Board of Nursing for the Associate of Applied Science Degree in Nursing. **(Beginning with the Spring 2008 graduation class, eligible students will be awarded the Associate of Science Degree in Nursing.)**

## IMPORTANCE OF THE SPECIALTY EXAM (HESI/EVOLVE TESTING)

The Palm Beach State College Nursing Program utilizes several methods to evaluate student achievement. One method is administering a nationally normed exam that is given to many nursing students across the country. This benchmark is known as the HESI Specialty Exam. Research studies have shown that success on the HESI Specialty exam correlates with success on the NCLEX exam. Remember that the goal of this Nursing program is to assist students to be successful in the program, on NCLEX scores and as a professional nurse. HESI testing is a valuable piece of the process.

The HESI Specialty Exam is administered at specific intervals during the Palm Beach State College Nursing Program curriculum as outlined below:

Semester 1 – Fundamentals

Semester 2 – Medical- Surgical

Semester 3 – Pediatrics  
Maternal/Child

Semester 4 – Mental Health  
Exit Exam

**Scoring:** HESI scores range for 0 to 1000 and can be as high as 1500 (depending on the difficulty level of the exam). An acceptable level of performance is 850; the recommended level of performance is 900 and above for all HESI scores provided.

**Results:** At the completion of the exam, the student will receive a detailed printed exam result. The student should note the HESI Score achieved. Approximately two weeks later the student will be sent a remediation plan from Evolve/REACH to the email address the student has used to register for HESI.

### Using HESI Remediation Plan: Student Responsibility

1. Evolve remediation plan in their portfolio, and bring these to their mentoring appointment scheduled as directed with their faculty mentor. It is highly recommended that the student begin working on the remediation plan as soon as possible and not wait until seen by their mentor.
2. If the student achieves a HESI score below 850, the student must make an appointment with their assigned mentor before the Semester's second exam to review the student's portfolio, including the HESI Exam results with the HESI remediation plan.
3. Students who scored 850 or greater will review the remediation plan with their mentor during the required mentor visit.

This remediation monitoring process continues throughout the program. Any additional requirements by the specific semester faculty will be highlighted during course orientation.

## EARLY ALERT PROCESS

In an attempt to identify students at-risk of failure and provide them with the necessary tools for success/resolution of issues early in their academic program, the Nursing Program has agreed to take part in the Early Alert Process. The following form may be submitted by any Faculty member who has identified a student need for academic assistance, personal assistance or who has an attendance issue that is affecting student performance in achieving educational goals.

### PALM BEACH STATE COLLEGE

Please select at least one reason and enter a comment to submit the alert.

<b>Student Name:</b>	<b>Student ID:</b>	<b>Location:</b>
<b>Instructor:</b>	<b>Class Reference Number:</b>	
<b>Early Alert Reasons:</b>		
<input type="checkbox"/> Academic Assistance Needed	<input type="checkbox"/> Personal Assistance Needed	
<input type="checkbox"/> Attendance Issue	<input type="checkbox"/> Never Attended	
<b>Comments (1000 characters maximum):</b>		
<input type="text"/>		
An email will be sent to you to confirm the submission of the alert.		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

**Be certain to discuss this referral with the student so they may have to opportunity to accept or reject the offer of counseling. This also alerts them to the counselor's follow-up on the referral.**

## TERMINATION, RE-ADMISSION AND HEALTH SCIENCES APPEALS PROCESS

### NURSING COURSE ATTENDANCE AND WITHDRAWAL PROCEDURES

#### Attendance

Students are expected to attend all classes and activities for courses in which they are registered. Attendance on all clinical days is **required**. Frontloading of skills and hospital orientation are **mandatory**. Attendance will be taken on all clinical days and college wide policies related to attendance will be followed. Any class meeting missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Failure to meet the clinical requirements of the course (even if related to absence) will result in a clinical failure for the course.

Students who become ill are required to notify their clinical instructor. Calls should be placed directly to the clinical instructor ASAP **before the clinical experience**. It is the student's responsibility to discuss with the clinical instructor the absence. The instructor will then determine whether the student may still met the course objectives in light of the absence.

Class attendance policies are set by individual instructors and/or departments following college guidelines. An accurate record of attendance will be kept for each class. Students are expected to adhere to the policies set by each instructor. (See syllabi for each course)

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction. Attendance at college sponsored organizational activities is contingent upon a passing grade for the currently enrolled courses.

Students who do not attend the first day of class may be dropped from the course, depending upon the individual faculty member's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the course web site for clarification.

*The college policy of reinstating students who have been dropped due to College or Financial Aid error supersedes individual faculty attendance policies.*

#### Withdrawal

In order to withdraw from a course, a student must properly complete class withdrawal procedures.

#### Academic Dishonesty

The Nursing Program adheres to the college's student disciplinary and academic dishonesty and appeals procedures as set forth in the Palm Beach State College Student Handbook.

#### Academic dishonesty includes but is not necessarily limited to:

1. Unauthorized assistance, communication to another through written, visual or oral means. The presentation of material, which has not been studied/learned, but obtained through someone else's efforts and used as part of an examination, course assignment or project constitutes cheating.
2. When another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or material taken from another is plagiarizing.

3. Presenting work done in one course to fulfill requirements in another course against the stated policy of an instructor.
4. Having knowledge of another student's violation of this policy also constitutes a violation.
5. Removal of test material from the classroom.
6. Talking during an exam if forbidden.
7. Any student who knowingly helps or is present when another student violates academic behavior standards is also in violation of this policy.
8. Cell phones are prohibited in the Testing Lab. Possession of a cell phone constitutes cheating, so any student not in compliance with this rule will be awarded a failing grade of zero and be removed from the testing lab.

### **Initial/General Academic Dishonesty Procedures**

1. Students accused of an academic honesty infraction will be subject to the following procedure:
  - a. The instructor has the obligation to make sure that there is clear evidence of academic dishonesty before any sanction is imposed against any student. If there is suspicion of wrongdoing without corroborating evidence, the instructor should discuss the matter with the student and issue a verbal warning where such is warranted.
  - b. Academic departments have established policies on academic dishonesty. Students should contact their instructor, department chair or dean of student services if there are questions about this policy beyond what is established within this Student Handbook.
  - c. A student shall not be permitted to avoid a failing grade given because of academic dishonesty by withdrawing from the course.

### **Health Science Appeal Process**

All \*Health Science students are subject to the following procedure whenever an appeal is warranted (except for issues involving tuition/refunds). This entire process must be completed in no more than **fifteen** (15) business days.

Depending on appeal issue, the student may or may not be allowed to attend class/clinical during appeal process. In addition, absences incurred during the appeal process may or may not be excused by the manager/director or the program/designee.

1. Process must be initiated by the student within one (1) business day of being sanctioned.
  - Student must submit a written statement to the instructor (if applicable) outlining the basis for the appeal, along with the appropriate documentation.
  - The instructor must respond in writing to the student within three (3) business days.
  - A copy of the response should be forwarded to the manager/director of the program/designee.
2. If unresolved at this level, it is the student's responsibility to proceed to the manager/director of the program/designee by written request with one (1) business day of response from instructor.
  - Manager/director of the program/ designee will review student's documentation and respond to the student, both in writing and in arranged conference with a decision regarding the appeal.
  - Manager/director of the program/designee must respond within three (3) business days.

3. If the student is still dissatisfied with the outcome of this process, he/she may proceed to the Associate Dean of Academic Affairs ( for those appeals initiated on the Palm Beach Gardens or Boca Raton campus) or Associate Dean of Health Science (for those appeals initiated on the Lake Worth campus).
  - The student must request this meeting in writing, detailing the basis for the appeal, along with the appropriate documentation and outcomes of the above steps.
  - Associate Dean will render decision in writing within three (3) business days.

Immediately following above (if still unresolved), the student may further request a hearing of the \*\*Health Science Appeals Committee, within one (1) business day of response from Associate Dean.

- The student must request this meeting in writing, detailing the outcomes of the above steps, along with a basis for the appeal.
  - The manager/director of the program/designee will arrange a meeting of the committee within three (3) business days of the request.
  - The Appeals Committee will render a decision at the close of the presentation of evidence. A majority of the committee must agree for the decision to be enforceable.
4. If the student is dissatisfied with recommendation by the Appeals committee, he/she may proceed with the appeal to the Dean of Academic Affairs (for those appeals initiated in either the Palm Beach Gardens or Boca Raton campus) or to the Dean of Health Science (for those appeals initiated on the Lake Worth campus).
  5. Students will sign acknowledgement of receipt of above process.

**The Health Science appeal process considers the decision of the Dean to be final.**

\*This applies to all students who have been accepted into the following programs: Dental Assisting, Dental Hygiene, EMT, Massage Therapy, Medical Coder, Medical Transcription, Medical Assisting, Nursing (RN), Paramedic, Patient Care Assistant, Practical Nursing (LPN), Radiology, Respiratory Care, Sonography, and Surgical Technology.

**\*\*Health Science Appeals Committee**

1. The Health Science Appeals committee will be convened by the manager/director of the program/designee for resolution of a student appeal.
2. The committee will consist of a *minimum* of three (3) members. This will include the manager/director of the program/designee who initiated the meeting, as well as two other non-clerical Health Science Department employees. A non-biased student and /or a Business Partnership council member may be invited to sit on the committee as well (however, this is not a requirement).
3. The Committee will elect a Hearing Officer and a scribe.

**Receipt of Gifts**

**Students are not permitted to accept gifts, including monetary gifts, from patients or families. Nonadherence to this policy ay result in consequences such as a referral to Academic Standards for unprofessional behavior.**

## PROGRESSION, RETENTION, and GRADUATION

For progression and completion in the nursing program, the academic faculty will evaluate the following areas of competency emotional, perceptual, cognitive, functional, and physical areas of competency.

