



**NURSING STUDENT
PROGRAM POLICY MANUAL**

TABLE OF CONTENTS

Mission, Vision And Philosophy Of Palm Beach State College	1
Mission, Vision And Philosophy Of Palm Beach State College ADN Program.....	2
Palm Beach State College Program Learning Outcomes	3
Nursing Program Outcome Statements.....	3
Palm Beach State College ADN Program Curriculum Framework.....	3
Curriculum Definitions	5
ADN Course Sequencing	7
Semester 1 (Fall/Spring).....	7
Semester 2 (Fall/Spring).....	7
Semester 3 (Fall/Spring).....	7
Semester 4 (Fall/Spring).....	7
NUR 1023 - Introduction To Concepts For Nursing Practice I.....	7
NUR 1213 - Concepts For Nursing Practice II	7
NUR 2261 - Concepts For Nursing Practice II	7
NUR 2712C - Concepts For Nursing Practice IV	7
NUR 1023L – Introduction To Concepts For Nursing Practice I Clinical	7
NUR 1213L - Concepts For Nursing Practice II Clinical	7
NUR 2261L - Concepts For Nursing Practice III Clinical	7
NUR 2943L – Preceptorship Experience.....	7
NUR 1022L – Introduction To Concepts For Nursing Practice I Skills	7
NUR 1214L - Concepts For Nursing Practice II Skills.....	7
NUR 1141 – Introduction To Pharmacotherapeutics	7
Transition Students	8
Transitions Between Program Cohorts.....	8
Program Failure	8
Grading Scale And Policies For Academic Progress.....	11
Progression, Retention, And Graduation.....	11
Nursing Course Attendance And Withdrawal Procedures	12
Re-Admission And Progression Policy	13
Criteria For Graduation	13
Importance Of The Specialty Exam (Hesi/Evolve Testing)	14
Academic Dishonesty	14
Receipt Of Gifts.....	15
Safe Medicate	15
Nursing Program Disciplinary Process	19
Student Responsibilities	19
Additional Nursing Program Policies	21
Professional Conduct Committee.....	22
Nursing Program Health Policies.....	24
Medical And Clinical Facility Requirements	25
Health Sciences Criminal Background,.....	26
Drug And Health Screening Requirements	26
Student Mentoring Process	28
Student Portfolio	29
Student Resources	30
Support Services	30
Financial Aid	30
Panther Empowerment Resource Center (Perc)	30
Nursing Resources.....	30
Criteria For Assignments Submitted To Nursing Faculty.....	30
Faculty Gift Policy	30

Computer Testing Lab Policies And Procedures Agreement	31
Chain Of Command	32
Clinical Policies.....	33
Covid-19 Guidelines	34
Clinical Placement/Assignments	34
Illness, Pregnancy And Accidents	36
Clinical Assignments.....	36
Clinical Safety Standard Precautions	36
Blood Borne Pathogens – Exposure Control Plan	36
Post-Exposure Evaluation And Follow-Up	38
Review Of Standard Precautions.....	39
Implementation Procedures:	39
Clinical Practices	40
Student Accident (Education Training) Insurance Program	41
Membership In Your Pre-Professional Nursing Organization.....	42
Academic And Clinical Conduct	43
Ethical Agreement.....	45

CREDENTIALING AND PROGRAM ACCREDITATION

Approved by the Florida Board of Nursing (FBON)

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://floridanursing.gov>

Accreditation

The AS Registered nursing program at Palm Beach State College at the Lake Worth campus located in Lake Worth FL and the Belle Glade campus located in Belle Glade, FL is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE
Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the [AS Registered nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at
<http://www.acenursing.us/accreditedprograms/programSearch.htm>

MISSION, VISION AND PHILOSOPHY OF PALM BEACH STATE COLLEGE

MISSION STATEMENT

Palm Beach State College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education preparing students to contribute and compete ethically and successfully in a diverse global community.

VISION STATEMENT

We envision a College of diverse, active learners engaged in intellectual, social and personal growth that enriches and transforms our community.

PHILOSOPHY

We believe:

- Student success is our priority, and all students can succeed.
- Ethical standards are integral to the educational experience.
- Faculty and instructors should use instructional methods and technology that meet the diverse learning styles of students.
- The College curriculum and its operations should demonstrate a commitment to ecological sustainability.
- The College must anticipate and respond to evolving community needs by reaching out to all potential partners and establishing programs and courses that will meet those needs.
- Quality education is a worthwhile investment.
- An educated workforce has a positive impact on our community and economic health.
- Faculty/staff development is integral to quality education.
- A safe, secure and supportive College climate is essential.
- Diversity reflects society and enhances the educational process.
- Equity and equality of opportunity are essential.
- Lifelong learning enhances the quality of life.
- Collaboration enhances the quality of decision-making

MISSION, VISION AND PHILOSOPHY OF PALM BEACH STATE COLLEGE ADN PROGRAM

MISSION STATEMENT

The Palm Beach State Nursing Program mission is to create a learning environment which integrates innovative technology and evidence based educational practices. Graduates, upon licensure, will be collaborative, integral members of a dynamic health care system. Their uniqueness will be evidenced by leadership in the profession as they provide and coordinate ethical and holistic care to our diverse community.

VISION STATEMENT

We envision a nursing program of diverse students who are engaged in dynamic learning environments, in intellectual, social and personal growth, thereby enhancing the health outcomes of our community.

PHILOSOPHY

We believe:

- Nursing is a caring and humanistic discipline. Nursing encompasses evidenced based practice, the use of critical thinking and commitment to life-long learning. The goals are to improve the overall health and wellness, to enhance the quality of life, and to meet the needs of our diverse community.
- Core values of the art and science of nursing encompass caring, compassion, diversity, ethics, excellence, holism, integrity, and patient-centeredness.
- Nursing education is a systematic and continuous process based on scientific knowledge. The nursing curriculum consists of the following integrated concepts, which are woven throughout the nursing program: Context and Environment
 - Knowledge and Science
 - Personal and Professional Development
 - Quality and Safety
 - Relationship-Centered Care
 - Teamwork
- Nursing practice incorporates professional identity, spirit of inquiry, nursing judgment, and human flourishing.
- Promote a culture of nursing excellence that provides individualized, safe care for patients, families and communities.

