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CREDENTIALING AND PROGRAM ACCREDITATION

The BSN program was granted Accreditation Candidacy status by the ACEN Accreditation Commission for Education in Nursing

ACEN NURSING contact information:
3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326
Phone: (404) 975-5000 Fax: (404) 975-5020 Email: info@acenursing.org Web: www.acenursing.org
MISSION AND PHILOSOPHY OF PROGRAM

Palm Beach State College BSN Program Mission

The Palm Beach State College Bachelor of Science in Nursing (BSN) program seeks to prepare the registered nurse intellectually, professionally and culturally for the health care field and further education. The program is designed to provide the registered nurse with the necessary education that allows progression in their careers, such as gaining entry into management positions or admission to graduate nursing programs. The BSN program prepares students with the necessary research skills to engage in evidence-based nursing care. The BSN graduate is accountable for his/her own practice as well as that provided by care extenders. Congruent with the mission of Palm Beach State College, the BSN program includes courses of study which are offered in a dynamic teaching environment that will prepare the registered nurse to integrate holistic professional knowledge and skills into their profession. The leadership abilities gained from the baccalaureate program in nursing will support those nurses who would like to transition to leadership positions. The BSN program nursing have faculty developed and implemented an educational program that prepares the registered nurse for the new role and responsibilities as a baccalaureate-prepared nurse. The faculty serve as mentors to the student, while supporting their educational needs.

Palm Beach State College BSN Program Philosophy

The BSN Faculty at Palm Beach State College believe that nursing education needs to provide opportunities for the successful integration of knowledge to enhance the ability of the nurse to implement competencies in the areas of leadership, health policy, system improvement, research, evidence-based practice and collaboration to deliver high quality care across the healthcare continuum. Nurses must embrace the vision of lifelong learning to maintain expertise in all areas of practice to insure high quality healthcare for our nation.
Palm Beach State College Program Learning Outcomes

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

1. Exhibit an understanding of the importance of professional development as it relates to accountability, responsibility, values and ethical conduct which impact health care delivery.

2. Evaluate nursing leadership skills within health care organizations which influence health care policies and delivery systems to improve the quality of health for diverse populations.

3. Synthesize knowledge from the disciplines of nursing, the sciences, arts and humanities as the foundation for critical thinking to enhance patient outcomes.

4. Explore the impact and influences of trends and issues affecting nursing roles and access to the health care delivery systems.

5. Illustrate the interdisciplinary nature of health care delivery systems to promote cultural, spiritual and ethical quality care to individuals/communities/populations.

6. Examine the utilization of technology and information systems in health care to facilitate decision-making and enhance collaboration in a patient-centered environment.

7. Evaluate nursing care based on nursing theory, research and practice to promote optimal health & wellness across a variety of health care settings.
Palm Beach State College BSN Curriculum Framework

The Palm Beach State College BSN program has adopted the National League for Nursing’s (NLN) Educational Competencies Model as the conceptual framework for the curriculum. The four NLN Baccalaureate program outcomes of human flourishing, nursing judgment, professional identity and spirit of inquiry are aligned with the overall program outcomes. The NLN core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness are threaded throughout the curriculum. The six integrating concepts which emerge from the seven core values are found woven into the curriculum. (See Figure 1).

**Figure 1.** NLN Education Competencies Model

![NLN Education Competencies Model](http://www.nln.org/facultyprograms/competencies/pdf/comp_model_final.pdf)

The NLN Education Competencies Model calls for nursing students and nurse educators to engage in a transformative, proactive and collaborative manner that embodies an evolving and real-world experience within nursing education and practice. The four NLN Education Competencies Model outcomes for the Baccalaureate prepared nurse are defined below.
**Human Flourishing:** The Baccalaureate prepared nurse incorporates the knowledge and skills learned in didactic and clinical courses to help patients, families and communities continually progress toward fulfillment of human capacities.

**Nursing Judgment:** The Baccalaureate prepared nurse makes judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families and communities.

**Professional Identity:** The Baccalaureate prepared nurse expresses one’s identity as a nurse through actions that reflect integrity; a commitment to evidence-based practice, caring, advocacy and safe, quality care for diverse patients, families and communities and a willingness to provide leadership in improving care.

**Spirit of Inquiry:** The Baccalaureate prepared acts as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative or evidence-based solutions to the clinical practice problems.