### GENERIC STUDENTS:

- \*1. The student must successfully complete NUR 1022L, NUR 1023, NUR 1023L, NUR 2140 (3 credits) or NUR 1141 (2 credits), in order to proceed to the next semester.
- \*2. The student must successfully complete all 2nd semester nursing courses NUR 1213, NUR 1213L, and NUR 1214L, in order to proceed to the second year.
- \*3. The student must successfully complete all 3rd semester courses NUR 2261, NUR 2261L and PSY 2012 in the Nursing Program, in order to proceed to the 4th semester course, NUR 2712C.
- \*4. The student must successfully complete NUR 2712C in order to proceed to the final nursing course of the Palm Beach State College Nursing Program NUR 2943L.
- \*5. Any student who receives an "F" in a nursing course must repeat that course and pass it with a "C" or above.

**NOTE:** Beginning Fall 1997, new State of Florida rules govern the number of times a student may withdraw and repeat the same course. See College/Student Handbook for details.

6. A student will not remain in the nursing program if any of the following occur:  
If the student receives:
  - a. 2 "F's" in any combination of nursing courses with clinical components or
  - b. 2 "WF's" in any combination of nursing courses with clinical components or
  - c. 1 "F" and 1 "WF" in any combination of nursing courses with clinical components

A withdrawal for medical purposes will not be included in the above.

**NOTE:** For the above policy, "W" is defined as a withdrawal from any nursing course. If the student is failing at the time of withdrawal, the "W" will be viewed as a "WF" (withdrawal failing) within the Nursing Program.

7. Students who withdraw, fail, or decide to take a semester off must complete the following protocol:
  - a. Notify the Program Director in writing of desired return date to the program. Written notification must occur two months prior to start of the new semester.
  - b. Re-admittance will be based on space availability and after careful review of the student's academic file by the Program Director and/or Department Chair(s).
8.
  - a. To obtain a medical withdrawal the students must provide the Program Director a statement including dates of treatment on Physician/ARNP letterhead.
  - b. When the student wishes to return to the Nursing Program, a medical release from the physician/ARNP must be submitted to the Program Director.
9. Students who withdraw from a theory class during the semester must also withdraw from concurrent clinical and skills classes.
10. When a student is unsuccessful in passing a nursing prerequisite course or nursing course via the face to face or online venue, it is strongly recommended that the course be retaken in a live class (face to face). Experience has demonstrated that the student, when repeating a course, has greater success mastering the material in this venue.

## TRANSITION STUDENTS

**ALL** students transitioning into the Palm Beach State College Nursing Program are required to take an additional one-credit course, NUR 2000L, Introduction to Professional Nursing. This must be taken before the first nursing course. A clinical competency lab exam and/or the student's **competency check list** is required prior to admission. **Students will complete these identified skills in the Palm Beach State College Nursing Lab prior to admission.**

### Transition Students

Transition students will enter into the current curriculum under one of the following entrance options:

1. At Semester II with successful completion (\*score of 75) of the NLN ACE Book Fundamentals of Nursing.
2. At Semester III with successful completion (\*score of 75) of NLN ACE Book I Fundamentals of Nursing and ACE Book 2 Care During Childbearing and Care of the Child and approval of the Program Director.

\*A decision score within **three** standard errors of measurement (SEM) will be accepted.

Pre-entrance ProCalc is required at a passing grade of 80%. Once admitted into the program, students must retake ProCalc and achieve the set score designated for the Semester to which they are being admitted..

### Transitions within the Nursing Program

Transitions within the nursing program will be considered on an individual basis by the Nursing Program Director.

## RE-ADMISSION AND PROGRESSION POLICY

Generic students who have been unsuccessful in Palm Beach State College's Nursing Program may return after completing an LPN program, obtaining a valid Florida LPN license, and meeting the transitional program admission requirements. After re-entry, progression and graduation is dependent upon completing and passing all nursing courses attempted. Any withdrawal for academic jeopardy or failure will constitute an administrative withdrawal from the program without further re-admission.

## CREENTIALING AND PROGRAM ACCREDITATION

Approved by the FBON Florida Board of Nursing

THE FLORIDA BOARD OF NURSING contact information:

Florida Board of Nursing  
Florida Department of Health  
4052 Cypress Way, Bin #C02  
Tallahassee, FL 32399  
Phone: 850-245-4125

<http://www.doh.state.fl.us/mqa/nursing>

Accredited by the NLNAC National League for Nursing Accrediting Commission

THE NATIONAL LEAGUE FOR NURSING contact information:

NLNAC  
61 Broadway, 33rd Floor  
New York, NY 10006  
Phone: (800) 669-1656

<http://www.nln.org>

## STANDARD PRECAUTIONS

### BLOODBORNE PATHOGENS – EXPOSURE CONTROL PLAN

**Purpose:**

To fulfill the College requirement that each Department has an Occupational Exposure in Bloodborne Pathogens plan. This plan includes, as a minimum, the element defined in the Federal register 29C FR 1910.1030.

**Objective:**

The faculty of the Palm Beach State College Nursing Program is committed to limit occupational exposures to blood and other potential infectious materials to students and faculty.

**Authority and Responsibility:**

The Nursing Program Exposure Control Plan is considered to be an extension of the Palm Beach State College Exposure Control Plan. The Program Coordinator/Director of Nursing has the responsibility for the assurance of a comprehensive exposure Control Plan within the Nursing Program. All faculty members are responsible for assuring compliance regarding OSHA requirements for bloodborne pathogens.

**Scope:**

This plan covers all faculty and student who could be “reasonably anticipated” as the result of performing their job/educational requirements to have direct contact with blood and other potentially infectious material.

**Definitions:**

**Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

**Contaminated:** The presence or reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

**Contaminated Sharp:** Any contaminated object with the potential ability to penetrate or lacerate the skin, including but not limited to, needles, scalpels, broken or intact glass and broken or intact hard plastics.

**Engineering Controls:** Means to isolate or remove the bloodborne pathogens from the work place, (e.g., sharps, disposal containers, self-sheathing needles).

**Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

**Personal Protective Equipment:** Specialized clothing or equipment worn by faculty and/or students for protection against a hazard. General work clothes, (e.g., uniforms, pants, shirts, lab coats, scrubs) not intended to function as protection against a hazard is not considered to be personal protective equipment.

## POST-EXPOSURE EVALUATION AND FOLLOW-UP

**POLICY:** All students and faculty will appropriately report incidents, be treated and obtain follow-up care as necessary (according to Palm Beach State College Nursing Program Bloodborne Pathogen Exposure Control Plan).

### PROCEDURE:

- The **student** will:
1. Notify incident to instructor. If instructor is not available on site, report to nursing unit supervisor.
  2. Receive emergency treatment.
  3. Notify appropriate agency representatives.
  4. Contact personal health care provider for any additional evaluation, testing, counseling, treatment, and follow-up for exposure incident .
  5. Obtain and maintain any and all documents relating to health care services received.
  6. Follow-up with the Nursing Program Director regarding insurance billing consultation.
- The **instructor** will:
1. Direct student to emergency care in accordance with Agency policies and procedures.
  2. Notify Agency's appropriate personnel of exposure incident.
  3. Review with student the college's procedures for post-exposure evaluation and testing i.e.: the student will follow-up with private physician.
  4. Notify Palm Beach State College security within 24 hours as required.
  5. Notify Nursing Program Director of exposure incident.
  6. If victim of exposure, receive emergency treatment and follow-up with private physicians.

## **ILLNESS AND ACCIDENTS**

For students who become ill, find themselves hospitalized or challenged due to an accident, course faculty will attempt to develop with the student a plan for course/clinical completion. In some situations the options may include an incomplete (“I”) or a course withdrawal (“W”). In all cases, physician’s documentation will be required for the student’s return to class and /or clinical. This documentation must be presented to the course faculty upon return to class /clinical.

## **PREGNANCY**

Any change in health status must be reported immediately to the clinical instructor in written format. A clinical agency’s policy/protocol concerning pregnancy must be adhered to by all students and faculty.

1. Students who have declared pregnancy during clinical portions of their program must have written documentation from their primary health care provider to remain in clinical without restriction during the course of their pregnancy.
2. Students are responsible for obtaining this documentation and providing it to the program Specialist.
3. Practitioner directed limitations must be clearly delineated and may require student withdrawal from the course if clinical course objectives cannot be met. Agency policies concerning pregnant students in their clinical facility and measures to avoid potential hazards to mother and/or unborn fetus, may supersede the statement above.

## PALM BEACH STATE COLLEGE HEALTH SCIENCE/EMS DISCIPLINARY PROCEDURE

The Health Science/EMS Safety Disciplinary Procedure will apply to all students who have been accepted, including provisional acceptance into the following programs:

- Dental Assisting (DA)
- Dental Hygiene (DH)
- Emergency Medical Technician (EMT-B)
- Emergency Medical Services (EMS)
- Health Information Management (HIM)
- Massage Therapy (MT)
- Medical Assisting (MA)
- Medical Information Coder/Biller (MC/B)
- Medical Transcription (MT)
- Nursing (RN)
- Paramedic (EMT-P)
- Patient Care Assistant (PCA)
- Practical Nursing (PN)
- Radiography (RT)
- Respiratory Care (RRT)
- Diagnostic Medical Sonography (DMS)
- Surgical Technology (ST)

All Health Sciences Advanced Technical Certificate and Continuing Education programs

At the time of admission to the program, the student must sign an acknowledgement of receipt of the Health Science/EMS Disciplinary Process. Students will receive copy of signed acknowledgement. Disciplinary action shall be progressive in nature. Upon the first violation, the student may receive a documented verbal warning unless the violation is serious enough to warrant more serious discipline at the first occurrence. Violations of the program's code of conduct are categorized as either Group 1, 2, or 3 Offenses with Group 1 Offenses being less serious in nature resulting in corrective counseling to Group 3 Offenses may in certain cases warrant dismissal from the program. **The Health Science/EMS disciplinary/due process/appeal process governs for program violations rather than the Palm Beach State College general student handbook disciplinary procedures. By signing this document, the student acknowledges s/he has read and agrees to abide by the process.**

\_\_\_\_\_ Date \_\_\_\_\_ Student's signature

Effective: 11/ 7/ 2006 Reviewed: 7/07 Revised: 1/08, 4/09 Approved By: College attorney, April 28, 2009

## DISCIPLINARY PROCEDURE

Each Palm Beach State College student must follow the student code of conduct as published in the Palm Beach State College Student Handbook. In addition, all students enrolled in Health Sciences/EMS Programs must also follow the code of conduct and policies and procedures, as attached in this handbook. The Disciplinary Process is a measure taken to develop and train Health Sciences and EMS students of the expectations while enrolled in the program and those which are expected in the employment setting. Disciplinary action will provide fair treatment for the student while protecting and maintaining the effective operations and academic integrity of the Health Sciences and EMS Programs.