**PALM BEACH STATE COLLEGE PROGRAM
LEARNING OUTCOMES**

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

1. Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Adopted 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

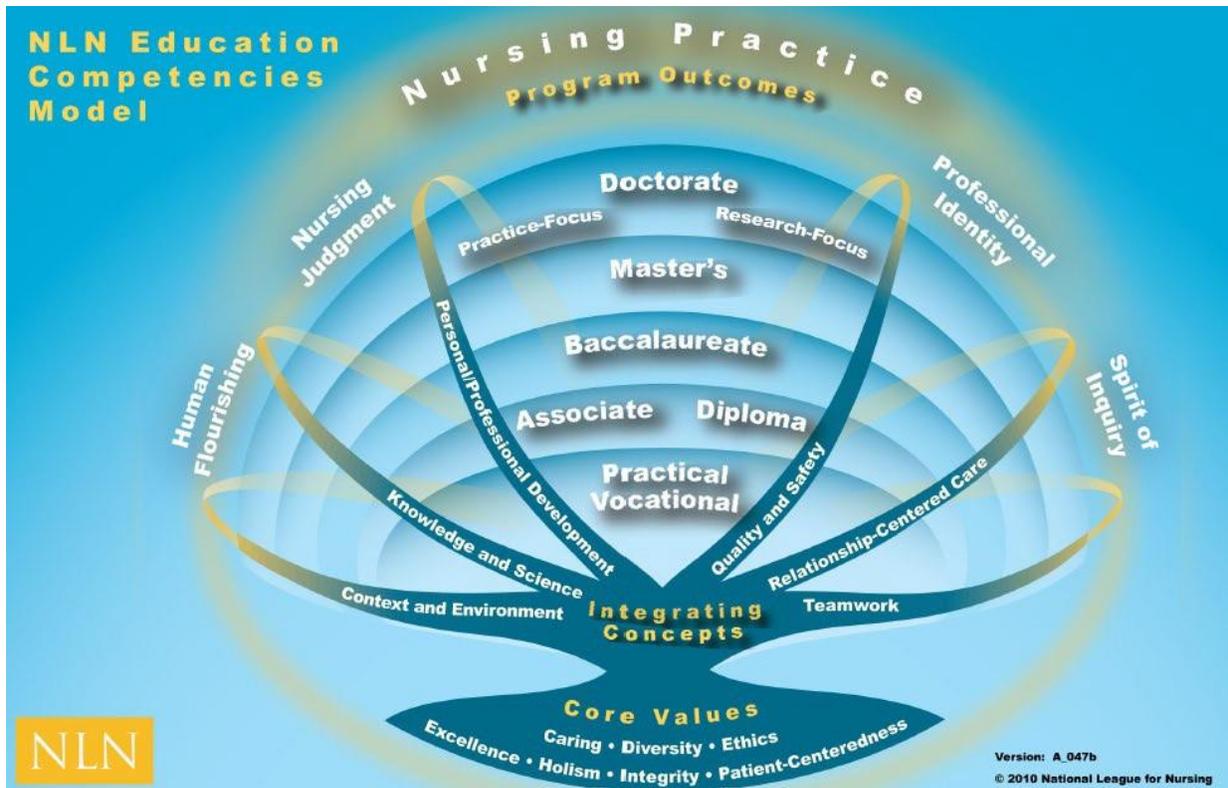
NURSING PROGRAM OUTCOME STATEMENTS

1. Palm Beach State College Nursing graduates will achieve an NCLEX passing rate equal to or above the national average.
2. A minimum of eighty (80) percent of students matriculated into the nursing program will graduate.
3. A minimum of eighty-five (85) percent of graduates will be employed 6-12 months post- graduation.
4. A minimum of 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.

**PALM BEACH STATE COLLEGE ADN PROGRAM CURRICULUM
FRAMEWORK**

The ADN Program at Palm Beach State College has adopted the National League for Nursing (NLN, 2010) *Education Competencies Model* as its conceptual curriculum framework (see Figure 1). At the foundation are the seven core-values that are central to nursing education: caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The throughputs are the integrated concepts as identified by the NLN: Context and environment; knowledge and science; personal/professional development; quality and safety; relationship-centered care; and teamwork. These integrating concepts are woven through the curriculum and increase in complexity as the student accrues knowledge. The outputs of the NLN model are the four outcomes essential for ADN graduates: human flourishing, nursing judgment, professional identity, and spirit of inquiry, which represent the "skills, knowledge, and attitudes that graduates should have achieved upon successful completion of a program of nursing" (NLN, 2010, p. 5).

Figure 1 NLN Education Competencies Model



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. Copyright 2010 by the NLN http://www.nln.org/facultyprograms/competencies/pdf/comp_model_final.pdf Definitions as outlined by the NLN (2010) for core values, integrated concepts, and program outcomes are explained in the following section.

CURRICULUM DEFINITIONS

Six Core Values

Caring: Means promoting health, healing, and hope in response to human condition.

Diversity: Means recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each.

Ethics: Involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice.

Excellence: Means creating and implementing transformative strategies with daring ingenuity.

Holism: Affirms the human person as the synergy of unique and complex attributes, values, and behaviors.

Integrity: Means respecting the dignity and moral wholeness of every person without condition or limitation.

Patient-centeredness: Orientation to care that incorporates and reflects the uniqueness of individual patient's background, personal preferences, culture, values, traditions, and family.

Six Integrating Concepts

Context and Environment: is the setting in which something happens. In relation to organizations, refers to the conditions or social system within the organization, members act to achieve specific goals. In health care it encompasses organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness.

Knowledge and Science: Refers to the foundations that serve as a basis for nursing practice, which in turn, deepen, extend and help generate new knowledge and new theories that continue to build the science and further practice. These foundations include:

- a) Integrating knowledge from other disciplines that provide insight into physical, psychological, social, spiritual, and cultural functioning of human beings.
- b) Integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities.
- c) Understanding how knowledge and science develop.
- d) Understanding how all members of a discipline have responsibility for contributing to the development of that disciplines evolving science.
- e) Understanding the nature of evidence-based practice.

Personal and Professional Development: is a lifelong process of learning, refining, and integrating values and behaviors.

Quality and Safety: is the degree to which health care services:

- a) Are provided in a way consistent with current professional knowledge
- b) Minimize the risk of harm to individuals, populations, and providers
- c) Increase the likelihood of desired health outcomes
- d) Are operationalized from an individual, unit, and systems perspective.

Relationship-Centered care: positions caring, therapeutic relationships, and professional relationships at the core of nursing practice.

Teamwork: means to function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.

Program Outcomes

Human Flourishing: A professional (AD) nurse advocates for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings.