Adapted from National League for Nursing. (2010). Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice Doctorate, and Research Doctorate Programs in Nursing. New York: Author

Figure 2 represents the alignment of the NLN Education Competencies Model outcomes for the Baccalaureate prepared nurse with PBSC BSN Program Learning Outcomes and the NLN Education Competencies Model integrating concepts and core values.
### Figure 2. PBSC/NLN BSN Competency Comparison

<table>
<thead>
<tr>
<th>NLN Competencies for Graduates of Baccalaureate Programs</th>
<th>PBSC Student Learning Outcome</th>
<th>NLN Integrating Concept/Core values of the NLN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Identity</strong> — “Express one’s identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy and safe, quality care for diverse patients, families and communities and a willingness to provide leadership in improving care.” (p.39)</td>
<td>1. Exhibit an understanding of the importance of professional development as it relates to accountability, responsibility, values and ethical conduct which impact health care delivery.</td>
<td><strong>NLN Integrating Concept</strong>: Personal &amp; Professional Development, Quality &amp; Safety, Context &amp; Environment <strong>Core values of the NLN</strong>: Excellence, Integrity, Ethics</td>
</tr>
<tr>
<td><strong>Spirit of Inquiry</strong> — “Act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research and using available evidence as a foundation to propose creative, innovative or evidence-based solutions to clinical practice problems.” (p.39)</td>
<td>2. Evaluate nursing leadership skills within health care organizations which influence health care policies and delivery systems to improve the quality of health for diverse populations.</td>
<td><strong>NLN Integrating Concepts</strong>: Knowledge &amp; Science, Context &amp; Environment <strong>Core values of the NLN</strong>: Caring, Diversity, Holism, Patient-Centeredness</td>
</tr>
<tr>
<td><strong>Nursing Judgment</strong> — “Make judgments in practice, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families and communities.” (p.39)</td>
<td>3. Synthesize knowledge from the disciplines of nursing, the sciences, arts and humanities as the foundation for critical thinking to enhance patient outcomes.</td>
<td><strong>NLN Integrating Concepts</strong>: Teamwork, Quality &amp; Safety, Context &amp; Environment <strong>Core values of the NLN</strong>: Diversity, Excellence, Ethics, Holism</td>
</tr>
<tr>
<td><strong>Human Flourishing</strong> — “…Incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families and communities continually profess toward fulfillment of human capacities.” (p.39)</td>
<td>4. Explore the impact and influences of trends and issues affecting nursing roles and access to the health care delivery systems.</td>
<td><strong>NLN Integrating Concepts</strong>: Knowledge &amp; Science, Context &amp; Environment <strong>Core values of the NLN</strong>: Caring, Diversity, Holism, Patient-Centeredness</td>
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BSN Student Handbook
Revised 06/2014
Florida State Articulation Agreement for an RN-BSN degree

Palm Beach State College’s BSN program follows the Florida State Articulation Agreement for an RN-BSN degree

AS to BS Nursing Worksheet Summary (Revised 5/2011)
Florida College System Institution: AS Nursing Program - CIP 1318110100

General Education ..........................................................................................................................18 Credit Hours
(includes at least 6 hours of common prerequisites)

Common Prerequisites ...............................................................................................................12 Credit Hours
(Complete at least 18 hours at the AS level, at least 6 of which will count for general education, the rest to be taken at the university)
BSCX085C or BSCX085/L or BSC X093C or BSC X093/L
BSCX086C or BSC X086/L or BSC X094C or BSC X094/L
MCBX010C or MCB X010/L or MCB X013C or MCB X013/L or MCB X000/L or MCB X004/L
CHM XXXX or BSC XXXX or BCH XXXX or PCB XXXX or PHY XXXX
DEP X004 or DEP X054 or DEP X000 or DEP X00 or DEP X414
HUN X201 or NUR X192
PSY XXXX or SOP XXXX or SYG XXXX
STA X014 or STA X023 or STA X122 or STA X022

Nursing Core Courses ..........................................................................................................42 Credit Hours

**AS in Nursing Total Hours
(18 Hrs. Gen. Ed.) + (12 Hrs. Common Prereq.) + (42 Hrs. Core) = 72 Credit Hours

**Credit initially awarded for the AS Degree at the university level = 30 Credit Hours;
upon Validation at Upper Level, 26-30 more Credit Hours will be awarded, totaling 56-60 Credit Hours

University: Nursing BS Program - CIP 51.1601 - UF, FSU, FAMU, USF, FAU, UWF, UCF, FIU, UNF, FGCU