1. Health Science and EMS students will be counseled or disciplined when he/she has violated the program rules, regulations or code of conduct or has demonstrated behavior and/or performance that do not meet the high standards expected of the program.
2. All counseling and discipline actions will be documented in writing by the responsible staff member(s) and the student. A copy of the documentation will be kept in the student's file.
3. Any violation may result in dismissal from the Health Science or EMS program. A summary of the outcome of program violations will be provided to the Dean of Student Services for student record.

### **Group 1 Offenses:**

1. Use of inappropriate, indecent, and/or obscene language, use of any lewd, racial, ethnic or sexual statement or innuendo, and/or indecent gestures or conduct.
2. Non-observance of the Program Dress Code and required personal grooming standards. Any debate over appropriateness of the student's attire shall be decided by the authorized instructor/preceptor, not the student.
3. Failure to follow chain of command.
4. Failure to act in a professional manner in all settings.
5. Absences without notification for designated lecture, lab, or clinical.
6. Arrive late to lecture, lab or clinical without prior notification.
7. Arrive late to any scheduled test/exam.
8. Smoke or chew tobacco while in classroom, lab, or clinical assignment.
9. Any conduct by act or omission deemed unacceptable or inappropriate to good order and discipline.

### **Group 2 Offenses:**

1. Receive three separate documented verbal warnings from Group 1 or two documented verbal warnings of the same Group 1 offense.
2. Commit academic dishonesty by cheating, submission of fraudulent documentation, forgery, plagiarism or falsified reports.

3. Failure to report student(s) who knowingly help or are present when another student violates academic behavior standards.
4. Behave with intent to detract, disrupt, endanger or harass the education of another student or students.
5. Leave assigned area to include classroom, lab, or clinical setting without notifying instructor.
6. Perform duties and/or skills outside the scope of practice as student.
7. Unauthorized examination of a patient without an instructor or preceptor present.
8. Failure to adhere to OSHA Guidelines by not properly maintaining Body Substance Isolation (BSI) and/ or proper utilization of Personal Protective Equipment (PPE).
9. Disrespectful, insolent, or abusive conduct directed at staff, instructors, guest speakers, visitors, or clinical staff. Any dispute between a student and clinical staff will be settled by program staff, not the student.
10. Use of electronic devices to include, but not limited to cellular telephones, IPOD, MP3 while in classroom, lab, or clinical without prior consent on an instructor. **All mobile phones and pagers must be set in the "off" mode.**

**Group 3 Offenses:**

1. Receive three separate written reprimands from Group 1 or Group 2 or two written reprimands of the same offense in either group.
2. Fail to notify program director/manager within 72 hours of any arrests while enrolled in the program.
3. Fail to notify program director/manager of any status change in licensure required during enrollment in the program.
4. Possess, or be under the influence of, any controlled substances or alcohol while in the classroom, lab, or clinical settings, except for those substances prescribed by a physician and documented by prescription.
5. Failure to submit to drug screen by given deadline while enrolled in program.
6. Possess *any* guns, illegal knives, or other lethal weapons while in the classroom, lab, or clinical rescue settings.
7. Fraudulent and/or unauthorized use of the college name/logo.
8. Unauthorized use of college property.
9. Perform skills on which s/he has not yet be designated competent in skills lab and signed-off by instructor.
10. Failure to comply with Health Insurance Portability and Accountability Act (HIPAA).

11. Be dismissed from a clinical site without immediate notification to program clinical coordinator/director or program director/manager.
12. Dismissal from clinical site due to one following but not limited to:
  - a. Compromise of patient safety
  - b. Insubordination
  - c. Abandonment of assignment
  - d. Violation of clinical facility policy
13. Failure to adhere to program accreditation standards or state statute requirements.
14. Any conduct perceived to be sexual harassment or hostile work/learning environment.
15. Conduct which threatens or endangers the health or safety of others, assault, threat, extortion and physical altercation (fighting).
16. Misuse of college/program property to include intentional damage or destruction of property.

## **DUE PROCESS**

1. A student's violation of the program's policies and procedures will be referred to the program director/manager or designee for review and subsequent action.
2. A careful investigation will be conducted by the director/manager or designee. This investigation can include but is not limited to gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.
3. If after careful investigation, the director/manager or designee determines that the violation is not supported by the evidence presented, the violation will be deemed unfounded. No further action taken.
4. If the investigation reveals that a violation occurred, the student accused will be notified in writing of the charges and advised that s/he is required to attend an informal hearing with the program director/manager/designee.
5. During the informal hearing, the charges are read and explained to the student; the student will be asked to respond to the charges and whether s/he has questions.
6. If the student admits responsibility, the program director/manager or designee notifies the student of the sanctions. The student can either accept or reject the sanctions (documented verbal or written reprimands may not be rejected). If the student rejects the sanctions, a formal disciplinary hearing will be convened by the program director/manager or designee per the Health Sciences/EMS Appeal process. If the student accepts the sanction, s/he signs waiver accepting sanctions and waiving right to formal hearing.
7. If the student denies responsibility, written notice informing the student of time and place of formal hearing will be sent by certified letter to the address of record with return receipt.
8. All disciplinary proceedings are confidential to the extent allowable by law.
9. In the case of more than one student involved in the incident, the program director/manager or designee will determine if separate hearings will be held.
10. Pending the disciplinary hearing, the student may attend class and/or lab except in the case of temporary suspension.
11. The Program burden of proof shall be based on a preponderance of the evidence.
12. Resolution of any situation not outlined in this process will be at the discretion of the director/manager/or designee.

## NOTICE OF FORMAL DISCIPLINARY HEARING

1. Notice of formal hearing provided in writing to student three (3) business days in advance of the hearing by written notification either in person or by certified mail with returned receipt.
2. Notice of formal hearing to provide the student with notice of:

Charges filed;

Results of student's informal hearing (student's rejection of charges of violating program code of conduct, or rejection of sanctions for accepted charges of violation);

Hearings are open only to those involved in the process as determined by the program director/manager or designee;

The right to face accusers at the formal hearing and direct questions to witnesses through the committee chair, and the right to present witnesses on his/her own behalf;

The right to not testify against himself/herself; this right shall not be regarded as admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to the student's forfeiture of right to remain silent. Offering personal testimony in defense does negate the right to further remain silent;

The right to admit or deny responsibility for the charges or accept sanctions at any point prior to the hearing;

The hearing may be recorded and the College will notify all parties at the beginning of the hearing.

**Temporary Suspension** A temporary suspension may be imposed when the program director/manager or designee determines that the student's continued presence on campus or any college related activity or class constitutes an on-going danger to persons or property or ongoing disruption or threat to the educational process. A suspension will be imposed for all students who have been dismissed from their clinical site pending the outcome of the informal or formal hearing. Notice of temporary suspension will be provided to the student verbally in order to become immediately effective. Within one business day of verbal notification, written notification will be delivered to the student's college email address and within three (3) business days to the address of record.

### Formal Discipline Committee

Upon rejection of charge of violating the program code of conduct or accepting violation but rejection of the sanction to be imposed, the formal discipline committee will hear the case.

The program director/manager or designee presents the charges, evidence and witnesses.

The student accused provides their perspective, witnesses or documentation.

At the conclusion of the fact-finding portion of the hearing, the participants are excused and in closed session, a decision is rendered by majority vote.

Committee's recommendation is provided to the program's associate dean.

The student is notified of final decision initially by student's college email address within two (2) business days and in writing within seven (7) business days to the address of record by certified letter with return receipt.

**Discipline Committee composition** The Health Sciences/ EMS Discipline Committee may be formed whenever there is a case to be heard or a standing committee for the academic year. The committee shall be composed of two (2) Health Science/EMS faculty, two (2) Health Science/EMS students and one (1) Health Science/EMS administrator not directly involved with the program. **Registered Nursing (RN) Academic Standards Committee** (per National League for Nursing Accreditation Commission Standard # 1 **Mission and Governance**): The RN Academic Standards Committee will be convened by the nursing director or designee for resolution of a student violation. The committee shall be composed of minimum (2) RN faculty and (1) nursing student. **Sanctions that may be imposed by the Health Sciences/EMS Programs include, but are not limited to:**

Dismissal—mandatory, immediate separation from the program with no promise for future readmission

Suspension—mandatory immediate suspension from the program for a period of time as specified in the sanctions

Disciplinary probation—notice that behavior in violation of code of conduct; subsequent violation may result in suspension or dismissal

Disciplinary warning—notice the behavior is inappropriate and further issues will result in more permanent and formal sanctions

Restitution—imposed for offenses involving damage to, destruction of, or misappropriation of property in which the student agrees to restitution which may mitigate further action

Other—written apologies, revocation of privileges, counseling or community service

**Appealing the Outcome of a Formal Hearing** A student who wishes to appeal the outcome of a formal disciplinary hearing should contact the supervising office of the Dean (Dean of Health Sciences for Lake Worth, Belle Glade programs and EMT at Palm Beach Gardens campus; Dean of Academic Affairs at Boca Raton and Palm Beach Gardens). Appeals will only be heard if the student can provide additional documentation or evidence that the hearing committee did not hear or see at the time of the hearing. **The Dean of Health Sciences or Deans of Academic Affairs act as the President's designee. The decision of the Dean is final and exhausts the student's academic remedies.**

## NURSING PROGRAM HEALTH POLICIES

### Medical/Accident Insurance Policy

Students will be held responsible for any medical and/or personal expenses that they may incur as a result of an injury, accident, or a condition of infirmity that is acquired as a result of being a student in the Palm Beach State College Nursing Program. To assist with this expense, all students purchase an accident insurance policy as part of the course registration fees. Information regarding this policy is given to students during orientation to NUR1023 and NUR2000L and is available in the Nursing Office.