Nursing Judgment: The professional (AD) nurse makes judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity: The professional (AD) nurse implements one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry: The professional (AD) nurse examines the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

ADN COURSE SEQUENCING

Course Sequencing for Full-time Course of Study

Semester 1 (fall/spring)	Semester 2 (fall/spring)	Semester 3 (fall/spring)	Semester 4 (fall/spring)
NUR 1023 - Introduction to Concepts for Nursing Practice I	NUR 1213 - Concepts for Nursing Practice II	NUR 2261 - Concepts for Nursing Practice III	NUR 2712C - Concepts for Nursing Practice IV
NUR 1023L - Introduction to Concepts for Nursing Practice I Clinical	NUR 1213L - Concepts for Nursing Practice II Clinical	NUR 2261L - Concepts for Nursing Practice III Clinical	NUR 2943L – Preceptorship Experience
NUR 1022L - Introduction to Concepts for Nursing Practice I Skills	NUR 1214L - Concepts for Nursing Practice II Skills		
NUR 1141 - Introduction to Pharmacotherapeutics			

Course Sequencing for Evening/Weekend Course of Study

Semester 1 (spring start)	Semester 2 (summer)	Semester 3 (fall)
NUR 1023 - Introduction to Concepts for Nursing Practice I	NUR 1023L - Introduction to Concepts for Nursing Practice I Clinical	NUR 1213 - Concepts for Nursing Practice II
NUR 1022L - Introduction to Concepts for Nursing Practice I Skills		NUR 1214L - Concepts for Nursing Practice II Skills
NUR 1141 - Introduction to Pharmacotherapeutics		
Semester 4 (spring)	Semester 5 (summer)	Semester 6 (fall)
NUR 1213L - Concepts for Nursing Practice II Clinical	NUR 2261 - Concepts for Nursing Practice III	NUR 2261L - Concepts for Nursing Practice III Clinical
Semester 7 (spring)	Semester 8 (summer)	
NUR 2712C - Concepts for Nursing Practice IV	NUR 2943L – Preceptorship Experience	

Course Sequencing for Accelerated Course of Study

Semester 1 (summer)	Semester 2 (fall)	Semester 3 (spring)	Semester 4 (summer)
NUR 1023 - Introduction to Concepts for Nursing Practice I	NUR 1213 - Concepts for Nursing Practice II	NUR 2261 - Concepts for Nursing Practice III	NUR 2712C - Concepts for Nursing Practice IV
NUR 1023L - Introduction to Concepts for Nursing Practice I Clinical	NUR 1213L - Concepts for Nursing Practice II Clinical	NUR 2261L - Concepts for Nursing Practice III Clinical	NUR 2943L – Preceptorship Experience
NUR 1022L - Introduction to Concepts for Nursing Practice I Skills	NUR 1214L - Concepts for Nursing Practice II Skills		
NUR 1141 - Introduction to Pharmacotherapeutics			

TRANSITION STUDENTS

ALL students transitioning into semester two of the Palm Beach State College’s nursing program must take and pass Introduction to Professional Nursing course (NSO 0170) 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.**

Transitioning students entering the Registered Nurse Program will enter under one of the following entrance options:

1. At semester I with a score of less than 75% on the NLN ACE Book 1 Exam - Fundamentals of Nursing.
2. At semester II with successful completion of the NLN ACE Book 1 Exam with 75% or higher, the completion of NSO 0170 course, and the semester one competency skills checklist.
3. All transition students **MUST** hold a valid, active professional license prior to their admittance to the program and this must remain in effect through the first semester of the RN program.

TRANSITIONS BETWEEN PROGRAM COHORTS

All requests to move within the nursing program cohorts will be considered on an individual basis **ONLY** by the Nursing Program Director.

PROGRAM FAILURE

All students who have failed out of program are encouraged to speak with the Program Director to discuss options.

ADN COURSE DESCRIPTIONS

NUR 1023 - Introduction to Concepts for Nursing Practice I

Prerequisite: Admittance to the ADN program

Co-requisite: NUR 1023L, NUR 1022L, NUR 1141

This course introduces the concepts for nursing practice. The focus is on assessment and wellness across the lifespan, as well as on roles of the professional nurse. The emphasis is on concepts such as development, culture, nutrition, elimination, mobility, health promotion, professionalism, evidence, safety, ethics, patient education, and technology/informatics. At the completion of this course the student should be able to think conceptually and provide safe nursing care through integration of the concepts introduced in this course. Special fee required.

NUR 1023L - Introduction to Concepts for Nursing Practice I Clinical

Prerequisite: Admittance to the ADN program

Co-requisite: NUR 1023, NUR 1022L, NUR 1141

This course provides opportunities for students to integrate classroom learning, skills lab practice, and client care incorporating three types of apprenticeships- knowledge, practice, and ethical comportment. Care will be provided to selected clients across the lifespan in a variety of settings. The focus is on assessment and wellness. Special fee required.

NUR 1022L - Introduction to Concepts for Nursing Practice I Skills

Prerequisite: Admittance to the ADN program

Co-requisite: NUR 1023, NUR 1022L, NUR 1141

This course provides opportunities for students to develop basic client care skills. Students gain competency by practicing skills in a supportive and supervised environment. Special fee required.

NUR1141 - Introduction to Pharmacotherapeutics

Co-requisite: NUR 1023, NUR 1023L, NUR 1022L

This course introduces the beginning level nursing student to the concepts of pharmacotherapeutics. At the completion of this course the student will understand the major drug classifications as they relate to selected concepts of nursing practice.

NUR 1213 – Concepts for Nursing Practice II

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1141

Co-requisite: NUR 1213L, NUR 1214L

This course further develops the concepts for nursing practice. The emphasis is on concepts such as adherence, fluid and electrolytes, perfusion, glucose regulation, cellular regulation, reproduction, stress/coping, anxiety, mood and affect, infection, clinical judgment, communication, and health care organizations. The concepts are presented from a lifespan and health-continuum viewpoint. At the completion of the course the student should be able to identify situations that place persons at risk for alterations, recognize common alterations, and plan interventions for promoting and restoring health across patient populations in a variety of settings.

NUR 1213L – Concepts for Nursing Practice II Clinical

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1141

Co-requisite: NUR 1213, NUR 1214L

This course provides opportunities for the student to apply concepts integrating classroom learning, skills lab practice, and client care in a variety of settings incorporating three types of apprenticeships- knowledge, practice, and ethical comportment. Care will be provided to selected clients across the lifespan in a variety of settings. The focus is on planning interventions for promoting restoration of health across client populations. Special fee required.

NUR 1214L – Concepts for Nursing Practice II Skills

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1141

Co-requisite: NUR 1213, NUR 1213L

This course provides the opportunity for the student to develop advanced client care skills. Students gain competency by practicing skills in a supportive environment. Special fee is required.

NUR 2261 – Concepts for Nursing Practice III

Prerequisite: NUR 1213, NUR 1213L, NUR 1214L, NUR 1141

Co-requisite: NUR 2261L

This course continues to advance the concepts for nursing practice. Through the integrated approach of classroom learning and client care across the lifespan, in a variety of settings, the student progresses in the application of nursing concepts and skills. The emphasis is on concepts such as family dynamics, gas exchange, interpersonal violence, addiction, intracranial regulation, cognition, collaboration, care coordination, and care giving.

NUR 2261L – Concepts for Nursing Practice III Clinical

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1213, NUR 1213L, NUR 1214L, NUR 1141

Co-requisite: NUR 2261

This course provides the opportunity for the student to be able to make situated clinical judgments and provide safe nursing care to diverse populations. The three types of apprenticeships- knowledge, practice, and ethical comportment support the knowledge and skills that students need as they progress in their learning. Special fee required.

NUR 2712C– Concepts for Nursing Practice IV

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1213, NUR 1213L, NUR 1214L, NUR 1141, NUR 2261, NUR 2261L

This course is designed to assimilate the concepts for nursing practice. Through the integrated approach of classroom learning and client care in a variety of settings, the student moves from simple to complex in the synthesis of nursing concepts and skills. The emphasis is on concepts such as motivation, functional ability, tissue integrity, infection, sensory perception, clotting, psychosis, anxiety, sexuality, health care quality, care coordination, and health policy. Special fee required.

NUR 2943L – Preceptorship Experience

Prerequisite: NUR 1023, NUR 1023L, NUR 1022L, NUR 1213, NUR 1213L, NUR 1214L, NUR 1141, NUR 2261, NUR 2261L, NUR 2712C

This course provides the opportunity for the student to synthesize the knowledge, skills, and attitudes achieved from prior courses in the ADN program. The emphasis is on the integration of concepts for nursing practice with a focus on leadership, collaboration, communication, health policy, clinical judgment, health care economics, and professionalism. At the completion of this course, the student should be able to advocate for patients and families, make judgments in practice, implement one's role as a nurse, and approach all issues with a spirit of inquiry. Special fee required.

GRADING SCALE AND POLICIES FOR ACADEMIC PROGRESS

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 74.5 = 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. Rounding is done using mathematical rules and will be applied for 1) total test average and 2) final grade. For example, a total test average of 74.5% will be rounded up to a 75%. A 74.49% is not rounded up to 75%. A score of 74.49% would be a failing grade.

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 College Testing Center at the expense of the student and will be in essay format.

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.

1. The student must successfully complete all 1st semester nursing courses: NUR 1022L, NUR 1023, NUR 1023L, NUR 1141 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 third semester.
3. The student must successfully complete all 3rd semester courses: NUR 2261, NUR 2261L in order to proceed to the 4th semester.
4. The student must successfully complete NUR 2712C in order to proceed to the final nursing course (NUR 2943L) of the Palm Beach State College Nursing Program.
5. Any student who receives an "F" in a nursing course must repeat that course and pass it with a "C" or above.

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 NUR courses excluding NUR 1141, and/or NUR 1024, or
 - b. 2 “WF’s” in any NUR courses excluding NUR 1141, and/or NUR 1024, or
 - c. 1 “F” and 1 “WF” in any NUR courses excluding NUR 1141, and/or NUR 1024.

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).

NOTE: Students who leave the program, for any reason, and remain out for a period of one semester must demonstrate competencies of the semester they completed prior to re-entry. **If students do not return within two consecutive semesters, inclusive of summer term, they will have to re-apply to the program.**

8.
 - a. To obtain a medical withdrawal, the students must provide the Program Director a statement including dates of treatment on healthcare provider letterhead.
 - b. When the student wishes to return to the Nursing Program, a medical release from the healthcare provider 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 on- campus or online venue, it is strongly recommended that the course be retaken in an on-campus class. Experience has demonstrated that the student, when repeating a course, has greater success mastering the material in this venue.

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 absence with the clinical instructor and contact the semester team leader for make-up opportunity. Absences from clinical that are not made-up will result in course failure due to inability to meet course objectives.

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 NSA Conference, 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, if no attempt has been made by the student to contact the faculty, or otherwise as mandated in the class syllabus, such as mandatory orientation. 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 Nursing Program attendance policies.

WITHDRAWAL

Students are asked to notify the instructor when attempting to withdraw from a course. Withdrawal or lack of participation in a nursing course will result in the student being removed from all nursing courses for the term, as these courses need to be taken concurrently.

To withdraw from a course, a student must properly complete class withdrawal procedures. A student shall not be permitted to avoid a failing grade given because of academic failure by withdrawing from the course.

RE-ADMISSION AND PROGRESSION POLICY

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.

Students who previously transitioned into the RN program as an LPN or Paramedic, must make an appointment with the Nursing Director to re-enter.

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 Exit Exam will be administered during 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 Preceptorship. The student must pay the cost to retake the exam. If the student does not score the minimum passing score on the second attempt, they will receive an incomplete for NUR 2943L Clinical Preceptorship and, must remediate and retake the exam. The student must again pay the cost to retake the exam.

The student must achieve the minimum passing score (as published in the syllabus) on the third attempt

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. Students who have completed the clinical preceptorship hours and other course requirements but do not achieve a passing score (850) on the Exit Exam after 3 attempts will be required to repeat NUR 2943L. An individualized remediation plan will be developed with the student which must be completed prior to re-taking the exam. The remediation plan will be based on test result analysis and may include some or all the following learning activities: content review assignments, testing strategies and one-on-one sessions with a faculty member.

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 2 – Medical-Surgical

Semester 4 – Exit Exam

Scoring: HESI scores range from 0 to 1500. An acceptable level of performance is 850; the recommended level of performance is 900 or above for all HESI scores.

Results: At the completion of the exam, the student will receive a detailed printed exam result via email.

Using HESI Remediation Plan: Student Responsibility

1. Place the remediation plan in the portfolio and bring these to their mentoring appointment scheduled as directed with their faculty mentor. It is highly recommended that the student begins 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 completed 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.

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.

Receipt of Gifts

Students are not permitted to accept gifts, including monetary gifts, from patients or families. Non-adherence to this policy may result in consequences such as a referral to Professional Conduct Committee for unprofessional behavior.

SAFE MEDICATE

POLICY:

Safe Medicate is a requirement of all clinical courses and is to be completed by the semester's specified due date. Each student will independently complete the required self-study/practice modules as assigned per semester prior to the assessment. As the student enters the testing lab to sit for the examination, the student must submit written proof of completion (safeMedicate Passport) of these modules.

Each student will need to achieve 100% on the specific semester's safeMedicate assessment *prior to administering medications* in the clinical setting. If the student does not achieve 100% by the *second* attempt, the student is to meet with their mentor and a remediation plan will be initiated. The student is expected to complete this remediation prior to the next scheduled test date. A safeMedicate Passport is required prior to sitting for each assessment.

If the student is unsuccessful in attaining a score of 100% on the specific semester's safeMedicate exam after the *third* attempt, the student **will not be able to attend clinical** until this criterion is met. Students who are not successful are at risk for an unsatisfactory clinical grade due to the inability to complete clinical course objectives.

To print your safeMedicate Passport go to: *Modules >> User Record >> Print Record*

*This policy applies to out of sequence students.

PROCESS

Semester 1	
1. Self-Study Modules to be completed at home (prior to #2)	
	a. Foundation Numeracy Assessment b. <i>fns</i> Essential Skills Modules (4 hours): <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • Practice Your Skills: Choose: Authentic Diagnostic Assessment >> after every question >> Adult >> Tablets, Capsules, Liquid Medications, Injections Please note: This does not include IVs
2. Required Assessment (must achieve 100%) 1.5 hours (testing on campus)	
Passport: Proof of Completion of 1a, 1b	a. FNS Essential Skills Assessment (AA): <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections Please note: This does not include IVs
3. Complete prior to Second Semester	
	a. Complete <i>fns</i> Essential Skills Modules: IV Infusions b. <i>fns</i> Essential Skills >> Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Adult >> IV Infusions

Semester 2	
1. Self-Study Modules to be completed at home (prior to #2)	
	a. Review/remediate all <i>fns</i> Essential Skills Modules (4 hours) as needed <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections b. <i>fns</i> Essential Skills >> IV Infusions c. Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Adult >> Tablets, Capsules, Liquid Medications, Injections, IV Infusions
2. Required Assessment (must achieve 100%) 1.5 hours (testing on campus)	
Passport: Proof of Completion of 1b, 1c	a. FNS Essential Skills Assessment (AA) Including IVs: <ul style="list-style-type: none"> • Introduction • Prescriptions & S. I. Units • Tablets • Capsules • Liquid Medications • Injections • IV Infusions
3. Complete prior to Third Semester	
	a. <i>fns</i> Body Weight & Body Surface Area Calculations (1.5 hours) <ul style="list-style-type: none"> • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions • Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Child >> Liquid Medicines/Injections/IV Infusions

Semester 3	
1. Self-Study Modules to be completed at home (prior to #2)	
	a. Review/remediate all <i>fns</i> Essential Skills Modules as needed b. Practice Your Skills (as needed)—Located under <i>fns</i> Essential Skills Modules. Choose: Authentic Diagnostic Assessment >> after every question >> Adult >> Tablets, Capsules, Liquid Medications, Injections, IV Infusions c. <i>fns</i> Body Weight & Body Surface Area (1.5 hours). Include all modules: <ul style="list-style-type: none"> • Introduction • Single Dose • Daily Divided Dose • Body Surface Area • IV Infusions • Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Child >> Liquid Medicines, Injections, IV Infusions
2. Required Assessment (must achieve 100%) 1.5 hours (Testing on campus)	
Passport: Proof of completion of 1c	a. FNS Advanced Skills-BWC-AA
3. Complete prior to Fourth Semester	
	a. Injectable Medicines Therapy (1.5 hours): <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions • Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Adult/Mental Health >> Slow IV Injections >>Intermittent Infusions >> Continuous Infusions

Semester 4	
1. Self-Study Modules to be completed at home (prior to #2)	
	a. Injectable Medicines Therapy (1.5hrs): <ul style="list-style-type: none"> • Introduction • Slow IV Injections • Intermittent Infusions • Continuous Infusions • Practice Your Skills—Choose: Authentic Diagnostic Assessment >> after every question >> Adult/Mental Health >> Slow IV Injections >>Intermittent Infusions >> Continuous Infusions
2. Required Assessment (must achieve 100%) 1.5 hours (Testing on campus)	
Passport: Proof of completion of 1a	a. Adult Mental Health/Adult High Acuity AA

NURSING PROGRAM DISCIPLINARY PROCESS

Each Palm Beach State College student must follow the student code of conduct as published in the Palm Beach State College Student Handbook located at:

<https://www.palmbeachstate.edu/studenthandbook/documents/StudentHandbook2018-19.pdf>

Selected excerpts are listed below:

Student Responsibilities

Philosophy

Palm Beach State College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Student Code of Conduct and conduct process is educational and developmental in nature, balancing the interests of individual students, as well as the interests of the College.

Our College community exists on the basis of shared values and principles. At Palm Beach State College, students are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of the College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others.

The student conduct process at Palm Beach State College is not intended to punish students; rather, it exists to protect the interests of the College community and to challenge those behaviors that are not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community. Palm Beach State College protects and promotes its interests and objectives, which are essential to its effectiveness. These include (1) maintenance of the opportunity for students to attain their educational objectives; (2) the creation and maintenance of a stimulating, intellectual and educational atmosphere free of intimidation throughout the College; (3) protection of the health, safety, welfare, property and civil rights of all members of the College; and (4) protection of property of the College. The College has responsibility in the area of student conduct to protect and promote the pursuit of its goals as outlined above. The College's approach to student conduct emphasizes the College's obligation to foster inclusion, equity, tolerance, independence, maturity and responsibility in students.

Students are expected to adhere to all federal, state and local laws and, in addition, must abide by the policy, rules and regulations of the College. A student violating the Code of Conduct will be subject to the College disciplinary processes. Criminal offenses may result in both criminal prosecution and referral to the College disciplinary procedure.

Palm Beach State College governs its members using fair and nondiscriminatory measures of conduct including, but not limited to, their academic work, College-related social activities, communications and social media. Behavior that deviates from these measures will be addressed in accordance with the procedures outlined in this handbook.

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of college life. By enrolling, they agree to obey the rules and regulations of the College and are responsible for observing all Board of Trustees' policies and procedures as published in the Student Handbook, College Catalog and other College publications. *Palm Beach State College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

Authority

All alleged student violations of the Code of Conduct of the College should be referred to the campus dean/assistant dean of student services or designee, or campus security, or other College representative. This includes any infractions by a College student organization.

The dean/assistant dean of student services or designee is responsible for the administration of policies, regulations and procedures falling under their jurisdiction. In the case of academic dishonesty charges, the dean of academic affairs, or the dean of bachelor's degree programs is responsible for the administration of these policies, regulations and procedures.

The dean/assistant dean of student services or designee investigates the accusation. The dean of academic affairs or designee should confer with the dean/assistant dean of student services in applying due process standards and imposing sanctions for a violation of academic integrity/dishonesty. Students may appeal the decision of a dean or designee regarding academic dishonesty to the vice president of academic affairs. The dean/assistant dean of student services will maintain all disciplinary files under their jurisdiction including those administered by the dean of academic affairs or the dean of bachelor's degree programs.

The executive director of human resources or the assistant to the president for equity programs will be notified of the complaint if the incident involves an employee, faculty or third party. The executive director of human resources or designee may meet with the student alleging the violation pursuant to its investigation of the complaint.

The College reserves the right to take interim disciplinary action to protect the peace and welfare of the College community pending completion of an investigation and/or conduct hearing. The College conduct procedures are designed to ensure reasonable protection of the student and a fair determination of the facts and provide due process in the application of appropriate sanctions.

Jurisdiction

The jurisdiction of the Student Code of Conduct extends to all College locations, off-campus sites hosting a College event, class or other gathering, College-sanctioned social networking sites and College-sanctioned student travel, including clinical, volunteer or internships. Additionally, the College reserves the right to impose sanctions based on any student conduct, whether part of a program or not, regardless of location, that may adversely affect the College community. In the event of a breach of the College Code of Conduct, the College Student Conduct Procedures shall apply.

Palm Beach State College Student Definition:

The term "student" includes any person who:

- Has accepted an offer of admission to the College, regardless of whether he/she has enrolled in classes.
- Has not yet graduated or officially transferred to another college;
- Is taking courses at the College (full time or part time) or pursuing undergraduate, certificate, professional, adult education, GED or distance learning courses; or
- Is not enrolled in a particular class, semester or term but who has a continuing relationship with Palm Beach State College.

If a student's enrollment lapses for more than one year, the student is still subject to disciplinary action under the Student Code of Conduct if the student intends to resume enrollment at Palm Beach State College at any time.

Policy for Communication with Students

The College assigns all students a College email address when processing their applications. This email address will be used by the College faculty/instructors and staff for official communications with students. Students must check their College email frequently to ensure that they obtain critical information and assignments.

In addition to their College-assigned email accounts, students should regularly check the Student Updates web page, located at <https://www.palmbeachstate.edu/studentupdates/> for timely announcements. The College also may communicate with students through certified mail, return receipt requested.

Note: Computers for student use are located in the College libraries, Student Learning Centers and other campus locations.

Additional Nursing Program Policies

In addition, all students enrolled in the Nursing Program must also follow the code of conduct and policies and procedures, as outlined in this policy manual (See Academic and Clinical Conduct Policy and Ethical Agreement). Violation Examples include but are not limited to:

1. Use of inappropriate, indecent, and/or obscene language, use of any lewd, racial, ethnic or sexual statement of innuendo, and/or indecent gestures or conduct.
2. Non-observance of the Program Dress Code and required personal grooming standards
3. Failure to follow chain of command.
4. Absences without notification for designated lecture, lab or clinical.
5. Arrive late to lecture, lab or clinical without prior notification.
6. Arrive late to any scheduled test/exam.
7. Leave assigned area to include classroom, lab, or clinical setting without notifying instructor.
8. Perform duties and/or skills outside the scope of practice as student without supervision of instructor.
9. Unauthorized examination of a patient without an instructor or preceptor present.
10. Failure to adhere to OSHA Guidelines by not properly maintaining Body Substance Isolation (BSI) and/or proper utilization of Personal Protective Equipment (PPE).
11. Disrespectful, insolent, or abusive conduct directed at staff, instructors, guest speakers, visitors, or clinical staff.
12. Use of electronic devices to includes, but not limited to cellular telephones while in classroom, lab or clinical without prior consent from an instructor. **All mobile phones and pagers must be set in the "off" mode.**
13. Perform skills on which s/he has not yet been designated competent in skills lab and signed-off by instructor.

14. Failure to comply with Health Insurance Portability and Accountability Act (HIPAA).
15. Be dismissed from a clinical site without immediate notification to program clinical coordinator/director or program director/manager.
16. Dismissal from clinical site due to one of the following but not limited to:
 - a. Compromise of patient safety
 - b. Insubordination
 - c. Abandonment of assignment
 - d. Violation of clinical facility policy
17. Failure to adhere to program accreditation standards or state statute requirements.

Professional Conduct Committee

The Registered Nursing (RN) Professional Conduct Committee will be convened by the nursing director or designee for resolution of a student violation. The committee shall be composed of a minimum of (2) RN faculty and (1) nursing student.

Due Process

1. A student's violation of the program's policies and procedures will be referred to the program director and/or designee (RN Professional Conduct Committee Chair) for review and subsequent action. The program director will consult with the campus Dean of Student Services to determine if college level involvement is required.
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, and the student accused will be notified in writing, via return receipt PBSC email, of the charges and advised that s/he is required to attend an **informal hearing** with the RN Professional Conduct Committee..
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 following the college due process policy . 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.

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 NUR 1023 and NSO 0170 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 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 or 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 keep these records after the student graduates.

Hepatitis B*

Hepatitis B Immunization or a completed declination form is required for all students. Documentation of the series of three immunizations must be in the student's file. The first immunization must be administered prior to entering the clinical area. The student can refuse the Hepatitis B immunization by providing a signed declination form.

Influenza (FLU) Vaccine*

All students are required to have a current flu shot to include Your Name, Lot Number of vaccine, Facility and Site of injection. **(If you choose not to have a current flu shot, the school cannot guarantee placement in a clinical facility for the clinical course and you will be unsuccessful in the program).**

TB Testing*

PPD testing must be obtained **annually** or a Chest x-ray **bi-annually** thereafter. An initial chest x-ray report taken within a year is required as a follow up for positive PPD results. 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.

Cardiopulmonary Resuscitation (CPR) Certification*

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.

Medical and Clinical Facility Requirements

***When any of the medical or clinical requirements are not current in the student's electronic file, the student will automatically be removed from the clinical rotation until it is completed. All clinical days missed will need to be made up, with the potential of a clinical failure due to not meeting course objectives.**

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 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 Nursing Program Specialist (Local Agency Security Officer) will access all records. This information will be managed as outlined in Palm Beach State College's Standard Operating Procedure – Criminal History (SOP-CH-HS-HR). No faculty or staff have access to this information without having completed the required Criminal Justice Information Service (CJIS) Training. Students may request a copy of their background screens with the purpose of handing it directly to the clinical facility if the clinical facility request these documents.

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 being admitted to 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. 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 campus ground). 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.

Effective September 25, 2000

Revised March 2005, November 2005, December 2015

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.
- Place a copy of the HESI Specialty Exam report and the related Remediation Plan (obtained from the Evolve site) into their Student Portfolio. **It is expected that the student will complete the remediation independently.**

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** their second exam. Assigned faculty mentors will review the **completed remediation plan** with the student, which will be documented on the mentor meeting form as well as a time for a follow-up meeting.

The **faculty mentor** will:

- Keep a mentor file for all students assigned.
- Maintain a completed mentor checklist.
- File the 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.
- Review the completed remediation plan for the previous semester.

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 3" three ring binder with a set of dividers. Items are to be categorized as noted:

- 1. Personal/Medical Information Divider** Resume'
 - Personal Definition of Nursing
 - **Current:** AHA CPR card/ PPD or Chest x-ray/ Titters, Flu Vaccine Ethical Agreement/Policy Statement Signature Page
 - Unofficial Transcript (updated as needed) Degree Audit (updated every semester) Social Media Quiz Results
 - Biohazard Quiz Results
 - Student Program Policy Orientation Quiz
- 2. Orientation Divider**
 - Documentation of attendance at orientations for clinical sites
- 3. Clinical/Skills Info Divider**
 - Individual Skills Checklist (semester 1 or 2 as applicable)
- 4. Samples of Work Divider**
 - IPR
 - Student Reflections
- 5. NSA Activities/Volunteer Activities Divider**
- 6. Awards/ Letters of Commendation/Scholarships Divider**

STUDENT RESOURCES

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; and services under the Americans with Disabilities Act of 1990. (Refer to 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.

PANTHER EMPOWERMENT RESOURCE CENTER (PERC)

Students experiencing difficulties that include, but are not limited to: food insecurity, homelessness, debt, and transportation problems are encouraged to access available community resources and personalized financial planning through this website: <https://www.palmbeachstate.edu/perc/>

NURSING RESOURCES

When searching for articles, web sites, media and other resources, please refer to the Nursing Resource page found on Blackboard or at the link below:

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

CRITERIA FOR ASSIGNMENTS SUBMITTED TO NURSING FACULTY

- a. All assignments must be typed word processed on white paper. The original copy (not a photocopy) must be submitted.
- b. Any references used **must be appropriately documented** or referenced according to the current American Psychological Association (**APA**) Manual. Refer to LLRC web page at: <http://www.palmbeachstate.edu/library/default.aspx>
- c. Correct spelling, grammar and punctuation are considered to be essential components of all clinical papers, nursing progress notes, and email communications. Papers which do not meet acceptable standards will be returned as unsatisfactory and graded accordingly.
- d. If not submitted electronically, staple pages in upper left-hand corner or use a folder.
- e. All assignment must be submitted by the required dates unless previous arrangements have been made with the instructor.

FACULTY GIFT POLICY

Nursing faculty are not permitted to accept gifts from students.

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

Testing Lab Entrance Policy:

1. Testing begins on time.
 - a. Any student who arrives late for a test, as evidenced by the **faculty cell phone** will be denied entry into the testing lab and the test.
 - b. The student may be permitted to take an essay make-up exam at their instructor's discretion. The test will take place in the Campus Testing Center with any fees to be paid by the student.
2. Students **MUST** have their **Palm Beach State College Student ID** in order to sit for an exam.
 - a. Any student who arrives to the testing lab without their Palm Beach State College Student 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 discretion.

Testing Lab Protocol:

1. **ONLY A PALM BEACH STATE COLLEGE STUDENT ID AND CAR KEYS ARE ALLOWED IN THE TESTING LAB AT ANY TIME.**
2. 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.
3. You must start your 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.
4. 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.
5. 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.
6. A student **may not** assist their fellow students, even if it is computer assistance or to share a writing utensil:
 - a. Doing any 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
7. 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, any notes to instructor should, of course, be done in a respectful and professional tone.
 - b. Exam questions should not be written on the testing paper provided.

8. Students should log out of the computer and push their chairs in before exiting the testing lab.
9. 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 referred to the Nursing Director. Further action will be at the discretion of the Nursing Director.
2. **Any student found to have a cell phone, camera, recording device or any other electronic device will be asked to leave the testing area and referred to the nursing director.**
3. A faculty member can end the testing session for a student if they are found talking for any reason.

CHAIN OF COMMAND

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

Clinical: Student Issues >> Clinical Faculty Point of Contact >> Department Chair >> Nursing Program Director

Classroom: Student Issues >> Faculty >> Year Coordinator >> Nursing Program Director

Skills Lab: Student Issues >> Skills Lab Faculty >> Skills Lab Point of Contact >> 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 grievance levels.

CLINICAL POLICIES

Clinical Uniform Code

Nursing students must adhere to the Nursing Department Uniform Code in all program related activities: Skills Lab, Clinical, Simulation, Service Learning, NSA Day, and QSEN presentations.

1. Hygiene

- a. No cologne/perfume/aftershave
- b. No offensive body odors
- c. Clean appearance
- d. Smokers must refresh their breath before entering the clinical area and make sure their uniform does not smell of tobacco.

2. Make-Up

- a. None to moderate

3. Hair

- a. Off collar, away from face, bangs no longer than eyebrow length
- b. Clean and well-groomed
- c. Ponytails and any approved head dress must be secured above collar
- d. Hair must not touch the uniform (including collar) and must be a naturally born color.
- e. Facial hair must be neatly trimmed and beards may not be longer than two inches below the jaw line unless covered.

4. Nails

- a. Length is to fingertips only
- b. Polish: none
- c. Artificial nails are not permitted

5. Underwear

- a. To be worn and should not be visible at any time.
- b. Females must wear bra and 1/2 or full-length slip for those wearing dress uniforms.

6. Uniform

- a. Navy slacks or skirt with navy scrub top with the Palm Beach State College logo in white.
- b. White uniform with navy logo is required for Delray Medical Center placement **only**.
- c. Clean and wrinkle free
- d. NO *jogger-style* or cuffed pants are permitted.
- e. Skirt length - knees to be covered (Pants uniform optional)
- f. Variances from the uniform policy may occur during specific clinical experiences. Students will be informed of these changes on the first day of class.
- g. Name pin - first and last name and school affiliation and SN designation
- h. 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.
- i. **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.
- j. Long sleeve undershirts will be allowed for personal comfort and modesty, provided they are white, and not in conflict with the clinical facility's dress code for hygiene.
- k. Head dress/cover for cultural or religious reasons is limited to simple fabric with solid colors.

7. Shoes

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

8. Jewelry that may be worn

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

9. Tattoos

- a. Visible tattoos are not permitted, and students will be asked to cover them.

10. Other required equipment

- a. Stethoscope
- b. Penlight
- c. Black ballpoint pen
- d. Personal Protective Equipment: goggles, N-95 face mask, generic face masks (solid in color)
- e. Bandage scissors

COVID-19 GUIDELINES

All students and faculty will be required to wear face coverings or masks that fully cover the nose and mouth while on campus in any nursing classroom or in the skills and simulation labs. The face masks may be any cloth material that is solid in color, which includes: surgical masks, HEPA masks, and commercially made masks. The goal of these masks are to have air filter through the protective covering before it enters or exits your body. The face mask must not prohibit or impede your ability to work in the classroom or labs or communicate effectively with faculty and/or peers. Please keep this in mind when selecting covering and use good judgment based on the activities that you normally would participate in these settings.

Students and faculty are required to keep two (2) face coverings with them at all times. This will include one face covering that students will wear, and one "back-up" face covering that can replace an ineffective covering. Both face coverings will be considered part of your nursing school uniform and is required. Face masks will be enforced to be worn correctly on campus at all times.

Clinical Placement/Assignments

The program recognizes students may have specific requests for upcoming clinical placement to accommodate their personal circumstances. However, the program can only guarantee a placement in a Palm Beach County facility that is used during the semester. While best efforts are made during the placement period, placement at a facility close to where you live or on a specific day requested cannot be guaranteed.

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.

- Performance improvement plans are implemented upon the instructor's discretion if a student does not adhere to the policies and regulations of the college, program, and assigned facility.

Student's Scope of Practice

- Students are not to perform ANY skills in the clinical setting unless their assigned clinical faculty member is present.
- Any request by nursing staff to provide care to any patient must be approved by your clinical faculty

Cell Phone Use in Clinical Setting

- Cell phones are not to be used or in sight of patients or staff during the clinical experience, this includes the cafeteria or common areas of the facility. Phone calls, if needed to be made, must be conducted after clinical is completed or, if necessary, outside.

Skills Completion

- Students who are two weeks delinquent in checking off skills **are not permitted to attend clinical** until the delinquent skills have been completed. However, this is not a day off. Students will be required to go directly to the skills lab at 8:30 am to practice their skills. If an appointment is available, they may check off on the skill.
- **Students will receive a performance improvement plan (PIP) and will be required to make up the missed clinical days.**
- Students are not to schedule a skills appointment while a scheduled course is in progress. The appointment will be cancelled.

ILLNESS, PREGNANCY AND ACCIDENTS

Students who find themselves with a physical condition that requires a physician's attention, should notify course faculty as soon as possible. Faculty will develop, with the student, a plan for course/clinical completion, through an interactive process to determine the best course of action. In some situations, the options may include an incomplete ("I") or a course withdrawal ("W"). This process will include planning for degree completion as well. Every effort will be made to facilitate completion in a timely manner. When students are unable to complete a semester, they maintain their status in the program. It may mean returning or taking an incomplete. Students do not have to reapply but may have to repeat the entire semester again.

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. Withdrawals based on pregnancy will be referred to the Title IX Coordinator for assistance.

Clinical Assignments

Any change in a student's health status must be reported immediately to the instructor. A clinical agency's policy/protocol must be adhered to by all students and faculty. Students with physical conditions that require a physician's attention care during clinical portions of their program must have written documentation from their primary health care provider to remain in clinical, with or without restrictions. Students are responsible for obtaining this documentation and providing it to the program specialist.

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 students with physical conditions that require a physician's care in their clinical facility may supersede the statement above.

CLINICAL SAFETY STANDARD PRECAUTIONS BLOOD BORNE PATHOGENS – EXPOSURE CONTROL PLAN

Purpose:

To fulfill the college requirement that each department has an Occupational Exposure in Blood borne 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 blood borne 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:

Blood borne 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 workplace, (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 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.
 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.

REVIEW OF 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 blood borne 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.
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 designated areas. No gum chewing in clinical.
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.

STUDENT ACCIDENT (EDUCATION TRAINING) INSURANCE PROGRAM

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, Allied Health, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. However, 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 their own private health insurance coverage, the College's 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 College's policy will cover an accident fully up to its limit of \$25,000. However, students returning to the College for agility tests, re-certifications, etc. are not eligible for this insurance.

If you are a student in a covered program who becomes injured while participating in classwork or training under that program, you should immediately inform your class supervisor or instructor of the accident. Your supervisor/instructor will then contact Security in order for them to complete a formal Accident/Incident Report. If you need any medical treatment for your injury, our policy allows for the first expense for treatment of the injury to be incurred up to 26 weeks after the accident. Upon deciding that you need medical treatment, or as soon as possible thereafter, you must inform your supervisor/instructor, who is responsible for obtaining and submitting the claim form, which both of you must complete and sign. The completed claim form must be submitted within 30 days of your first treatment to A-G Administrators, the administrator for the College's program (address is shown at the top of the claim form). Be sure that you keep a copy of the completed claim form for your records. Following any medical treatment, your medical insurance carrier (if you have one) will send you an Explanation of Benefits (EOB) outlining what they have paid or will pay and what they will not pay. You must send the EOB to A-G Administrators, along with any bill you may receive from the medical service provider. A copy of the Accident – Incident Report prepared by Security must accompany the claim. You may contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014 to obtain a copy of this report to send to Fringe Benefit Coordinators.

Details and other information regarding the College's Student Accident (Education Training) Insurance program may be found at <http://www.palmbeachstate.edu/safety/student-accident-insurance.aspx>, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the QBE Insurance Corporation (QBEIC) Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at www.fcsrnc.com and should be emailed to Kyle Drawdy at kdrawdy@fcsrnc.com. If you have any questions or comments regarding the Student Accident (Education Training) Insurance program, please contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014. If you have any questions regarding the status of a claim, please contact A-G Administrators at (610) 935-2860 or www.agadministrators.com.

MEMBERSHIP IN YOUR PRE-PROFESSIONAL NURSING ORGANIZATION

National Student Nurses Association (NSNA), Florida Nursing Student Association (FNSA), and Palm Beach State College Nursing Student Association (NSA)

All nursing students are automatically members of the **NSNA, FSNA** and the **PBSC NSA Chapter** upon completion of the NSNA's membership form. The cost of the membership to these organizations is included in the program fees, paid upon admission. Students complete the membership form and officially join the National Student Nurses' Association (NSNA) at the beginning of the first semester. Membership of the NSNA also means that the nursing student is a member of the constituent association, FNSA and the college club NSA.

NSNA

As the pre-professional organization for nursing students across the nation, the NSNA's mission is to mentor the professional development of future registered nurses and facilitate their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Our students have the opportunity to represent Florida at the NSNA Convention held each spring. There are other benefits to belonging to this association, which is found at www.nсна.org

FNSA

Membership in the Florida Nursing Student Association also provides opportunities for networking with other nursing students in the state. This occurs during the convention held each fall. Opportunities to develop leadership skills by serving on the Executive Board of FNSA are provided. Palm Beach State College Nursing has a long and rich history of participation in the leadership of the FNSA. More information on this organization is found at www.fnsa.net

NSA

The NSA is recognized as a college club and thus eligible for Student Activity funding, which is allocated each fall to support attendance at the state (FNSA) and national (NSNA) conventions. In return, membership in the NSA requires support of college wide and community activities. The Carol Alexander NSA Day, a student-organized and facilitated event, is planned each spring term. Other activities include Adopt a School, service learning, volunteer activities, and fundraising. Elected nursing students to the Executive Board govern the club. The Executive Board's contact information and the NSA Chapter Bylaws can be found at: <https://palmbeachstate.campuslabs.com/engage/>

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 development 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. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
3. Uphold and respect all Bylaws, policies and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
4. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses' association.
5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA Core Values.
6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.
7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses' association.
9. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
10. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.

11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
12. Cooperate in every reasonable and proper way with as association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.
13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies.

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

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 person(s) 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 Due Process at the College-wide Level 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. **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 **HIPAA** 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. The undersigned hereby agrees 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 Professional Conduct Committee (Exception: A severe infraction that requires immediate attention). The Professional Conduct 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.

**PALM BEACH STATE COLLEGE
NURSING PROGRAM POLICY and ETHICAL AGREEMENT STATEMENT**

I have read and understand the Student Conduct Policy in the Palm Beach State College Student Handbook located at

<https://www.palmbeachstate.edu/studenthandbook/documents/PBSCStudentHandbook2019-20.pdf>

which covers the following sections:

- Student Rights
- Student Responsibilities
- Student Code of Conduct
- Student Due Process
- Student Code of Conduct Violation Procedures, Conduct Sanctions, Appeal of the Outcome of a Hearing
- Academic and Clinical Conduct

I agree to comply with all policies and procedures found within these three documents: Nursing Student Program Policy Manual, Ethical Agreement, and the Palm Beach State College Student Handbook while a student in the Nursing Program.

Agreed to this _____ day of _____ 20_____

(Print) Student Name

Student Signature

Once you have signed, make a copy to place in your portfolio. Give the original to your instructor to place in your academic file.