General Education ..........................................................................................................................18 Credit Hours
(At least 6 hours must be common prerequisites)

Common Prerequisites ............................................................................................................. 3 Credit Hours

Electives ..................................................................................................................................... 9-14 Credit Hours

Baccalaureate Nursing Courses ................................................................................................29-34 Credit Hours

Validated Credit ......................................................................................................................... 26-30 Credit Hours

Total AS/BS Nursing Program ................................................................................................... No more than 128 Credit Hours

[56-60 Hrs. AS (Including 26-30 validated for upper level credit)] + [25 Hrs. Upper Division
Gen. Ed. & Common Prereq.] + [9-14 Hrs. Electives] + [29-34 Hrs. BSN Courses] =
Configuration of hours within specified ranges to equal no more than 128 Credit Hours

Office of Articulation, Florida Department of Education

BSN Student Handbook
Revised 04/2014
BSN Course Sequencing

All BSN coursework can be completed in 3 (Full-time) - 6 (Part-time) semesters. The course sequencing is listed below.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
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<td>NUR 3164 – Nursing Research &amp; Informatics</td>
<td>NUR 4107 – Nursing Perspectives/Global Trends</td>
</tr>
<tr>
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<td>NUR 3678 – Nursing Care for the Geriatric Patient and Other Vulnerable Populations</td>
<td>NUR 4655 – Nursing in a Multicultural Society</td>
</tr>
<tr>
<td>NUR 3125 – Pathophysiology for Clinical Nursing Practice</td>
<td>NUR 4636C – Community Health Nursing</td>
<td>NUR 4847 – Critical Decision Making/Critical Thinking</td>
</tr>
<tr>
<td>NUR 3825 – Nursing Role Transitional Perspective</td>
<td>NUR 4827C - Leadership and Management in Professional Nursing</td>
<td>NUR 4945 – Nursing Capstone Experience</td>
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**Course Sequencing for 4 Courses per semester**

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**Course Sequencing for 3 Courses per semester**

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**Course Sequencing for 2 Courses per semester**

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</table>
BSN Course Descriptions

NUR 3069 Advanced Health Assessment
3 credits (3 lecture hours)
Prerequisite: Acceptance into the BSN program
Co-requisite: NUR 3825
This course is designed to develop the student's knowledge and skills in obtaining and recording a systematic, comprehensive health history and physical examination of the client across the life span. Focus is placed on the synthesis of nursing knowledge as it applies to the physiological, psychological, socio-cultural, and spiritual components of clients obtained in the comprehensive health assessment.

NUR 3119 Heritage of Nursing Concepts/Theories
3 credits (3 lecture hours)
Prerequisite: Acceptance into the BSN program,
Co-requisite: NUR 3825, NUR 3069
The focus of this course is on the philosophical and theoretical foundations of nursing as a profession. The student is introduced to the history of nursing through defining concepts and the development of nursing theories across the last century. Teaching strategies are designated to enhance students’ abilities and skills to bridge the theory-practice gap and expand their knowledge regarding theoretical framework in nursing profession through analytical and applied learning activities.

NUR 3125 Advanced Pathophysiology for Nursing Practice
3 credits (3 lecture hours)
Prerequisite: Acceptance into the BSN program
Co-requisite: NUR 3119
This course teaches the advanced study of Pathophysiology and symptomatology across the life span. The focus is on alterations in physiologic functions and manifestation of disease. Signs, symptoms and diagnostic findings of common alterations are presented. Students will also gain an understanding of nursing interventions to promote adaptation.

NUR 3164 Nursing Research and Informatics
3 credits (3 lecture hours)
Prerequisite: NUR 3069, NUR 3119, NUR 3125, NUR 3825
Co-requisite: NUR3678, NUR 4636C, NUR4827C
This course explores the concepts of research and healthcare informatics trends. Students learn the relationship between nursing research and utilization of evidence-based practice. Students will also understand the importance of integration of research findings related to healthcare quality within the context of nursing practice.

NUR 3678 Nursing Care for the Geriatric Patient and other Vulnerable Populations
3 credits (3 lecture hours)
Prerequisite: NUR 3069, NUR 3119, NUR 3825
Co-requisite: NUR 4827, NUR 3125
This course focuses on the development of outcome-based interdisciplinary nursing care to promote wellness among the aging population. This course also emphasizes the significance of
vulnerable populations and the leadership role of nursing in their care and advocacy. Emphasis is placed on the challenges faced by these groups.