### Liability (Malpractice) Insurance\*

All Nursing students are required to have liability insurance to protect them in the event of a malpractice suit. This is charged once a year with course fees. It is the student's responsibility to monitor this yearly charge.

### Immunization Policy\*

#### Tetanus/Diphtheria\*

Following the initial 3 doses of any tetanus and diphtheria vaccine (DTP, DTaP or DT) a student should receive a booster every 10 years ail through life, according to the Centers for Disease Control (CDC).

#### Varicella/Rubella\*

All students are required to have Varicella/Rubella Titer screening upon admission. Students who are not immune to Rubella or Varicella are required to receive the vaccine. Immunization records are incorporated into the yearly physical. Students are advised to keep a copy of the test results for future use. The College will not keep these records after the student graduates.

#### Hepatitis B\*

Hepatitis B Immunization or declination is required for all students. Documentation of the series of 3 immunizations must be in the student's file. The first immunization must be administered prior to entering the clinical area.

Students may elect to refuse immunizations, providing a declination statement is signed releasing Palm Beach State College and/or the clinical facility of any responsibility. The statement must be completed prior to entering a clinical area.

#### Cardiopulmonary Resuscitation (CPR)\*

Current American Heart Association BLS for Healthcare Providers (CPR & AED) is required prior to beginning the nursing program and must be **ACTIVELY** maintained throughout the program. When documentation is not current, the student will **NOT** be permitted in clinical, resulting in failure to meet course objectives. This will necessitate immediate withdrawal from the course and constitute a clinical failure.

#### PPD\*

PPD must be obtained **annually**. Chest x-ray report (taken within a year) is required as a follow up for positive PPD results. When documentation is not current, the student will **NOT** be permitted in clinical, resulting in failure to meet course objectives. This will necessitate immediate withdrawal from the course and constitute a clinical failure.

Students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for admission to or continuation in the nursing program after resolution of the health problem. An updated health record, verified by a licensed physician or health care provider must be submitted.

#### Requirement:

\*When **documentation is not current**, the student **WILL NOT be permitted into a clinical facility**. This will necessitate a withdrawal from all nursing courses.

# PALM BEACH STATE COLLEGE

## HEALTH SCIENCES CRIMINAL BACKGROUND, DRUG AND HEALTH SCREENING REQUIREMENTS

### Introduction

The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards, similar to employees, for criminal offenses and use of illegal substances.

Therefore, allied health students are **required** to be screened through the Florida Department of Law Enforcement (**FDLE**) or comparable checks from State(s) of prior residence. In addition, a **completed Palm Beach State College health form** must be submitted. The health record will contain results from the physical exam, and laboratory tests. An independent **drug screen** is also required.

### Criminal Offenses

Most Florida Professional Boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set for employment in nursing homes in **Florida Statutes 400.211**. Judgments of guilty or pleas of nolo contendere to the following crimes will disqualify students from entering health programs:

- murder;
- manslaughter;
- vehicular homicide;
- killing of an unborn child by injury to the mother;
- assault, if battery;
- kidnapping; false imprisonment;
- sexual battery;
- prohibited acts of persons in familial or custodial authority;
- prostitution; lewd and lascivious behavior; lewdness and indecent exposure;
- arson; theft; robbery; and related crimes, if offense was felony;
- fraudulent sale of controlled substances, only if the offense is a felony;
- incest;
- abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person;
- aggravated child abuse;
- child abuse;
- negligent treatment of children;
- procuring sexual performance by a child;
- sale, possession or use of obscene literature;

- violation of drug abuse prevention and control laws, only if offense was a felony or if any other person involved was a minor; has not been judicially determined to have committed abuse or neglect against a child as defined in **F.S. 3901(2)** and **(47)**; does not have confirmed report of abuse, neglect, or exploitation as defined in **F.S. 415.102 (6)**, or abuse or neglect as defined in **F.S. 415.503(6)**, which has been uncontested or upheld under **F.S. 415.1075** or **F.S. 415.504**; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to **F.S. 415.1065 (2)(c)**; and has not committed an act that constitutes domestic violence as defined in **F.S. 741.128**.

The background screenings will be completed at the student's expense. All records will be sent directly to the Program Coordinator and will be kept in a confidential file. These files will not be part of the student's college records. No faculty or staff will have access to the records without the written permission of the student. These records will become the property of the college when submitted and will not be available for copying or for use to meet the requirements of outside employers.

Any applicant whose FDLE screening shows evidence of substance abuse history may be required to be evaluated by the Intervention Project for Nurses (IPN) as a condition for entry into Nursing Programs. These students must provide documentation of compliance with IPN recommendations. Failure to do so could result in dismissal from the Practical or Registered Nursing Program

The student is responsible for notifying the Health Sciences Program Administrator of any arrests, regardless of adjudication, that occur after beginning the program. Failure to promptly notify the program director shall be grounds for dismissal from the program. After acceptance into the program, the student must not be found guilty, regardless of adjudication, of an offense that would disqualify the student under the above stated standard(s). If this occurs, the student will be subject to dismissal from the program. **(FS 400.211)**

If a criminal offense deems a student ineligible for admission to or continuation in a health occupations program, an appeal can be filed. The appeals process may follow the college grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance.

### **Drug Screening**

#### *A. After Selection but prior to Acceptance and Admission*

Area health care agencies and Palm Beach State College are drug free environments. Palm Beach State College has been asked by area health care affiliates to require a drug screening for students who will be placed in area health agencies for clinical rotations. Therefore, students are required to obtain a *ten-panel substance abuse drug screen* at their own expense (cost varies \$25-\$30). These results are essential for clinical rotations, and subsequent entrance into the program. Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result and submit for retest. If the explanation is unacceptable and cannot be satisfactorily documented by the students' physician, and the second test is positive, the student will not be considered for admission into the program.

The student may reapply and be considered for application to a health occupations program after positive reference from a treatment team who has followed the student for two (2) years or current industry standard, and has dealt directly with the students' chemical dependency problem.

*B. While In the Nursing Program*

All students enrolled in the health occupations programs are required to be drug and/or alcohol free when reporting to the college and while at affiliating agencies (including parking lots and grounds.) For all affiliating agencies which require students to follow their drug testing policy, including, but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using, or has used illegal drugs and/or alcohol, the student may be tested in accordance with the affiliating agency's policies.

If tested by an affiliating agency, the student shall provide his/her clinical faculty member with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test shall be grounds for the student to withdraw from the program. Re-admission to the program can occur only after re-application that includes an advisement in writing by the professional counselor that the student is drug free and it is documented through testing. The student must continue to be monitored by the counseling service while completing the program or he/she will be dismissed from the program.

If a positive drug screening deems a student ineligible for admission to or continuation in a health occupations program, an appeal can be filed. The appeal process follows the college grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance.

Effective September 25, 2000

Revised March 2005, November 2005

## PROCEDURE FOR COMPLETING CRIMINAL BACKGROUND, HEALTH RECORD, and DRUG SCREENING

(The below information must be submitted before the first day of classes.)

**PALM BEACH STATE  
COLLEGE**

Palm Beach State College  
Health Sciences Programs  
Nursing Program

### CRIMINAL BACKGROUND ASSESSMENT

1. Complete the **Palm Beach State College Acknowledgment/Consent for Release of Information** form, make a copy for your records, and return the original directly to the Nursing Office.

Palm Beach State College  
Nursing Office MS #31  
4200 Congress Avenue  
Lake Worth, FL 33461

2. Complete the **NMS Authorization Form for Criminal Background Screening** and deliver to NMS Management Services for processing.

NMS Management Services, Inc  
2901 South Congress Avenue  
Palm Springs, FL 33461  
Phone: 561-967-8884  
FAX: 561-967-9729

### HEALTH RECORD

1. Using the **Palm Beach State College Medical Examination Form**, obtain a record of a current physical exam. This must include a record of immunizations and a current PPD and chest x-ray.
2. Return this form, **with attached lab results**, to the Nursing Office.

Palm Beach State College  
Nursing Office MS #31  
4200 Congress Avenue  
Lake Worth, FL 33461

\*Remember, to make a copy of medical and official documents for your records After handing in information to the nursing office it becomes the property of Palm Beach State College.

### DRUG SCREENING

As previously mentioned, part of the Medical Examination is to complete a 10-panel drug screen. Results should be sent directly to the above address.

**Note:** If the Criminal Background Screening, the Health Record, or the Drug Screen are submitted with violations, medical issues or indications of substance abuse, the student will not be accepted into the program.

### Additional forms to be returned to the Nursing Office

Medical and emergency contact information form is to be completed by student

**ACKNOWLEDGMENT/CONSENT FOR RELEASE  
OF INFORMATION**

Completed by student and mailed to the Nursing Office at:

Palm Beach State College  
Nursing Office MS #31  
4200 Congress Avenue  
Lake Worth, FL 33461

**PALM BEACH STATE  
COLLEGE**

Palm Beach State College  
Health Sciences Programs  
Nursing Program

I understand that an essential component of my education in a health science program at Palm Beach State College is a requirement for clinical experience.

Due to new health care accreditation regulations, I have been informed that clinical agencies require students have the following background screenings:

1. Social Security Number verification
2. Criminal background search (7 years)
3. Violent Sexual Offender and Predator Registry search
4. HHS & (Health Human Services) /OIG (Office of Inspector General) List of Excluded Individuals/Entities
5. GSA (General Services Administration) List of Parties Excluded from Federal Programs
6. Employment verification (including reason for separation and eligibility for re-employment for each employer)
7. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
8. Applicable state exclusion list

I acknowledge that the clinical agency may determine my eligibility to participate at their facility following review of any specific criminal charges, other positive background searches and/or positive drug results that would disqualify me from attending the clinical experience, and that Palm Beach State College is not involved in, and has no control over, that determination. I understand that if I am disqualified from clinical experience as a result of the criminal background, drug or other screening, I would be ineligible to continue in any health sciences program at Palm Beach State College. I also acknowledge that failure to sign this form will prevent participation in the clinical component of my program and prevent me from continuing in the program or other Palm Beach State College health science program with clinical requirements.

By signing below, I hereby authorize Palm Beach State College to receive the results of a criminal background, drug and other screenings listed above on me and to release the information of these results to the clinical agencies. A copy of the signed form will be returned to each student.

Print Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City/State/Country

I have worked, resided or been a student in the state of Florida for the past 7 years.\*

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, provide the following: City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ or Country \_\_\_\_\_

- Federal criminal background screening may be required.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Witness—Palm Beach State College employee

Date

**AUTHORIZATION FOR CRIMINAL BACKGROUND SCREENING**

Completed by student, delivered to NMS. NMS returns to Nursing Office at:

Palm Beach State College  
Nursing Program MS #31  
4200 Congress Avenue  
Lake Worth, FL 33461

TEL: 561-967-8884

FAX: 561-967-9729

**APPLICANT INFORMATION**

NAME _____		
LAST	FIRST	MIDDLE
SEX _____	BIRTHDATE _____	SOCIAL SECURITY _____
DRIVERS LICENSE _____		
STREET ADDRESS _____		
CITY, COUNTY, STATE, ZIP _____		TELEPHONE# _____

**Search will go back (7) years; however, not prior to the students 18<sup>th</sup> birthday**

I have worked, resided or been a student in the state of Florida for the past 7 years.\*

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, provide the following: City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ or Country \_\_\_\_\_

\* Federal criminal background screening may be required.

**REQUIRED SEARCHES BELOW- \$65.00 (INCLUDES ONE EMPLOYMENT VERIFICATION. ADDITIONAL EMPLOYMENT VERIFICATIONS WILL BE \$10.00 EACH)**

1. Social Security Number verification
2. Criminal background search (7 years) (FDLE)
3. Violent Sexual Offender and Predator Registry search
4. HHS & (Health Human Services) /OIG (Office of Inspector General) List of Excluded Individuals/Entities
5. GSA (General Services Administration) List of Parties Excluded from Federal Programs
6. Employment verification (including reason for separation and eligibility for re-employment for each employer)
7. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
8. Applicable state exclusion list

PLEASE MAKE CHECK PAYABLE TO NMS MANAGEMENT SERVICES. PLEASE BE ADVISED THAT IF ADDITIONAL EMPLOYMENT VERIFICATIONS ARE REQUIRED, YOU WILL BE HELD RESPONSIBLE AND WILL BE BILLED ACCORDINGLY. THIS AUTHORIZATION GIVES US YOUR APPROVAL TO INCUR ADDITIONAL FEES ON YOUR BEHALF.

**AUTHORIZATION TO RELEASE HISTORY**

I authorize this company and NMS Management to conduct a background investigation and to obtain information about me from appropriate criminal records repositories, other Federal, State or Local governmental agencies, and public records. I hereby affirm that my answers to all questions on my application and this data sheet are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application. I understand that this information will be forwarded to Palm Beach State College.

(X) \_\_\_\_\_  
Signature of Applicant Date

**EMPLOYMENT VERIFICATION**

Completed by student, delivered to NMS.  
NMS returns to Nursing Office at:

Palm Beach State College  
Nursing Office MS #31  
4200 Congress Avenue  
Lake Worth, FL 33461



"Drug Free Workplace Specialist"  
TEL: 561-967-8884  
FAX: 561-967-9729

**REQUEST FOR EMPLOYMENT VERIFICATION  
PALM BEACH STATE COLLEGE STUDENTS**

**FAX REQUEST TO NMS AT (561) 967-9729 FOR PROCESSING**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Palm Beach State College PROGRAM:** \_\_\_\_\_

Your name under which you were employed if other than present name

\_\_\_\_\_

**PLEASE START WITH MOST PREVIOUS EMPLOYER.  
PLEASE INCLUDE EMPLOYER(S) FOR THE PAST SEVEN (7) YEARS.**

<b>EMPLOYER NAME:</b>
<b>ADDRESS:</b>
<b>PHONE:</b> _____ <b>NAME OF SUPERVISOR:</b> _____
<b>EMPLOYED FROM:</b> _____ <b>TO:</b> _____

<b>EMPLOYER NAME:</b>
<b>ADDRESS:</b>
<b>PHONE:</b> _____ <b>NAME OF SUPERVISOR:</b> _____
<b>EMPLOYED FROM:</b> _____ <b>TO:</b> _____

<b>EMPLOYER NAME:</b>
<b>ADDRESS:</b>
<b>PHONE:</b> _____ <b>NAME OF SUPERVISOR:</b> _____
<b>EMPLOYED FROM:</b> _____ <b>TO:</b> _____

<b>EMPLOYER NAME:</b>
<b>ADDRESS:</b>
<b>PHONE:</b> _____ <b>NAME OF SUPERVISOR:</b> _____
<b>EMPLOYED FROM:</b> _____ <b>TO:</b> _____

Contact Information:  
 Program Manager  
 Nursing  
 Palm Beach State College  
 4200 Congress Avenue MS#31  
 Lake Worth, FL 33461-4796  
 (561) 868-3437 Office (561) 868-3425 Fax



### MEDICAL EXAMINATION

Any information added by the student will be considered as fraudulent documentation.  
*Information contained herein will be held in the strictest confidence by Palm Beach State College.*

### Health Sciences Program: Nursing

This section to be completed by Student:

ID or SS#:	
Name:	
Address:	
City/Zip:	

DOB:	
Telephone1:	
Telephone2:	

All of remaining information to be completed by a Health Care Provider (MD, DO, ARNP or PA):

#### Recommended Immunizations

Tetanus Diphtheria (TD)	Date:
Hepatitis B Series #1	Date:
#2	Date:
#3	Date:
Hepatitis B Vaccination Declination	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Evidence of Hepatitis vaccinations MUST be attached, if given on a date other than this exam date,  
 or Hepatitis B antibody levels may be drawn with lab results attached.

#### REQUIRED Diagnostic Tests **\*\*Lab results MUST be attached\*\***

	Date	Results
Rubeola Titer **		
Rubella Titer **		
Varicella Titer **		
PPD ( <i>must be within past 6 months</i> )		Size in mm

\*\*\*Chest x-ray report (taken within past year) required as a follow-up for positive PPD results.

#### PHYSICAL EXAM

I believe, to the best of my knowledge, that this individual is free from any physical or mental defect or disease that might impair their ability to perform in the healthcare field.  Yes  No

If no, please explain \_\_\_\_\_

Student is capable of lifting 50 pounds?  Yes  No

Physician Printed Name: _____
License #: _____
Address: _____
City/Zip: _____
Telephone: _____

Exam Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Health Care Provider (MD, DO, ARNP, or PA)

**The services needed will depend upon the individual health and immunization history.**

**\*Not all of the services listed below will be necessary.**

\*Prices subject to change from time of handbook printing-check with the agency.

- |  | <b>Required</b>                              |         |
|--|--|---------|
| ✓ Physical Examination   |  | \$35.00 |
| ✓ Rubeola Titer  | \$35.00                                      |         |
| ✓ Rubella/Measles Titer  | \$35.00                                      |         |
| ✓ Varicella Titer  | \$32.00                                      |         |
| ✓ PPD Test   | \$12.00                                      |         |
| ✓ 10-Panel Drug Screen   | \$30.00                                      |         |
| <b>Strongly Recommended</b>  |  |         |
| ✓ Hep B Vaccine (series of 3)  | \$55.00 each vaccine                         |         |
| ✓ Tetanus-Diphtheria Vaccine   | \$25.00                                      |         |
| <b>Optional</b>  |  |         |
| ✓ MMR Vaccine  | \$68.00                                      |         |
| ✓ Hep B Titer  | \$20.00                                      |         |
| ✓ Hep C Virus  | \$25.00                                      |         |
| ✓ Varivax Vaccine Series   | \$205.00                                     |         |
|  | <b>Criminal Background Screen (required)</b> |         |
|  | <b>\$65.00*</b>                              |         |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security Number verification</li> <li><input type="checkbox"/> Criminal background search (7 years) (FDLE)</li> <li><input type="checkbox"/> Violent Sexual Offender and Predator Registry search</li> <li><input type="checkbox"/> HHS &amp; (Health Human Services) /OIG (Office of Inspector General) List of Excluded Individuals/Entities</li> <li><input type="checkbox"/> GSA (General Services Administration) List of Parties Excluded from Federal Programs</li> <li><input type="checkbox"/> Employment verification (including reason for separation and eligibility for re-employment for each employer)</li> <li><input type="checkbox"/> U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)</li> <li><input type="checkbox"/> Applicable state exclusion list</li> </ul> |  |         |

**\*Includes one employment verification. Additional verifications are \$10.00 each**

<b>Medical Facility</b>	<b>Drug Screens/Background Investigations</b>
Comprehensive Healthcare Center 4623 Forest Hill Blvd. Suite 105 West Palm Beach, FL 33415 Phone: 561-969-7900	NMS Management Services, Inc 2901 South Congress Avenue Palm Springs, FL 33461 Phone: 561-967-8884 FAX: 561-967-9729

## STUDENT MENTORING PROCESS

Each student is assigned a faculty mentor for each semester they are in the nursing program.