**NUR 3825 Transitional Nursing Role Perspectives**  
3 credits (3 lecture hours)  
*Prerequisite: Acceptance into the BSN program*  
*Co-requisite: NUR 3069*  
This course introduces the role expectation for the baccalaureate nurse. The integration of professional standards and ethical principles will be explored. The development of management roles as it relates to critical thinking in the delivery of health care will be discussed.

**NUR 4107 Nursing Perspectives/Global Trends**  
3 credits (3 lecture hours)  
*Prerequisite: NUR 4827C, NUR 3164, NUR 3678, NUR 3125, NUR 3069, NUR 3119, NUR 3825, NUR 4636C*  
*Co-requisite: NUR 4945, NUR4655, NUR4847*  
This course is focused on the major challenges of health care on a global level. The role of the nursing profession within the global community is emphasized, centered on meeting Millennium Development Goals. Using the concepts of leadership, this course assists the learner in recognizing and addressing the major challenges facing global health care.

**NUR 4636C Community Health Nursing**  
3 credits (2 lecture hours, 1 lab hours)  
*Prerequisite: NUR 3119, NUR 3825, NUR 3069, NUR 3125*  
*Co-requisite: NUR 3164, NUR3678, NUR4827C*  
This course examines the role of the nurse in dealing with family crisis, gerontological problems, child-bearing, child raising families, and medical-surgical conditions within the context of the community. Assessment of the community and its healthcare delivery system epidemiology is studied within the social structure of families and communities.

**NUR 4655 Nursing in a Multicultural Society (BS)**  
3 credits (3 lecture hours)  
*Prerequisite: NUR 3069, NUR 3119, NUR3125, NUR 3164, NUR 3678, NUR 4636C, NUR 4827C*  
*Co-requisite: NUR 4847*  
The course presents concepts in trans-cultural nursing focusing on the nurse leader developing cultural competency while learning more about the health/illness beliefs of patients. The course is developed to provide the cultural foundation of existing models related to trans-cultural nursing and allows the nurse leader to identify key components impacting the cultural diversity of identified sub-cultures. Health care delivery within the United States is discussed with a focus on health disparities among vulnerable cultures.
NUR 4827C Leadership and Management in Professional Nursing
3 credits (3 lecture hours)
Prerequisite: NUR 3119, NUR 3825, NUR 3069
Co-requisite: NUR 3678, NUR 3125
Leadership and management theories will be explored incorporating critical thinking, conflict management, decision-making, and problem-solving skills. A primary focus of this course is to enhance professional nurses’ understanding of the concepts and skills needed to be effective leaders in today’s health care arena.

NUR 4847 Clinical Decision Making/Critical Thinking
3 credits (3 lecture hours)
Prerequisite: NUR 3119, NUR 3125, NUR 3069, NUR 3678, NUR 3825, NUR 4827C
Co-requisite: NUR 3164, NUR 4636C
This course provides a conceptual understanding of the logical and critical thought processes required of the professional nurse. The reasoning process as an essential link between information gathering and decision making is presented. The aim of this course is to develop the analytical abilities of the student.

NUR 4945 Capstone Experience: Nursing
3 credits (3 lecture hours)
Prerequisite: Department approval required, NUR 3069, NUR 3119, NUR 3125, NUR 3164, NUR 3678, NUR 3825, NUR 4636C, NUR 4827C
Co-requisite: NUR 4107, NUR 4655, NUR 4847
This course allows the students to integrate, synthesize knowledge and skills from other courses completed in the BSN program. The course is designed to enhance students’ awareness of the main challenges that face the healthcare system, with emphasis on their professional roles and potentials in improving the quality of care using research and leadership skills.
Academic Regulations

Students are advised to read the syllabus for the course to understand the faculty member’s policies regarding such matters as attendance, absences, grading and examinations.

Attendance

Students are expected to attend all of their scheduled classes. For eLearning classes, students are expected to regularly log in to access the class website and participate in the course according to the schedule of events outlined by the faculty/instructor. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course.

Specific 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 week 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.

Standards of Academic Progress

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.)

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

Academic Progression

Good Academic Status
Students who are not on academic probation or dismissal from the college are considered in good academic status. Academic Probation Students in credit programs must maintain a cumulative grade point average* (CGPA) as outlined in the PBSC Student Handbook. Probation will be continued as long as the student fails to achieve the standard CGPA for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Academic probation is noted on the student’s permanent record.