Each **student** will:

- Be responsible for developing and updating a portfolio.
- Bring the portfolio to each meeting with their faculty mentor.
- Meet with faculty mentor a minimum of one time per semester. It is recommended that the first visit occur within the first month of the semester.
- Students will be required to place a copy of the Evolve/Reach Specialty Exam report **and** the related Remediation Plan (obtained from the Evolve/ Reach site) into their Student Portfolio.
- **At Risk Students:** Students who do not meet the acceptable level of performance (HESI Composite Score of 850) for the Specialty Exam will be required to make an appointment with their assigned faculty mentor **BEFORE** the Semester's Exam #2. Assigned faculty mentors will review the remediation plan with the student and complete a Performance Improvement Plan to include a timeline for completion and a follow up appointment.

All students are required to make an appointment with their faculty mentor prior to the semester date specified or they will be denied access to the next exam.

The **faculty mentor** will:

- Keep a mentor file for all students assigned.
- Place a completed mentor checklist and performance improvement plan (PIP) if needed for each visit in the file
- Will file student information in the Student's Academic folder at the end of the semester.
- Ensure all information is in place in the file prior to the last day of the semester.
- Be available to the newly assigned faculty mentor if necessary to review individual student progress.

## STUDENT PORTFOLIO

### **Nursing Program- Portfolio Requirements:**

Students are responsible to compile a professional portfolio by the second week of classes and to maintain their portfolio throughout the program.

### **Review:**

The portfolio will be reviewed by a faculty mentor once per semester and by clinical instructor upon request.

### **Sensitive Information:**

Student is to keep results readily available during all clinical rotations. Readily available is defined as being able to produce information immediately upon request by clinical facility.

### **Directions:**

Students are to purchase a 1 ½ " three ring binder with a set of dividers.

Items are to be categorized as noted:

- I. Personal/ Medical Information Divider  
Resume'  
Personal Definition of Nursing  
**Current:** AHA CPR card/ PPD or Chest x-ray/ Titers  
Ethical Agreement  
Confidentiality Agreement  
Unofficial Transcript (updated as needed)  
Degree Audit (updated as needed)
- II. Orientation Divider  
Documentation of attendance at orientations  
For all clinical sites
- III. Clinical/Skills Info Divider  
Skills Checklist  
Clinical Performance Evaluation
- IV. Samples of Work Divider  
DHAT (to demonstrate across the lifespan)  
IPR  
Research Critique  
Wellness Paper  
HESI/Evolve specialty exams reports and remediation plan
- V. NSA Activities/Volunteer Activities Divider
- VI. Awards/ Letters of Commendation/Scholarships Divider

**PORTFOLIO REQUIREMENTS CHECKLIST**

**Palm Beach State College Nursing Incoming Student Portfolio**

**STUDENT NAME:** \_\_\_\_\_

**Date Due By:** \_\_\_\_\_

\_\_\_\_\_ **Medical Exam**

\_\_\_\_\_ **Hep B or declination**

\_\_\_\_\_ **Tetanus booster**

\_\_\_\_\_ **Current PPD verification or Chest x-ray**

\_\_\_\_\_ **Drug Screen**

\_\_\_\_\_ **Background Check**

\_\_\_\_\_ **Release of Information**

\_\_\_\_\_ **Current American Heart Association Healthcare Provider  
CPR card**

\_\_\_\_\_ **Degree Audit & Unofficial Transcript  
(printed off from college web site)**

\_\_\_\_\_ **Employment Verification**

\_\_\_\_\_ **Whatever else you require**

## STUDENT RESOURCES

### TUTORING SERVICES

Students are encouraged to inquire about the "Peer Tutoring" and "Supplemental Instruction" programs which are available. Tutoring is available in all nursing and nursing-related subjects as tutor availability permits. Lists of faculty and student approved tutors will be available at the beginning of each nursing course in the Nursing Office.

### PEER TUTOR OPPORTUNITIES

Students may also apply to be a peer tutor after completion of the course in which they desire to provide assistance. Students may not tutor in the course in which they are currently enrolled. The course faculty and Nursing Program Director must sign the "peer tutoring" application signifying approval of the tutor. Peer tutors do receive a stipend. Consult the Nursing Program Director for further information.

### SUPPORT SERVICES

Students in need of assistance may find it useful to explore the support services which are available on campus. These include the Student Learning Center (SLC); Media Technology and Instructional Services; Counseling Services; the Crossroads Program, and services under the Americans with Disabilities Act of 1990. (see the Palm Beach State College Handbook & Catalog for details).

### FINANCIAL AID

Financial Aid/Scholarships/Grants: See the Palm Beach State College Handbook and the Financial Aid web site for under "Financial Aid" for scholarship and grant information.

### FACULTY GIFT POLICY

Nursing faculty are not permitted to accept gifts from students.

### CRITERIA FOR PAPERS SUBMITTED TO NURSING FACULTY

1. All papers must be typed word processed on white paper. The original copy (not a Xeroxed duplicate) must be submitted.
2. Any references used **must be appropriately documented**/referenced according to the current American Psychological Association (APA) Manual. Refer to LLRC home page online under Noodle Tools.
3. Correct spelling, grammar and punctuation are considered to be essential components of all clinical papers and nursing progress notes. Papers which do not meet acceptable standards will be returned as unsatisfactory and graded accordingly.
4. If not submitted electronically, staple pages in upper left-hand corner or use a folder.
5. All papers must be submitted by required dates unless previous arrangements have been made with the instructor. **No** clinical papers will be accepted after the **due date** indicated on your course/clinical schedule (calendar).

### ESSENTIAL NURSING RESOURCES (ENR)

When searching for articles, web sites, media and other resources, please refer to the Essential Nursing Resource page:

<http://www.palmbeachstate.libguides.com/content.php?pid=28521>

## **PALM BEACH STATE COLLEGE NURSING DEPARTMENT COMPUTER TESTING LAB POLICIES AND PROCEDURES AGREEMENT**

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### **Testing Lab Entrance Policy:**

1. Testing begins on time.
  - a. Any student who arrives late for a test, as evidenced by the clock on the wall in the testing lab, will be denied entry into the testing lab and the test.
  - b. The student maybe permitted to take an essay make-up exam at their instructor's discretion. Make-up exam, if permitted will be in essay format, and will take place in the Campus Student Testing Center with any fees to be paid by the student.
2. Students **MUST** have their **PantherWeb photo ID** in order to sit for an exam.
  - a. Any student who arrives to the testing lab without their PantherWeb photo ID card will be denied entry into the testing lab and the test.
  - b. The above holds true even if the student arrives on time.
  - c. The student may be permitted to take an essay make-up exam at their instructor's discretions.

### **Testing Lab Protocol:**

1. **ONLY** A PANTHERWEB PHOTO ID and car keys are ALLOWED IN THE TESTING LAB AT ANY TIME.
2. **NONE OF THE FOLLOWING ARE ALLOWED IN THE TESTING LAB: PURSES, CELL PHONES, FANNY PACKS, CALCULATORS, BACKPACKS, BOOKBAGS, DAY PLANNERS, PALM COMPUTERS, NOTEBOOKS, TEXTBOOKS, and NOTE CARDS.**
3. Be punctual. On-time means arriving before the start of the test, late is arriving after the door is closed to the testing center. If you arrive after the door is closed, please do not enter the lab. You should discuss the matter with your professor who may or may not, at their sole discretion, allow you to take a make-up test at another time. You will not be permitted to enter the lab for testing at this time.
4. You must start you test immediately upon sitting at your chosen lab work-station, unless otherwise directed by the instructor. Note-dumping, meditation, prayer or any other permitted time-consuming practice must be performed after you have begun your test.
5. You may not talk to or otherwise communicate with any other student for any reason during a testing period. If you need assistance, please raise your hand to attract the attention of lab staff. If students are seen talking, they may be asked to leave the room and forfeit their test.
6. You may not leave your seat or the lab during a test for any reason. Make sure you are comfortable before sitting for the test.
7. A student **May Not** assist their fellow students, even if it is computer assistance or to share a writing utensil:
  - a. Doing either of the above constitutes cheating and if caught, both students will be subject to the college academic dishonesty policy.
  - b. Do **Not** reach into the cubicle of a fellow student for any reason
  - c. All students should raise their hand if there need assistance.

8. Students should complete the following information on the testing paper every time they take a test.
  - a. Clearly print first and last name, sign the confidentiality statement, print the computer station number, score and make any notes to self or instructor
  - b. Any notes to instructor should, of course, be done in a respectful and professional tone.
9. Students should **ALWAYS** push their chairs in before exiting the testing lab.
10. All papers, including scratch papers, must be submitted to the instructor before you leave the testing lab. No materials may be removed from the testing lab.

**Important to note:**

1. Any student observed cheating will have the exam and/or document removed or computer turned off and will receive a failing grade for the course. Further action will be at the discretion of the instructor.
2. **Any student found to have a cell phone, camera, recording device or any other electronic device will receive a grade of zero for that exam.**
3. Leaving a testing environment results in completion of the test.
4. A faculty member can end the testing session for a student if they are found talking for any reason.
5. A student shall not be permitted to avoid a failing grade given because of academic failure by withdrawing from the course.