Academic Suspension
Academic suspension is the first involuntary separation. Academic suspension results from a student’s failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on his/her academic goals and level of commitment to education. Academic suspension is noted on the student’s permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

Academic Dismissal
Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College – wide Appeals Committee. Academic dismissal is noted on the student’s permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

Students who plan to withdraw from the BSN program should notify the BSN Director in writing. If a student does not enroll in 2 consecutive semesters, they will be withdrawn from the BSN program. Students will need to reapply to the BSN program in order to resume their nursing courses.

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 the unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

Plagiarism
Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
5. Self-plagiarism, occurs when a student reuses in whole or in part their own previously submitted work for a different course without any indication of their prior submission.

Cheating
Using unauthorized notes, study aids, or information from another student or student’s paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for regarding; and allowing another person to do one’s work and to submit the work under one’s own name.

Fabrication
Presenting data in a piece of work that were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty
Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery
Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.
Palm Beach State College Standard Precautions Policy

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 students 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 blood-borne 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, pant, 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 Blood-borne 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.
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 BSN Director of exposure incident.
6. If victim of exposure, receive emergency treatment and follow-up with private physicians.

Illness & Accident Policy

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.

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.
Student Accident (Education/Training) Insurance

Palm Beach State College students who are enrolled in classes that may result in injury during training or clinical experience situations (e.g., in certain Criminal Justice, Health Sciences, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. To assist with this expense, all students in covered programs are covered by Student Accident (Education Training) Insurance coordinated by the College and paid for by the student as part of the course registration fee. This insurance coverage is in excess of any private insurance the student may have and is in effect only during classwork and/or training. If the student has his/her own private health insurance coverage, this policy will pay for any out-of-pocket expenses not covered by the student’s own insurance; e.g., any deductible or co-payment. If the student has no private health insurance, the policy will cover an accident fully up to its limit of $15,000. However, students returning to the College for agility tests, re-certifications, etc., are not eligible for this insurance.

If you are a student who becomes injured while participating in classwork or training in one of the covered programs, you should immediately inform your class supervisor. Following any medical treatment and your payment of any costs or receipt of an invoice from the treating facility for that treatment, you should provide all documentation to your class supervisor. Your class supervisor is responsible for submitting the claim and supporting documentation directly to the College’s claims reporting company, Fringe Benefits Coordinators. The claim form includes a section for both the supervisor and student to complete, including signatures. Please be sure to contact Security for each and every incident that occurs so they may complete a formal Accident – Incident Report, which is required as part of the claim submission. In accordance with the policy requirements, claim forms must be submitted within 30 days of the injury, which may mean that the claim would have to be submitted before treatment is completed or any costs are incurred. The Student Training Accident Insurance link on the College’s Safety and Risk Management web page at www.palmbeachstate.edu/safety provides additional information, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the Hartford Insurance Company’s Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at http://www.fbc-inc.com

If you have any questions or comments regarding Student Accident (Education Training) Insurance, please contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014.
BSN Medical/Health Information

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 all through life, according to the Centers for Disease Control (CDC).

Varicella/Rubella/Rubeola
All students are required to have Varicella/Rubella/Rubeola Titer screening upon admission. Students who are not immune to Varicella/Rubella/Rubeola 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 provide students with copies of these records once they are turned in.

Hepatitis B
All students are required to have Hepatitis B Titer screening upon admission. Hepatitis B titer required for all students. Titers which do not demonstrate immunity will require a signed Hepatitis B declination form be submitted.

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 all nursing course.

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, this will necessitate the student withdrawal from all nursing courses.
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 by 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 Director 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 Nursing Program. The student is responsible for notifying the Director of any arrests, regardless of
adjudication, that occur after being admitted to the program. Failure to notify the program director within 48 hours 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. 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 the 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 that 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 a 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.