**Replacement ID card Policy:**

1. Students who need a replacement ID card should go immediately to the bookstore and request a replacement ID card.
2. If a student has lost their card or otherwise do not have their ID card for the test that they are sitting for, the student will be subject to the Testing Lab Entrance Policy.

## CLINICAL UNIFORM CODE

Nursing students must adhere to the Nursing Department Uniform Code.

1. HYGIENE
  - no cologne/perfume/aftershave
  - no offensive body odors
  - clean appearance
  - smokers must refresh their breath before entering the clinical area
2. MAKE-UP
  - None to moderate
3. HAIR
  - Off collar - away from face, bangs no longer than eyebrow length
  - Clean and well-groomed
  - Ponytails must be secured above collar
  - Hair must not touch the uniform (including collar)
  - Mustache and/or beard permissible providing it is well trimmed
4. NAILS
  - To finger tips only
  - Polish - clear or light unless hospital policy states otherwise
  - Artificial nails are not permitted
5. UNDERWEAR
  - Conservative & non-decorative white or beige, pale or skin colored underwear.
  - Females must wear bra and 1/2 or full length slip for those wearing dress uniforms
6. UNIFORM
  - Clean and wrinkle free
  - Skirt length - knees to be covered (Pants uniform optional)
  - Variances from the uniform policy may occur during specific clinical experiences. Students will be informed of these changes on the first day of class.
  - Name pin - first and last name and school affiliation and SN designation
  - Worn only on duty and to and from hospital or agency. May wear uniform to campus after hospital experience, provided clean (i.e., not worn in the hospital) and lab coat is worn over the uniform
  - **Optional:** A clean white lab coat with the Palm Beach State College logo or Palm Beach State College sweater cardigan may be worn at the instructor's discretion or hospital policy.

The uniform will consist of:

A. Navy slacks or skirt with Navy scrub top with the Palm Beach State College logo in white.

7. SHOES

- Clean comfortable professional, white shoes (**clean, all white, leather**, athletic shoes will be permitted)

8. JEWELRY THAT MAY BE WORN

- Plain wedding band
- Wristwatch with second hand or digital read out (must be worn)
- Visible jewelry will be limited to one stud earring per earlobe
- No tongue jewelry

9. TATTOOS

- Visible tattoos are not recommended
- Students may be asked to cover any visible tattoos

10. OTHER REQUIRED EQUIPMENT

- Stethoscope
- Penlight
- Black ballpoint pen
- Red ballpoint pen
- Personal Protective Equipment: goggles, micro shield
- Bandage scissors

In addition, the nursing lab equipment kit is required. These are available for distribution during the first week of classes in the nursing skills lab for Semesters 1 & 2.

## STANDARD PRECAUTIONS

### Potentially Infectious Material:

1. The following fluids: blood, semen, vaginal secretions, cerebrospinal fluids (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluids that are visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids.
2. Any unfixed tissue or organ (other than intact skin) from human (living or dead).
3. HIV or HBV containing cell or tissue cultures, organ cultures, and culture medium or other solutions.

**Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps and pathological and microbiological waste containing blood or other potentially infectious materials.

**Universal Precautions:** An approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV or other bloodborne pathogens.

**Work Practice Controls:** Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

### Implementation Procedures:

1. Faculty and students will practice Standard Precautions to prevent or minimize contact with blood or other potentially infectious materials (i.e.: blood, semen, vaginal secretions, cerebrospinal fluids (CSF) synovial fluids, amniotic fluids, pleural fluids, pericardial fluids, peritoneal fluids, any body fluids that are visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids).
2. Students and faculty will have on hand the following supplies at all times during a clinical rotation: gloves, goggles, masks, gown and aprons.
  - a. Aprons and goggles will be worn when potential for splash exists.
  - b. Resuscitation equipment will be available and will be utilized in accordance with guidelines of the Agency in which clinical experience occurs.
  - c. In areas where blood spills may occur, bleach will be available (to be diluted to 1:9 at time of use) and gloves used for clean-up will follow the guidelines of the Agency in which clinical experience occurs.
3. Faculty members are responsible for ensuring that education is provided for each student during orientation and annually thereafter.
4. Faculty will routinely monitor student compliance with Standard Precautions while in the clinical area.

## **Clinical Practices:**

Specific practices will be adhered to so that faculty/student exposure can be eliminated or minimized:

1. Eating, drinking, and applying cosmetics or lip balm and handling contact lenses are prohibited where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials.
2. Food or beverages will be consumed only in safe designated areas.
3. Students and Faculty will wash hands immediately or as soon as feasible, after the removal of gloves or other personal protective equipment.
4. The mucous membranes (eyes, nose and mouth) will be protected when there is a likelihood of spatters or splashes from blood or body fluids. All procedures involving blood or other potentially infectious materials will be performed in a manner, which minimizes splashing, spraying, spattering and the generation of droplets of these substances.
5. Contaminated needles or other contaminated sharps will not be bent, recapped, sheared, broken or removed. Immediately, or as soon as possible after use, contaminated sharps will be placed in containers which are puncture-resistant, leak-resistant and properly labeled or color-coded.
6. **In the event that an exposure occurs**, Faculty and/or Student will wash exposed areas of the body with soap and water; or flush the mucous membranes with water immediately, or as soon as possible following contact with blood or other potentially infectious materials.

**Faculty and students will follow the Nursing Program OSHA - Bloodborne Pathogens Post-Exposure Evaluation and Follow-up Guidelines.**

## **FLORIDA NURSING STUDENT ASSOCIATION**

Students join the Florida Nursing Student Association at the beginning of Nursing One. Students admitted as transfer or LPN-RN Transitional program purchase membership at the beginning of the semester of admission. Students are encouraged to participate in all NSA activities. Faculty attempt to coordinate course requirements with these activities. Students participating in NSA official trips must be passing class/clinical at the time of the scheduled trip. Official college trips are considered excused absences.

### **CLINICAL EXPERIENCE**

- Students are strongly discouraged from working a shift during the hours preceding a clinical experience. The faculty believes that students must be rested and alert to perform at their optimum level.
- Students may be asked to leave a clinical experience if the instructor interprets the student behavior as evidence of sleep deprivation and/or detrimental to learning or patient safety.

### **CLINICAL SAFETY PROTOCOL**

For any type of injury during clinical:

1. The student must inform a Palm Beach State College instructor and supervisor at the site.
2. The student should:
  - a. go to the Emergency Room to be seen by a physician for counseling as per hospital protocol
  - b. notify the Employee Health/Infection Control Nurse
  - c. assist in completing the facility required paperwork.
3. The student must notify Program Director to initiate accident insurance claim forms and a college incident report. Any upfront expenses are the responsibility of the student as a self-pay or through private insurance. The accident insurance through the college is a reimbursement policy after an itemized bill is submitted.

In case of an accidental exposure:

The student's doctor, who may be the ER physician, may order a baseline blood test on the student for HIV and Hepatitis. It should be determined between the doctor and the student to pursue further course of treatment. (See Post-exposure Evaluation and Follow-up)

## CLINICAL EDUCATION CENTERS

Bethesda Healthcare System  
2815 S Seacrest Blvd  
Boynton Beach, FL 33435

Boca Raton Community Hospital  
8800 meadows Rd  
Boca Raton, FL 33486

CARP  
5400 East Avenue - PO Box 2507  
West Palm Beach, FL 33402

Clewiston Regional Medical Center  
524 W Sagamore Av  
Clewiston, FL 33440

Columbia Hospital  
2201 45<sup>th</sup> Street  
West Palm Beach FL 33407

Delray Medical Center  
5352 Linton Blvd  
Delray Beach, Florida 33484

Glades General Hospital  
PO Box 990  
Belle Glade, FL 33430

Good Samaritan Medical Center  
1309 N Flagler Drive  
West Palm Beach, FL 33401

Hospice & Homecare by the Sea, Inc.  
1531 W Palmetto Park Rd  
Boca Raton, FL 33486-3395

Hospice of Palm Beach County  
5300 East Avenue  
West Palm Beach, FL 33407

JFK Medical Center  
5301 S Congress Avenue  
Atlantis, FL 33462

Jupiter Hospital  
1210 S Old Dixie Hwy  
Jupiter, FL 33458-7199

Palm Beach County Health Department  
PO Box 29  
West Palm Beach, FL 33402

Palm Beach Gardens Medical Center  
3360 Burns Rd  
Palm Beach Gardens, FL 33410

Palms West Hospital  
13001 SR 80 – PO Box 1150  
Loxahatchee, FL 33470-1150

PANDA Oakwood  
816 North West Ave.  
Belle Glade, FL 33430

South County Mental Health Center  
16155 S Military Trail  
Delray Beach, FL 33444

St. Mary's Medical Center  
901 45<sup>th</sup> Street  
West Palm Beach, FL 33407

St. Mary's Wound Care  
900 45<sup>th</sup> Street  
West Palm Beach, FL 33407

West Boca Medical Center  
21644 SR 7 (US Hwy 441)  
Boca Raton, FL 33428

Watershed Treatment Center  
4905 Park Ridge Blvd  
Boynton Beach, FL

Wellington Regional Medical Center  
10101 Forest Hill Blvd  
West Palm Beach FL 33414

## ORIENTATION CHECKLIST

### NURSING PROGRAM CLINICAL READINESS CHECKLIST

Documentation of all health requirements and CPR are to be submitted to the Program Specialists for appropriate inclusion into your file.