**Student Drug Screen, Background Check, and Medical Records**

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.
Criteria for papers submitted in the BSN Program


2. Students should consider these tips and suggestions for learning and following APA style for coursework:
   a. Use the pocket guide, not other sources, to determine the format and style for papers. Following the pocket guide should eliminate confusion and variations in formatting citations in the text and reference list.
   b. Contact the instructor with any questions about APA.
   c. Consult Smarthinking or the PBSC Writing Lab for in-depth material about writing and APA support.
   d. Consult the APA manual, 6th edition, for more information on any topic in the pocket guide.
   e. Understand that continued errors, after repeated comments by faculty members, will result in maximum points deducted from assignments. Learning to use APA style is essential for student success.
   f. One suggestion for learning APA style is to study the pocket guide or appropriate APA manual and to make a list of the types of sources used most frequently, noting formats for both in-text citations and the reference list. This will provide an easy way to check if the format is correct while working on an assignment. Update the list each week.
   g. If students have points deducted for APA errors and argue that someone told them the format was correct, those students will still lose the points. However, if students cite the source from the pocket guide or APA manual, and the citation is correct according to the source, they will not lose points.
   h. APA seems to generate many issues for students, but the ability to use this publication style is very important as students become leaders in nursing. APA is the
most accepted and required manual of style in scholarly writing for nursing. Students need to know how to use APA correctly, especially for citing and referencing sources, when developing materials, making presentations, and publishing. While learning APA may be challenging, it is of great benefit to students and their future.

i. If using an APA template, be sure the template is for the appropriate edition of the APA manual.

j. Use headings and subheadings for written assignments to organize the content.
   Using headings also helps to determine if all the criteria is addressed and if the flow and organization of the content is correctly reflected. Generally, two levels of headings are sufficient.

3. Correct spelling, grammar and punctuation are considered to be essential components of all papers, course work and email communications. Assignments which do not meet acceptable standards will be graded accordingly.

4. All assignments must be submitted by required dates unless previous arrangements have been made with the instructor. No assignments will be accepted after the due date indicated on your course/clinical schedule (calendar).

5. All assignments must be submitted in the specific format indicated in the course.
   Formats or file types other than those specified by the faculty will receive a zero.
Student Mentoring

The faculty to student mentoring program at Palm Beach State College BSN program supports the theoretical framework upon which the program is built, the program learning outcomes and the belief that the mentoring program should be built upon a mutual, trusting relationship which enables advisors, faculty and student to grow and learn in a professional environment. The mentoring program allows student the flexibility of using face to face or electronic communication options. The mentoring process guidelines encourage the professional growth of the advisor, faculty and student.

Palm Beach State College BSN program objectives:

1. Guide the student successfully through the BSN program from orientation to graduation.
2. Assist the student in locating and using resources available at Palm Beach State College to enhance the learning process.
3. Assist the student in exploring consequences of their decision making.
4. Guide the student through the learning process to assist in meeting the program learning objectives of the Palm Beach State College BSN program.
5. Create opportunities for the student to use new skills.

PBSC Mentoring Process

- Students entering the BSN program are required to complete the BSN orientation either online or in-person prior to registration. The BSN orientation is offered by the Bachelor’s department student advisory team. Additionally, students are encouraged to meet with an advisor prior to beginning the program and regularly throughout their progression in the BSN program.

- Students will be mentored in every course in the BSN program. Beginning with the first course (NUR3825), students will construct an e-Portfolio which will be used throughout the program in collaboration with the mentoring process. Students will post designated assignments in their e-Portfolio according to the specific course syllabus and schedule meetings with the faculty to discuss how these assignments relate to their professional development and overall goals.

- Additional mentoring opportunities exist through the use of faculty office hours. Students requiring additional individual mentoring may schedule meetings in addition to the required e-Portfolio review meetings.
Student Ethical Agreement
PALM BEACH STATE COLLEGE
BSN PROGRAM

This agreement is both a contract and a code of conduct for the nursing student while in the classroom and/or clinical setting 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 BSN Program and its students and faculty, as well as patients, healthcare staff, and other individuals who are exposed to students during the course of their enrollment.

Because the nursing program is unlike many 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 BSN 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, 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, 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. Student 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, 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. **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.

7. **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.

8. **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.

9. **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.

10. **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 Palm Beach State College Disciplinary Process.

11. **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 BSN program. At the termination of the disciplinary period, however, the student may petition the BSN Program for re-admission.
Student Ethical Agreement Acknowledgement Form

PALM BEACH STATE COLLEGE
BSN PROGRAM

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

I have read understood, and will adhere to the "Ethical Agreement" of the BSN Program of Palm Beach State College.

Agreed to this ____________ day of ____________________ 20________

_________________________________________  ______________________________
(Print) Student Name  Student Signature

_________________________________________
Witness Signature

Place copy in portfolio and original submitted to instructor for academic file.