#### ON INITIAL ENTRY INTO NURSING PROGRAM:

(Check each blank or list date of completion)

\_\_\_\_\_ **Criminal Background check** (FDLE)

\_\_\_\_\_ **Physical Exam** (documented within 6 months of starting the program)

#### PRIOR TO STARTING CLINICAL ROTATIONS:

\_\_\_\_\_ **Varicella / Rubella titer**

\_\_\_\_\_ **Hepatitis B series of three shots** completed or in progress (Declination can be signed pending completion of the series)

\_\_\_\_\_ **PPD or Chest X-Ray** (if PPD is positive, chest x-ray is required)

\_\_\_\_\_ **CPR card** (current and on file in Program office)

\_\_\_\_\_ **Tetanus/Diphtheria (TD)**

#### ANNUAL REQUIREMENTS:

**PPD or Chest X-ray** (if PPD is Positive, a chest x-ray is required annually)

\_\_\_\_\_ First year

\_\_\_\_\_ Second year

\_\_\_\_\_ **Facility Orientation** completed (These are facility specific requirements; It is necessary to attend regardless of scheduled clinical times)

#### EACH SEMESTER REQUIREMENTS:

**Ethical agreement**, signed and submitted to faculty each semester

\_\_\_\_\_ Ethical agreement Semester 1

\_\_\_\_\_ Ethical agreement Semester 2

\_\_\_\_\_ Ethical agreement Semester 3

\_\_\_\_\_ Ethical agreement Semester 4

**ProCalc** completed by the deadline at the score indicated for the semester.

\_\_\_\_\_ ProCalc: Semester 1

\_\_\_\_\_ ProCalc: Semester 2

\_\_\_\_\_ ProCalc: Semester 3

**When documentation is not current, the student WILL NOT be permitted into a clinical facility. This will necessitate withdrawal from all nursing courses.**

## **CLINICAL EVALUATION PROCEDURES**

### **SURVEY OF AGENCIES**

All students are expected to complete an evaluation of each Clinical Agency utilized for clinical experiences. The Survey of Agencies form is used for this procedure.

### **COMPETENCY CHECKLISTS**

Students are evaluated on their competency in the skills lab and clinical areas utilizing specific course-related tools that may be located within the syllabus for a specific course.

### **CLINICAL EVALUATION OF INSTRUCTORS**

Evaluations of instructors are completed at the end of each clinical rotation. Evaluation forms and instructions for completion and submission are provided at the time of evaluation.

### **CLINICAL GRADE REPORTS**

Clinical grade reports are discussed with students during midterm and final course evaluation times. Final grades are posted on Panthenet by the end of each semester. If there are issues that the student wishes to contest or discuss, the appropriate chain of command must be followed.

### **CHAIN OF COMMAND**

Faculty believe that every attempt should be made to resolve conflict at the lowest level possible. The Health Sciences Division requires that all students adhere to the following chain of command/sequence when dealing with issues or concerns.

**Clinical:** Student Issues → Clinical Faculty → Team Faculty Representative → Department Chair → Nursing Program Director

**Classroom:** Student Issues → Faculty → Department Chair → Nursing Program Director

**Skills Lab:** Student Issues → Skills Lab Faculty → Skills Lab Coordinator Representative → Department Chair → Nursing Program Director

\*Faculty reserves the right to bring in another faculty member to a counseling session. Likewise, students may elect to invite a third party to listen during any of the above grievance levels.

**PRACTICE STANDARDS FOR  
THE ASSOCIATE DEGREE IN SCIENCE NURSING**

**NURSING PROGRAM LEARNING OUTCOMES**

**Upon completion of the program of learning, the graduate will:**

1. Continuously adheres to standards of professional practice while accepting accountability for own actions/behaviors and practice nursing within legal, ethical, and regulatory frameworks.
2. Communicates through verbal, non-verbal, written or electronic information for the promotion of positive outcomes and the establishment of therapeutic relationships.
3. Appraise patient/client health status through the comprehensive analysis and synthesis of relevant data.
4. Provide patient/client care using critical thinking to formulate clinical judgments based on the analysis and integration of accurate assessments and multiple sources of information.
5. Designs wellness care plans based on patient/client individual needs for successful client goal attainment.
6. Designs and implements processes for health promotion, health maintenance, and risk reduction for self and others.
7. Collaborates in shared planning, decision making, and goal setting for holistic wellness based on client centered care across health care settings.
8. Effectively manages patient/client goal attainment, and supports organizational outcomes through the efficient and effective use of human, physical, financial, and technological resources.

## **PRACTICE STANDARDS FOR THE ASSOCIATE DEGREE IN SCIENCE NURSING GRADUATE**

Nursing is a profession with technical and professional practice roles. The associate degree nurse is prepared for a beginning technical nursing position in both acute care facilities and in the community. The associate-degree nurse interacts with a diverse population across the lifespan. Utilizing the nursing process to create a mutually holistic plan of care for goal attainment, the graduate functions both independently and as a member of the health team to attain, maintain, and/or restore wellness in a multicultural society. The associate degree nurse graduate will demonstrate continuing personal wellness, personal/professional growth and technical competence by maintaining acceptable standards of behavior.

### **NURSING PROGRAM OUTCOME STATEMENTS**

1. Palm Beach State College Nursing graduates will achieve an NCLEX passing rate equal to or above the national average.
2. Eighty (80) percent of students matriculated into the Nursing program will graduate.
3. A minimum of eighty-five (85) percent of Palm Beach State College graduates will be employed 6-9 months post graduation.
4. Eighty (80) percent of current graduates and alumni (6-12 months) will rate program satisfaction as a 4 or 5 on a 5 point Likert Scale.
5. Eighty (80) percent of employers will rate satisfaction with program graduates (6-12 months post graduation) as a 4 or 5 on a 5 point Likert Scale.

**NATIONAL STUDENT NURSE'S ASSOCIATION, INC  
CODE OF ACADEMIC AND CLINICAL CONDUCT**

**PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal developments of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

**A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality
3. Take appropriate action to ensure the safety of clients, self and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner. .Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
6. Promote excellence in nursing by encouraging lifelong learning and professional development.
7. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students. Refrain from performing any technique or procedure for which the student has not been adequately trained.
12. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
13. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.

14. Abstain from the use of substances in the academic and clinical setting that impair judgment.
15. Strive to achieve and maintain an optimal level of personal health.
16. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
17. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Refer to the Palm Beach State College Student Handbook, student Code of Conduct regarding the individual found guilty of committing the act(s) as well as any student(s) present during the commission of the act policy and procedure

## **ETHICAL AGREEMENT PALM BEACH STATE COLLEGE NURSING PROGRAM**

This agreement is both a contract and a code of conduct for the nursing student while in the clinical setting, lecture, skills lab, and any other time the nursing student is under the auspices of Palm Beach State College. These rules are designed to benefit Palm Beach State College Nursing Program and its students and faculty, as well as patients, hospital staff, and other individuals who are exposed to students during the course of their enrollment.

Because the nursing program is unlike any other program at Palm Beach State College, expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner befitting the nursing profession, because the nursing program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of Palm Beach State College Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the Nursing Program, then the Academic Grievance Procedure, as stated in the Palm Beach State College Student Handbook, will be initiated.

In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the Palm Beach State College Student Handbook. All such provisions of the Palm Beach State College Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. Sexual harassment. No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendos, or inappropriate comments shall occur while in the laboratory or clinical setting or during lecture.
2. Inappropriate language. No student shall use foul or vulgar language while in the lab or clinical setting or during class.
3. Illicit substances. No student shall have in their possession, or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during lecture, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent when attending clinical, lecture, or lab. Students who appear intoxicated will be excused from the clinical, lecture, or lab setting and sent immediately for drug testing. May not return to class until negative drug test is obtained.
4. Weapons. No student shall have in their possession any knives, guns, or other lethal weapon while in the lab or clinical setting, or during lecture. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.
5. Leaving the clinical area. No student will leave their assigned area unless authorized by the instructor.
6. Patient assessments. Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor.

7. Inappropriate behavior. Students will not direct disrespectful or abusive behavior toward any college guest, faculty, Palm Beach State College employee, Palm Beach State College student, or employee of any hospital or other health care facility. Instructors and health care facility employees will be treated with the respect their positions deserve and the student will abide by any rules governing a facility's staff. "Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.
8. Disputes. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who is the first link in the chain of command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
9. Practicing nursing. Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved schools of nursing. Nursing students may not practice nursing outside the clinical setting and without an instructor available. Observational experiences do not constitute nursing practice.
10. Confidentiality. The undersigned hereby acknowledges his or her responsibility under Florida law to keep confidential the identities and identifying information regarding any and all clients encountered in the clinical area. No student shall divulge the names of any patient or client, orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient or client.
11. Medical records. The Palm Beach State College Nursing Program Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audio-taping and removing medical records from any hospital department are strictly prohibited.
12. I understand that I will be required to follow the policies as stated in "Palm Beach State College Nursing Department Computer Testing Lab Policies and Procedures Agreement."
13. Violations of this Agreement. Any violation of the foregoing Ethical Agreement will result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Nursing Student Handbook. In addition, the student may receive a failing grade based on the clinical evaluation and a failure to meet course requirements.

If a student violates the "Ethics Agreement" of the Nursing Program the situation in question will come before the Nursing Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate college administrator.

14. Disciplinary action by the college. If a student is suspended or otherwise formally disciplined by Palm Beach State College, the student is subject to permanent dismissal from the nursing program. At the termination of the disciplinary period, however, the student may petition the Nursing Program for re-admission.

\_\_\_\_\_  
(Print) Student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
For Student Copy

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

**PALM BEACH STATE COLLEGE  
NURSING PROGRAM  
ETHICAL AGREEMENT**

I acknowledge that I have read, understood, and will adhere to the policies and procedures as stated in the Nursing Student Handbook revised Summer 2009.

I have read the "Ethical Agreement" of the Nursing Program of Palm Beach State College.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_  
(Print) Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature