

# **FIRST COAST TECHNICAL COLLEGE**

## ***NURSING STUDENT HANDBOOK AND TRAINING CONTRACT AGREEMENT***

### ***FOR THE PRACTICAL NURSING PROGRAM***



Training Conducted at  
First Coast Technical College  
2980 Collins Avenue  
St. Augustine FL 32084

2017 - 2018

Staff:

Deonna Mullins, RN, BSN, Health Career Specialist  
Debra Warren, LPN, Health Secretary  
Lynn Spain, RN, BSN Instructor  
Treva Dunning, RN, BSN Instructor

Adjunct Instructors:

Jana Akers, RN, ASN  
Jeannie Barton, RN, MSN  
Darcy Howe, RN, BSN  
Debi Hernandez, RN, BSN  
Nancy Plumlee, RN, MSN  
Nancy Thomas, RN, BSN, MEd  
Nora Rowsey, RN, ASN

## **HIRRE – Honesty, Integrity, Respect, Responsibility and Ethics**

You have chosen to enter one of the most trusted professions in the world. Studies have shown that both in the United States and other areas of the world, people have a trust and faith in nurses that far surpasses most other professions. With this honor also comes an incredible responsibility to conduct yourself in a manner that is deserving of this trust. This responsibility does not begin at graduation; it begins upon admission into the nursing program.

As a FCTC nursing student, you are expected to conduct yourself with **honesty** and **integrity** in both the academic and clinical settings.

- ❖ Academic honesty and integrity involves refraining from lying, cheating, plagiarizing, or doing anything to gain an unfair academic advantage. Honesty and integrity also includes reporting unethical behavior that is being conducted by other students.
- ❖ Clinical honesty and integrity involves refraining from falsifying information (such as vital signs and intake and output records), seeking out your clinical instructor if you have made a mistake, and only documenting care that was provided.

As a FCTC nursing student, you are expected to demonstrate **respect** for your instructors, peers, and patients in both the academic and clinical settings.

- ❖ Respect for your instructors includes calling them by their last names, refraining from talking when the instructor is speaking, and raising your hand if you have a question in class.
- ❖ In class, respect for your peers includes refraining from talking when another student is speaking, refraining from making comments when another student has a question, and never making fun of other students.
- ❖ In clinical, respect for your patients includes refraining from talking down to your patients, maintaining an appropriate provider/patient relationship, and treating your patients as you would want to be treated.

As a FCTC nursing student, you are expected to demonstrate **responsibility** for your actions in both the academic and clinical settings.

- ❖ Academic responsibility includes handing assignments in on time and not representing the work of another as your own. You should never give or receive any type of paperwork to another student taking the same course or someone who has previously taken the same course, and should not accept any type of paperwork or guidance from other current or previous students regarding exams or assignments.
- ❖ Clinically, responsibility refers to the execution of duties associated with the student nurse's role, depending upon where you are in the program. Clinical responsibility involves arriving on time, remaining the entire time, able to be found by instructor and/or resource nurse performing pertinent duties at all times in clinical. Failure to perform these acts can be considered patient abandonment.
- ❖ Inappropriate use of social media is not permitted and can result in HIPPA violations.

As a FCTC nursing student, you are expected to demonstrate **ethics** in your conduct in both academic and clinical settings. Ethics involve the following principles.

- ❖ Nonmaleficence – not inflicting harm; the duty to do no harm to others.
- ❖ Beneficence – benefiting others by doing good; the duty to do good, not harm to others.
- ❖ Justice – involves treating others fairly.
- ❖ Fidelity – faithfulness means that student nurses keep the promises they make to their patients, peers, and instructors, and involves the duty to be true and loyal to others.

## **STUDENT LEARNING OUTCOMES**

The student learning outcomes below provide the framework that directs and informs the nursing curriculum at First Coast Technical College. The importance of each outcome is introduced, emphasized, and reinforced in an organized and thoughtful manner.

1. **COMPETENCE**

The student will demonstrate competence through the delivery of safe nursing care that is based on sound judgment, current evidence, and the utilization of up-to-date technology.

2. **COMPASSION**

The student will show compassion through advocacy and respect for the values, needs, and preferences of individual clients and families.

3. **CONFIDENCE**

The student will develop confidence through inquiry, interdisciplinary collaboration, and clinical reasoning in simulated learning environments and varied health care practice settings to ensure the provision of quality nursing care.

4. **CONSCIENCE**

The student will apply legal and ethical principles based on professional nursing standards while recognizing personal limitations, exhibiting integrity, and valuing the contributions of others.

5. **COMMITMENT**

The student will demonstrate commitment to excellence through professionalism, leadership, ownership of one's practice, and dedication to lifelong learning.

6. **COMMUNICATION**

The student will utilize effective forms of communication including networking strategies and informatics to continuously improve the quality and safety of nursing care for clients, families, and communities.

7. **CULTURE**

The student will integrate culturally sensitive and competent nursing care through a holistic approach that is client-centered and practiced within the context of family and community.

Students will be able to:

- Demonstrate the ability to communicate effectively (read, write, speak, and listen effectively).
- Demonstrate the ability to reflect, analyze, synthesize, and apply knowledge.
- Demonstrate knowledge and application of mathematical and scientific principles and methods.
- Demonstrate the ability to find, evaluate, organize, and use information.
- Demonstrate preparedness to participate actively as informed and responsible citizens in social, cultural, global, and environmental matters.

## **STUDENT CODE OF CONDUCT**

I understand that as a nursing student, I am expected to conduct myself in a professional adult manner while in the class and clinical areas. All staff is responsible for the conduct of any student on campus.

When a student's conduct seriously affects the College's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the College and/or payment for damaged property.

## **STANDARDS OF CONDUCT**

The primary goal of FCTC is to provide an educational opportunity for all students. In order for this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the teacher's responsibility to teach. To maintain order in the school, rules are established for the good of all. Instructors will provide individual program rules.

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

The institution reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process. The chain of command in the Nursing Program is:

- Instructor
- Program Specialist
- Vice Principal of Instructional Services
- Principal of FCTC

Any and all grievances must follow the chain of command any deviation will be redirected at the appropriate level.

## **INSURANCE**

FCTC does not carry personal health insurance on students. Students are personally responsible for their own accident/Health insurance. All students enrolled in the practical nursing program purchase medical liability (malpractice) insurance, this cost is included in the program fees.

## **DISCIPLINE**

Student conduct and discipline is based on School Board rules, which adhere to Florida Law, Chapter 1006.07(2) F.S., Code of Student Conduct. Students are required to read and understand responsibilities as stated in the FCTC Student Handbook.

## **GRIEVANCE PROCEDURE**

A student is encouraged to resolve an issue at the classroom level with the instructor. If there is no resolution there, the student may present the concern to the department chairperson and/or guidance counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator.
2. Within five school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the Vice Principal for their program area, who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal to the Principal of FCTC or designee, who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, Telephone (770) 396-3898 or 1-800-917-2081.

## **DECLARATION OF INTENT**

First Coast Technical College's mission is to provide career, technical, & adult education to meet the changing needs of students, businesses, & the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

## **DRUG SCREENING and BACKGROUND CHECKS**

I understand before I can participate in clinical training, I must have a Level II background check by Student Check. I understand that information received regarding any offense will be handled on an individual basis. I understand an offense of a serious nature could result in the following.

- I may be unable to attend the required clinical training for the program.
- I may not be permitted to take the Florida State Board Examination, which is mandatory to obtain a practical nursing license.
- I may not be employed after completion of the program.

I understand that prior to clinical training; a urine drug screen will be required. I understand that I will be contacted by the Medical Review Officer should the test results indicate a positive reading for illegal substances or prescription drugs. If the substance is illegal or a drug that I do not have a valid prescription for, I will be immediately dismissed from the Practical Nursing program.

## **SUBSTANCE ABUSE POLICY**

For the purposes of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

The Nursing Department faculty actively opposes the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas.

First Coast Technical College Policies and Florida State laws governing Practical Nurses both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Patients/clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance.

**THE SAFETY OF THE PATIENTS/CLIENTS IS OUR FIRST PRIORITY.**

### **Expectations**

All student nurses shall abstain from alcohol and/or drug use within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for dismissal from the program.

If a student takes a prescribed medication, he/she must inform his/her instructor. If the medication causes the student to be sleepy or slow in response, he/she may be sent home. ***A student under the influence of any substance may not drive themselves.*** An individual on medications that dull the senses is not considered a safe practitioner.

**THE SAFETY OF THE PATIENTS/CLIENTS IS OUR FIRST PRIORITY.**

**ALL/ANY REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY.** (See "Procedure" below).

If a student nurse should be convicted of a drug-related felony, he/she will be dismissed from the Nursing Program. Health care facilities will not allow students who have been convicted of a drug-related felony to practice in the clinical area.

The Nursing Department will assist and support any student who wishes to obtain help for drug-related problems.

### **Reporting Suspected Substance Abuse**

A staff member of the agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the FCTC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the FCTC instructor.

### **Procedure**

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from

## **SUBSTANCE ABUSE POLICY (continued)**

direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use. ***A student under the influence of any substance may not drive themselves.***

Should **two** agree that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately. *Failure to submit to the testing will result in immediate dismissal from the program.*
  - It will be the student's responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves.
  - If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student's responsibility to arrange for safe transportation home.
  - The student will be suspended from all Nursing Program activities until the Health Careers Program Specialist and/or Practical Nursing Manager receives a copy of the test results.
  - If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
  - All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

### **Readmission**

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to the Nursing Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

## **CELL PHONES**

**Cell phones are not permitted on your person or in your possession in the clinical/lab or during testing. Cell Phones will be used in the classroom during assignments with instructor approval.**

Cell Phones out when not approved will be confiscated until end of session and the progressive discipline plan will be implemented.

Daytime emergency calls should be directed to the program office at (904) 547-3471 or instructor. Evening emergency calls should be directed to the instructor.

***When in clinical, emergency calls should be directed to the clinical instructor.***

## **STUDENT TRANSPORTATION**

I agree to provide my own transportation to and from classroom, hospital and other activities. When carpooling, if one student leaves, the others in the carpool must make alternate ride arrangements or be docked the time missed. Students are required to maintain a valid driver's license if driving. Students must disclose to Health Careers Specialist if driver's license is not current.

## **PROGRESS IN PROGRAM**

I agree to make consistent progress as required toward meeting the objectives necessary to successfully complete the program. I understand this will/may require personal responsibility for study time (*minimum of 30 minutes per each hour of lecture/lab time required to be successful*), reading textbooks and accessing supplemental sources such as ATI and Davis Plus and spending time beyond classroom/lab hours practicing skills.

*I understand the clinical setting is not the learning environment but the environment to demonstrate my skill proficiency. I understand I will be given minimal coaching in the clinical area when performing procedures, because I have had the opportunity to master the skills in the lab setting.*

Once a competency has been achieved, the student is responsible for continued application and correct procedure throughout the Practical Nursing Program. If incorrect application and/or procedure are observed by the faculty, the competency must be retested. This may require repeating the appropriate course.

The clinical schedule will include and require longer hours and travel depending on the course in which the clinical rotation occurs.

Lab remediation experience outside of classroom time may be assigned in the nursing lab at any campus.

Classes, labs, clinicals will/can be held at any FCTC campus which may require students to travel.

I understand that failure to progress either clinically or didactically will lead to dismissal from the program.

I understand and agree that if, for any reason, a clinical facility refuses to allow me to gain clinical experience at the facility; I will be referred for an Admissions Review and possible dismissal from the program. An Admissions Review consists of a Vice Principal of FCTC, the Program Specialist of Health Programs, and a practical nursing faculty member discussing the situation, interviewing the student, and determining appropriate action.

## **GROUND FOR IMMEDIATE DISMISSAL AND/OR ADMINISTRATIVE REVIEW**

**Refusal of clinical placement or assignment**

**Abandonment of assigned station or patient assignment**

**Patient abuse or neglect (physical, verbal or emotional)**

**Refusal of the agency, institution and or instructor to provide clinical/classroom experience or placement due to, but not limited to the following:**

- a. **Poor, unsafe clinical/lab performance**
- b. **Previous employment performance**  
**Disrespectful attitude /aggressive behavior towards institution, staff, instructors or patients, and other students**
- c. **Non-compliance with policies, procedures or regulations of institution**
- d. **Any breach of ethical or legal standards**  
**Behavior or manner deemed unsafe to patient contact caused by the effects of any substance**
- e. **Results of drug screen or criminal background check**

## **STUDENT NURSE COMMITMENT**

As an FCTC Practical Nursing student, I recognize that a commitment to the following will improve my chances for success in the program:

- Give each course and the entire program my BEST effort.
- Be in class and/or clinical at the designated time for the designated hours
- Always be prepared prior to class or clinical ie. Reading, Studying, Assignments and/or homework, workbooks, study guides.
- **It is recommended you devote a minimum 30 minutes of study time for each hour of lecture, this time is above the time required for preparing for class/clinical and/or homework**
- Keep an open mind
- Develop problem solving skills, critical and creative thinking skills in the clinical and classroom setting
- Complete all homework/assignments for both clinical and class, done on time and in proper format
- Understand that a certain amount of stress is normal, you must use appropriate coping mechanisms in stressful situations
- Seek assistance from instructors as needed for clarification and issues (personal or academic) that could impact your education
- Complete assigned remediation tools in the skills lab or online
- Review and use ATI information to enhance educational understanding
- Observation of nurses performing work based activities to bridge the gap of academics and patient care standards

## **DRESS CODE**

Professionalism begins with appearance and attire. This policy is formulated to ensure high standards of dress and appearance in representing FCTC to area hospitals, long term care facilities and in community settings. The values of asepsis, client safety, and client sensitivity are also incorporated. Faculty reserve the right to ask a student to leave the clinical area or classroom/lab if appearance is not in keeping with this policy. This will be counted as an absence and time will be docked.

I agree to dress in accordance with accepted standards in the nursing profession, including health and safety requirements, as outlined below:

### **1. Clinical - ALL CLINICAL POLICIES BELOW APPLY TO CLINICAL, PRECEPTOR ROTATIONS AND SIMULATION LABS.**

- Uniforms must be clean, neat and wrinkle free. The pants must be plain white with no split on side. The top must be the approved FCTC top with logo. If a skirt or dress are worn they must be approved by FCTC Practical Nursing Department, white stockings will be worn with skirts. **Uniforms are not to be worn out in the public.** Uniforms should be ***washed and starched daily.***
- Shoes must be all white leather flat; plain athletic or nursing ***shoes (no mesh or fabric, minimal perforations)***. Shoes must have closed toes and backs. No clogs are allowed. Shoes must be clean, polished, and in good repair at all times.
- Hose or socks must be worn. Hose and/or socks worn must be solid white without designs. Full length support hose are strongly recommended.

### **Clinical Dress Code (continued)**

- All aspects of the uniform must be in good repair with no unapproved alterations.
- Underwear may not protrude from the uniform. Thong style underwear is not permitted. Underwear must be of an appropriate color with no logos or prints so as to not be visible through the uniform fabric.
- An approved lab coat with the FCTC logo may be worn over the student uniform.
- Hair must be worn off the collar, neatly arranged, off the face, shoulders and out of the eyes. No extreme style may be worn in the clinical area. Color must be natural. Hair may not be higher than 2 inches above the scalp at top of head. Hair clips/ties should be plain and the color of student's hair.
- Men may have facial hair that is well groomed and short.
- Natural fingernails must be clean and not beyond fingertips in length. Natural fingernails are the only acceptable nails in the program. No polish of any color or kind is allowed. No acrylic or artificial nails of any kind are permitted. This policy applies to clinical, simulation labs, and classroom.
- The only jewelry allowed in the clinical/laboratory area is a wristwatch with a second hand. A Medic Alert bracelet or necklace may be worn with FCTC Nursing Education Department approval when appropriate. Clear jewelry retainers may be worn, they must be totally clear with no decorations, or stones. This policy is to be maintained at any time the student is in uniform.
- Make-up is to be worn modestly.
- No perfumes, colognes or scented lotions are permitted.
- Chewing gum is NOT appropriate or professional while in uniform; therefore, gum is NOT to be chewed at any time in the classroom, lab or clinical.
- Tattoos must be covered within the confines of the required uniform or tattoo make-up.
- Bandage scissors, protective goggles, red, black, blue pen, pencil, pad of paper, penlight, skill sheet, tape measurer, small notebook to take notes, blood pressure cuff, hand sanitizer, and stethoscope must be carried at all times.
- Stethoscope covers are not acceptable.
- Current FCTC picture Identification badge is required at all times.
- If a student is employed in a health care setting the college uniform must not be worn when on duty.
- Smoking is not permitted at any clinical sites or on school grounds. This policy will be strictly enforced. Students may not have an odor of smoke on their hair, body or uniform.

## **DRESS CODE (continued)**

### **2. Classroom**

- All students are to wear the designated class uniform with no unapproved alterations. Uniforms must be clean, neat and wrinkle free. All aspects of the uniform must be in good repair with no unapproved alterations

**ONLY** athletic shoes or loafers with covered toes and backs and quiet soled heels are allowed. Shoes must be clean, polished, and in good repair at all times.

**NO** flip flops, clogs, slippers, etc. Student will be sent home for the day as an absence.

- Hair must be neatly arranged with good grooming evident at all times.
- Current FCTC picture Identification badge is required at all times.
- The approved lab coat with the FCTC logo may be worn over the student uniform.
- Natural fingernails must be clean and not beyond fingertips in length. No polish of any color or kind is allowed. No acrylic or artificial nails of any kind are permitted. This policy applies to clinical, simulation labs, and classroom.
- Make-up is to be worn modestly.
- No perfumes, colognes or scented lotions are permitted.
- Chewing gum is NOT appropriate or professional while in uniform; therefore, gum is NOT to be chewed at any time in the classroom, lab or clinical.
- Tattoos must be covered within the confines of the required uniform or tattoo make-up.
- Smoking is not permitted on campus grounds. This policy will be strictly enforced. Students may not have an odor of smoke on their hair, body, or uniform.

***I understand and agree I will not be permitted to participate in classroom, clinical or laboratory activities unless wearing the designated uniform. If not in designated uniform I will be sent home and docked appropriately. This is an employability skill requirement which is essential to successfully complete the Practical Nursing program.***

## **NURSING CARE**

I agree ...

1. To fully prepare myself for licensure and employment as a practical nurse.
2. To become knowledgeable in planning and implementing the nursing care of patients who are relatively stable and whose conditions are free from complexity.
3. To directly assist with the care of patients with more complex nursing needs.
4. To become knowledgeable in the areas of nutrition, health, human development, medications, body structure and function, nursing procedures, medical-surgical nursing, and nursing care of mothers, children, the elderly, and the mentally ill.
5. To fully prepare myself that nursing is a hands-on profession. It is necessary to come in physical contact with peers, instructors, and patients/clients during the educational experience.

## **STUDENT NURSE RESPONSIBILITIES**

1. The student's primary responsibility is to learn to be a safe, effective, and dependable practical nurse. The following guidelines are given to assist the student in achieving this goal:
  - a. Carry out nursing duties, directions and procedures as instructed.
  - b. All first-time procedures will be supervised by instructor.
  - c. Check the physician's written order on the client's chart before administering any treatment or medications.
  - d. Inform instructor of any procedures not performed in class or clinical.
  - e. Report all incidents and errors immediately to the instructor and/or nurse in charge.
  - f. Be alert at all times to needs and safety of the clients and report unusual conditions to instructor and to the nurse in charge.
  - g. An informal report should be given to the instructor and nurse in charge when leaving the assigned clinical area for any reason.
  - h. Use initiative and self-direction to seek out learning opportunities.
  - i. Students will be responsible for obtaining clinical assignments, researching, and preparing for clinical, and meeting the clinical rotation objectives.
    - i. Student assignments will be posted in designated areas on each unit.
    - ii. Students will be expected to dress professionally and wear the official school lab coat with school insignia and photo name tag visible.
    - iii. Students will be knowledgeable and prepared for clinical.
    - iv. Plan of Care will be completed on clients as assigned by instructor(s).
    - v. If a student comes to clinical unprepared, the instructor may send the student home; which will result in an absence for the day and will be reflected in the clinical grade.
2. Demonstrate professional attitude and conduct by:
  - a. Establishing and maintaining therapeutic communication and interpersonal relationships with patients/clients, family members, staff, classmates, and faculty.
  - b. Discussing patients/clients only in the classroom or clinical area with appropriate staff.
  - c. Identifying patients/clients known personally to instructor for review and possible reassignment.
  - d. Avoiding socializing, discussing your personal life and problems with patients/clients or hospital personnel in the clinical setting.
  - e. Adhering to the Code of Ethics for Practical Nursing Students.
  - f. Attending and participating in pre-and-post conferences.
  - g. Following rules and regulations of the participating health facility.
  - h. Never accepting gratuities from a patient/client or a patient/client's family member.

## **CONFIDENTIALITY POLICY**

In accordance with HIPAA (Health Insurance Portability and Accountability Act) guidelines - the faculty of the FCTC School of Practical Nursing have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the FCTC Student Dress Code is required before reading charts/records.
3. **Under no circumstances is the student to photo copy or record in any way any part of the patient/client's charts/records.**
4. **Under no circumstances is the student to remove from the Affiliate premises any reports or records pertaining to any patient/client.**
5. **Students may become privileged to Affiliate information which is considered private.**
6. **Students who divulge Affiliate or patient/client information acquired during courses may be immediately dismissed from the nursing program.**
7. **Failure to honor this basic ethical right of the patient/client or Affiliate may result in the immediate dismissal of the student from the Practical Nursing Program.**

Student recognizes that the disclosure of confidential information may give rise to irreparable injury to the patient/client or owner of such information, and that accordingly, the patient/client or owner of such information may seek such LEGAL remedies against the student.

**NOTE: Any violation of the Confidentiality Policy – Student Agreement may result in disciplinary action including, but not limited to, the possibility of dismissal.**

## **PERFORMING NEW PROCEDURES**

When you perform any new procedures

- a. Check for a written physician's order on the patients/client's chart
- b. Review the procedure in the facility procedure book
- c. Assemble needed supplies and equipment
- d. Discuss the procedure step-by-step with your instructor prior to entering patients/client's room
- e. Explain the procedure to the patient/client
- f. Be prepared to critique and evaluate your performance with the instructor after performing the procedure

## **SAFETY**

1. I agree to follow all safety rules and regulations as outlined by the instructors.
2. I agree not to use equipment until I have been instructed in the proper method of operation.
3. I agree to demonstrate my ability to operate, use, and maintain all equipment correctly and safely under the supervision of an instructor, laboratory assistant, or designated student.
4. I understand and agree that I am not allowed to leave the clinical site until the designated leave time for any reason.

## **Examples of Unsafe Practices**

1. Unorganized work
2. Not being familiar with patient history and record prior to care
3. Guessing at answers
4. Refusing to ask for help
5. Discussing patients with outsiders
6. Not clarifying doctor's order on: proper medication, route, dose, time, patient, etc.
7. Refusing to accept constructive criticism
8. Not following the accepted procedure
9. Concealing errors and/or making excuses for errors
10. Not using proper disposal facilities for contaminated dressings, syringes, etc.
11. Using poor judgment in measures concerning patient safety. (siderails, etc.)
12. Not notifying proper personnel of changes in patient status
13. Relying on aides and peers for assistance instead of instructors
14. Failure to assist any patients not assigned when they need/call for help
15. Not completing assignments, and not notifying the proper person (e.g. omitting a treatment or medication)
16. Leaving a patient who requires student's presence
17. Taking shortcuts to the detriment of patients
18. Attempting a sterile procedure without understanding the what, how and why of the procedure
19. Failure to report off to primary resource nurse

## **INVASIVE PROCEDURES PROTOCOL**

### **General Information:**

During the Nursing Program, you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training procedures. As part of your learning activities you may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students.

Learning activities that use human subjects shall be conducted under the supervision of the instructor who has been assigned to teach the course.

Before involvement as a human subject, a student must give informed consent. If under the age of 18, informed consent must be obtained from the parent or the legal guardian unless the participant is determined to be an emancipated minor.

### **Learning Activities**

1. Finger stick to check glucose
2. Subcutaneous injections and/or Intradermal injections and/or Intramuscular (IM) injections

### **Specific Benefits**

1. Appreciation for what it feels like to give and/or receive a finger stick
2. Appreciation for what it feels like to give and/or receive an injection

### **Specific Risks/Discomforts**

Minimal exposure/discomfort, bruising, infection

Discomfort related to use of a needle, bruising, minimal exposure to blood, infection

Discomfort related to use of a needle, bruising, exposure to blood, infection

## **NURSING PRACTICES**

**The following standards regarding nursing practice are to be followed:**

- a. No verbal or telephone orders are to be taken by students from physicians or physician designees.**
- b. Students will be supervised in dispensing medications during all courses; independent performance may only occur with preceptor in the final preceptorship.**
- c. At all times during clinical experience, Insulin, Digoxin, and Anticoagulants are to be checked by the instructor (or by preceptor with permission of instructor) before administration by a student.**
- d. No I.V. medications are to be administered or IV starts are to be performed by the PN student. PN students will be responsible for checking solution order, amount rate of infusion, IV site, hanging hydrating drips, calculating hydrating drip rates, and discontinuing IV's as ordered.**
- e. No blood hanging or co-signing for blood may be done by a student.**
- f. No student may participate in controlled substance count without the presence of a licensed professional nurse (the instructor or preceptor if designated by facility) who must cosign the audit sheet.**

**Students who are employed at a clinical facility may not use their employee log-in or password during their clinical rotations.**

## **STUDENT HEALTH REQUIREMENTS**

Each student must provide evidence of immunity against the following diseases. FCTC has contracted with Sentry MD, to store and maintain student health forms. ***All health requirements must be completed and submitted to Sentry MD BEFORE going to any clinical site. Failure to meet compliance will result in student(s) inability to attend their clinical rotation and dismissal from the course and/or program.***

- Physical exam – physical exam to remain current throughout PN program
  - Immunizations – student must have proof of immunity or proof of immunization for
    - Measles – documentation of two immunizations
    - Mumps – documentation of two immunizations
    - Rubella – documentation of two immunizations
    - Tdap – within 10 years
    - Varicella – documentation of two immunizations
    - TB/PPD – within 1 year must remain current while in the program
    - Hep B - - documentation of three immunizations
    - Influenza – current flu season
  - CPR – Current Healthcare Provider must stay current throughout PN program
  - Level 2 Background Check – completed with application
  - Drug Screening – See Precheck sheet for instructions
  - Agency orientation – scheduled by instructor mandatory attendance required
- For the protection of you and your patients/clients, inform your instructor immediately if you have any injury/illness/procedure while in the program. A letter from your physician documenting any physical limitations and granting permission to continue in the program is required. A decision will be made by the Nursing faculty team in collaboration with the student, due to any safety issues of the student and health care clients/patients, as to whether the student may continue in the program.
- I understand I must be able to perform the physical tasks expected of a nurse in the clinical area, including lifting up to 50 pounds and taking care of up to five patients. If, for any reason, I am unable to physically perform these tasks, a maximum of three weeks alternative clinical experience is allowed. At that time, if I cannot physically perform the tasks, I will have to withdraw from the program until cleared by a physician.
- For the protection of you and your unborn child, inform your instructor immediately if you learn or suspect that you are pregnant. A letter from your physician documenting any physical limitations and granting permission to continue in the program is required. A decision will be made by the Nursing faculty team in collaboration with the student, due to safety issues of the pregnant student and health care clients/patients, as to whether the student may continue in the program.

## INSTRUCTIONS FOR SUBMITTING YOUR IMMUNIZATION AND VACCINATION RECORDS FOR A CLINICAL EDUCATION PROGRAM

### First Coast Technical College - LPN - Health Requirements

Students are required to provide proof of various immunizations and vaccinations prior to beginning a clinical rotation. Once you have ordered the immunization package per the instructions below, you will receive additional communication via email. You will then be required to submit forms and accompanying documentation such as lab work for titers to SentryMD in partnership with StudentCheck for review.

To get started with this requirement you must first go to [www.mystudentcheck.com](http://www.mystudentcheck.com) and place your order by entering your school and program. When given the option to choose a package you must choose the "Immunization" package. Please enter all fields when prompted, and then complete your order. You will be emailed a receipt to the email address provided. *\*Please note that Texas and New Mexico residents are subject to respective state tax rates and this will be reflected on your screen when applicable.*

After you've submitted payment for your order you will view your confirmation page/receipt on screen as well as receive the same receipt via the email address you provided. Your receipt of payment will contain a link to the immunization instructions and documents which should be presented to your physician for completion. Please afford yourself time well in advance of your clinical to allow for payment, receipt, processing & review of your records.

Once you have completed your Immunization Documents you will submit your proof of vaccinations and immunizations to SentryMD. You can do so by either:

- 1 Upload forms at: <http://upload.sentrymd.com>. You will receive an immediate confirmation that your upload was successful. Within 3 business days, you will receive an email as to your compliance with requirements.
- 2 Email any questions about the forms to: [FCTC@SentryMD.com](mailto:FCTC@SentryMD.com)

All documentation should have your name indicated clearly and legibly. Once received, your documentation will be evaluated for compliance, and confirmation will be delivered to your school administrator.

### Frequently Asked Questions

1. **How do I know which records I need to provide?** Your school will provide a list of all required immunization records and/or certifications. This information can be found by clicking on the link found in your PreCheck receipt. (See page 5 of this packet for the CRD checklist).
2. **Can I present my forms directly to my program administrator?** No, you should submit your forms via the secure SentryMD Uploader: <http://upload.sentrymd.com>.
3. **My program administrator contacted me to tell me that my forms are deficient. What do I do now?** Contact a SentryMD representative by emailing your questions to [FCTC@SentryMD.com](mailto:FCTC@SentryMD.com).
4. **How do I know my documentation was received?** A confirmation email will be sent immediately if your upload was successful. Within 3 business day you're compliance will be emailed to you from a representative at SentryMD. Their email response will come from: [FCTC@SentryMD.com](mailto:FCTC@SentryMD.com).
5. **How do I access my file?** After you have submitted your documentation to SentryMD, you will receive an email with login instructions on how to access your SentryMD account
6. **Since StudentCheck and SentryMD are partners who should I call?** After receiving your confirmation, if you have immunization tracking questions please contact SentryMD directly at [FCTC@SentryMD.com](mailto:FCTC@SentryMD.com). If you have issues during the initial ordering process email [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

## **CLINICAL PERFORMANCE EVALUATIONS**

### **EVALUATIONS**

Students will be evaluated on clinical performance by the instructor(s) with input from agency staff utilizing the anecdotal note form/clinical skills cards. Instructors will measure the student's clinical performance in the following areas:

- A. Nursing Process
  - a. Data Collection
  - b. Analysis
  - c. Planning
  - d. Implementation
  - e. Evaluation
  
- B. Professional Behavior
  
- C. Communication/Clinical Assignments
  
- D. Nursing Skills (Competencies)

Failure on any clinical evaluation places the student on probation until re-evaluated; at which time the student may remain on probation or be taken off. At the completion of the course, the student must have an 80% to progress to the next course.

**A student failing clinical is not a safe practitioner and will be dismissed from the program.**

### **FINAL COURSE EVALUATION - CLINICAL**

Students' clinical performance will be formally evaluated at the end of each course and/or rotation. Grades for clinical will be an average of the following components:

- A. Competencies - Nursing Process Skills
- B. Professional Development/Employability Skills
- C. Anecdotal Notes/Evaluations
- D. Clinical Assignments (case studies, other clinical assignments)

### **PROCEDURE:**

1. The instructor(s) will evaluate and up-date the student's clinical employability performance; weekly anecdotal notes may be utilized.
2. The instructor will calculate the grade for the clinical course and recorded on the student clinical evaluation.
3. A student MUST achieve 80% on the level evaluation to be promoted to the next level.

## **CLINICAL PERFORMANCE AND STANDARDS**

Clinical progress is evaluated with two sets of criteria: Employability Skills and Nursing Practical Skills Objectives.

**Employability Skills:** I understand and agree I must achieve a minimum of a B within the following ratings on all competencies on the final Practical Nursing Transcript to graduate.

**Nursing Practical Skills/Objectives:** I understand and agree I must make progress throughout the program and achieve a minimum of a B on my final clinical competencies and objectives in order to graduate.

4 = Consistently	A
3 = Adequately	B
2 = Needs Improvement	C
1 = Not Adequate	F - Failing

Students who receive a (C) Needs Improvement or Not Adequate rating in any skill/objective will need to make a plan with the instructor(s) to improve in the area(s) cited through the remediation process assigned by the instructor. The student will be required to perform the skill/objective at the (B) adequate rating throughout the program. Lack of consistent acceptable performance ratings in skills/objectives will result in an admissions hearing and dismissal from the course/program.

Assignments in the clinical area will be reflected in the clinical overall grade and could affect progress in the program.

I understand and agree that if I do not achieve a grade of B or better rating or above in clinical performance, there will be an initial review of my progress by the instructor, and if necessary, an Admissions Review.

Once a competency has been achieved, the student is responsible for continued application and correct procedure throughout the Practical Nursing Program. If incorrect application and/or procedure are observed by the faculty, the competency must be retested. This may require repeating the appropriate course.

Students are not permitted patient contact, except when and as assigned by the clinical instructor.

A verbal report on the student's clinical assignment must be given to the charge nurse or team leader before leaving the unit. All written/computerized documentation related to the assigned patient care must be completed by the student prior to leaving the unit. No documents may leave the facility with patient identifying information on it for any reason.

The instructor may confer with the health care agency staff on the progress of each student as necessary. Written objectives for the clinical courses are shared with agency staff.

Students need to be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn, or can cause mistakes/compromise patient safety.

Students must notify instructor and resource nurse if leaving the assigned unit; **students are not to leave the facility during the clinical day.**

**I understand if I am absent from a scheduled clinical simulation lab day I will NOT be able to perform the skill in the clinical setting until I have been checked off in lab by an instructor.**

## **Work Based Activities**

In order to participate in real world experiences, apply problem-solving skills, develop positive work attitudes, and good customer service skills, students will participate in supervised hands-on learning opportunities.

**OBJECTIVES:** Demonstrate an understanding of the principles, theories and skills of practical nursing and employability.

**EXPERIENCES:** Clinical Rotation and Preceptorship in long term and acute care facilities provide students with real life work experience that helps to prepare them for employment after program completion. Students receive experience in basic and advanced nursing skills.

**COMPETENCIES:** Students apply required competencies in clinicals and preceptorship rotations and are evaluated by the instructor and preceptor as to readiness for the workplace.

**After successfully completing this program, the student will be able to perform the following:**

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Demonstrate computer literacy as related to nursing functions.
- 05.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 06.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 07.0 Apply the principles of infection control, utilizing nursing principles.
- 08.0 Perform aseptic techniques.
- 09.0 Perform patient and personal care as it pertains to the practical nurse.
- 10.0 Provide patient-centered care for the geriatric population.
- 11.0 Assist with restorative (rehabilitative) activities.
- 12.0 Demonstrate organizational functions, following the patient plan of care.
- 13.0 Describe the structure and function of the human body.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.
- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder. Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- 25.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 26.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 27.0 Develop transitional skills.
- 28.0 Demonstrate employability skills specific to practical nursing.

**EVALUATIONS:** Students are evaluated by Nurse Preceptors during the preceptor rotation for skill mastery and competence and by the PN Nursing instructor for skill mastery and competence, before and during the clinical experience.

## **EMPLOYABILITY SKILLS**

I understand NO food or drink is allowed in the classrooms per FCTC policy. **ONLY** bottled water is permissible.

I understand and agree that employability skills will be evaluated during each course for both clinical and classroom.

I understand and agree that any breach in my employability skills will cause a reduction in my overall grade for each course.

Any breach in employability skills will result in a 5-point deduction per breach. Please be aware deductions will affect the Affect/Employability Skills grade percentage which will affect the overall course grade.

(Breach - i.e. Tardy, absent, uniform, shoes, no ID etc.)

I understand and agree that I must achieve an acceptable or outstanding rating on all factors essential to success in the Practical Nursing program, as indicated on the student competency transcript.

I understand and agree that if I fail to demonstrate competence or acceptable improvement in any one or combination of the employability skills, there will be an initial review of my progress by the instructor, and or Program Specialist and if necessary, an Admissions Review.

**I understand that I am a member of the nursing team even though I am a student. I must be ready at all times to help other team members without being prodded to do so.**

I understand in the clinical area after a student has been assigned patients, leaving the patient unit for **any** reason without reporting appropriately to the resource nurse and instructor and receiving permission to leave is considered **abandonment of patients**. Abandonment of patients is cause for immediate disciplinary action and possible dismissal from the Practical Nursing Program. Dismissal from the program will be decided by an instructor, program coordinator, and FCTC Vice-Principal during an Admissions Review.

I understand and agree an immediate review by the Program Specialist and/or program manager may be scheduled any time I demonstrate an inability to maintain acceptable employability skills, including professional communication and behavior, deemed essential in performance as a Practical Nurse student.

I understand and agree that nursing related skills will be taught in the program and I will participate as a human patient and/or student nurse under the direction of an instructor/staff member. These skills include, but are not limited to:

- All activities of daily living, all personal patient care skills.

I understand and agree that for clinical lab skills and practice, I will participate in instructor evaluation, self-evaluation and/or peer evaluation, any and all may apply.

## **ATTENDANCE**

I understand that being ready for class means having all books, supplies, in designated uniform and in my seat prepared to receive instruction at the designated start time. Being ready for clinical means having all clinical supplies, in designated uniform in the assigned meeting area ready for your clinical assignment at the designated start time. Failure to meet these requirements will result in loss of attendance time.

I understand and agree that any breach in my employability skills will cause a reduction in my overall grade for each course.

I understand and agree that any breach in the student contract (i.e. absence, tardy, leaving early, other incident) the student must email the classroom teacher the following information on the date of the incident. Employability Skills grade will be deducted 5 points per incident:

- Student Name
- What is Incident
- Date of Incident
- Reason for Incident

Any breach in employability skills will result in a 5-point deduction per breach. Please be aware deductions will affect the Affect/Employability Skills grade percentage which will affect the overall course grade. (Breach - i.e. Tardy, absent, uniform, shoes, no ID etc.)

**I understand that I must sign in and out for each scheduled class and/or clinical day with my designated instructor to receive credit for any hours present.**

**I understand that all absences reduce student attendance time therefore in all Health Career Programs there are no excused absences.**

I understand if I am one (1) minute late to class or clinical, I am tardy and will be docked in fifteen minute increments, i.e. 8:01 – 8:15 = 15 minutes, 8:16 – 8:30 = 30 minutes, 8:31 – 8:45 = 45 minutes, and 8:46 – 9:00 = 60 minutes. **NO EXCEPTIONS.**

I understand if I am 30 minutes late for the clinical area I will be relieved for the day because patients must be cared for in a timely manner. I will receive no hours of credit for that day.

**NO EXCEPTIONS.**

If I am less than 30 minutes late to class, I will be docked appropriately per the fifteen minute increments up to 30 minutes. If I am more than 30 minutes late, I will be docked for all time missed.

**NO EXCEPTIONS.**

I understand if I am going to be absent in the clinical or classroom area, I must notify the instructor to whom I am responsible before the scheduled time. **Failure to notify your instructor before the scheduled time (no call/no show) is cause for disciplinary action, including but not limited to admission hearing, suspension or dismissal from program.**

I understand it is **my responsibility to obtain and keep documentation for absences** to present as extenuating circumstances in the event of an Admissions Review. I understand documentation considered for extenuating circumstances includes ... court summons, jury duty, physician statement, personal illness, serious illness or death of immediate family member, or natural disasters. Student is to keep this documentation until requested.

## **ATTENDANCE (continued)**

I understand the following policy regarding absences.

According to FCTC and Florida Board of Nursing guidelines, students must complete 1302 hours (652 clinical hours and 650 classroom hours) in order to complete the program and be eligible to sit for the PN NCLEX.

**Student will complete 30 hours community service volunteer hours through approved community sites.**

**I understand if I am absent from a scheduled clinical simulation lab day I will be docked 5 points on my skills grade sheet. And will not be able to perform the skill in the clinical setting until I have been checked off in lab by an instructor.**

**Upon the first absence, tardy or any other contract infraction in class or clinical, the student will be given a verbal warning regarding absences.**

**Upon the second absence, tardy or any other contract infraction in class or clinical, the student will be written up regarding absences.**

**Upon the third absence, tardy or any other contract infraction in class or clinical, the student will be referred to the Health Programs Career Specialist for an Admissions Contract.**

**Upon the fourth absence, tardy or any other infraction in class or clinical, the student will be referred to the Health Programs Career Specialist for an Admissions Review to determine retention or dismissal from the program. At the admissions review the student may present documentation for extenuating circumstances regarding absences. If allowed to remain in the program the student will sign an alternative contract.**

**Any approved school wide function for which student volunteers are required is the only acceptable opportunity for make-up hours.**

**(The consequences of repeating a course will/can result in a loss of financial aid).**

Course Number	Required Course Hours		Course Name
	Class	Clinical	
PRN0098	165	135	Practical Nursing Foundations 1
PRN0099	150	150	Practical Nursing Foundations 2
PRN0290	150	150	Medical Surgical Nursing 1
PRN0291	150	150	Medical Surgical Nursing 2
PRN0690	60	90	Comprehensive Nursing and Transitional Skills

1. Absences, tardies will result in point deduction in Employability scores, per incident and possible admissions review.
2. Absences or tardies will result in reduction or loss of financial aid.
3. Students will automatically be dropped from the program, after the sixth consecutive absence, in accordance with the FCTC policy.
4. A student who has not completed required hours will not be considered for graduation therefore, ineligible to apply or sit for the Florida Board of Nursing NCLEX licensure exam.

## ***COURSE ATTENDANCE PROGRESSION***

FCTC students are expected to attend **all** class and clinical sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. Progress through the course is contingent upon attendance. Absences will be linked to grade scale.

***Students with absences will be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.***

## **THEORY TESTING**

I understand and agree to meet the following criteria regarding written exams, homework, and all assigned work. Maintain a minimum, overall average score of 80% in the Practical Nursing Program.

### **Course Grade**

1. Exams/Homework/Quizzes/Projects 35%
  - a. Average must be  $\geq 80\%$
  - b. If a student scores less than 75% on a test, he/she must participate in mandatory tutoring/remediation as assigned.***
  - c. All homework will be averaged as 1 exam for the course

2. Clinical/Lab Simulation 35%
3. Affect/Employability Skills 15%
4. Course Final or ATI Final 15%

All course finals must be passed with an 80% or higher, if an ATI exam is used as the course final it must be passed with an 80% or a percentage equal to 80% on the ATI group specific performance profile.

5. A course grade is determined at the end of each nursing course; it is derived from a letter grade in the theory component, a letter grade in the laboratory/clinical performance component, a final exam and Affect Employability skills.
  - Students must achieve a grade of “B” or higher in the didactic/theory component in order to pass the course and to continue in the program.
  - Students must achieve a grade of “B” in the laboratory/clinical performance in order to pass the course and to continue in the program.
  - If either clinical or didactic acceptable ratings as outlined above are not achieved the student must repeat the course.
  - I understand and agree that any breach in my employability skills will cause a reduction in my overall grade for each course.
  - Any breach in employability skills will result in a 5-point deduction per breach. Please be aware deductions will affect the Affect/Employability Skills grade percentage which will affect the overall course grade. (Breach - i.e. Tardy, absent, uniform, shoes, no ID etc.)
  - All ATI exams must be passed with an 80% or higher or a percentage equal to an 80%. The ATI Comprehensive must be passed with at least an 80% NCLEX passing predictability.

The grading scale that is used in all nursing courses is as follows:

A =	90-100%
B =	80-89%
C =	70-79%
D =	60-69%
F =	0-60%

**STUDENT AVERAGE MUST BE A MINIMUM OF 80% TO PASS THE COURSE.**

**Assignment/Testing/Review Policy:**

1. All required learning activities are subject to examination.
2. Quizzes may be administered in clinical pre/post conferences to evaluate specific competencies identified in the Clinical Evaluation Tools.
3. Exams and quizzes may be administered via a computer in the computer lab.
4. Scheduled and/or unscheduled quizzes may be given in any/all nursing courses.
5. Skills competency examinations may be administered in the campus laboratory.
6. The student needs to bring two (2) pencils to the examination site. Books, papers, and tape recorders, palm pilots, and cell or ear phones **are not allowed** during examinations or exam review sessions.
7. The student will be responsible for keeping their test scores and will receive academic notice when they are not meeting required course progress.
8. For any absence the student is responsible for materials covered on the date absent prior to returning to school and/or clinical.
9. If absent for a scheduled exam, an alternate form of the exam must be taken on the first day back in class and **5 points deducted**. There will be no exceptions to this requirement. If the test is not taken at the first possible opportunity, **10 points will be deducted**.
10. If a scheduled exam is taken late, but on the same day student will take an alternate form of the exam which must be taken at the end of class and **5 points deducted**. There will be no exceptions to this requirement. If the test is not taken at the end of class, **10 points will be deducted**.
11. Students may not opt out for any reason of any exam if present on the date scheduled.
12. Classroom or Clinical assignment/homework not turned in on time will be **deducted 5 points per calendar day**.
13. Make up exams must be done the next school/class day, **NO EXCEPTIONS**. These tests will be done by appointment with the instructor.
14. **\*\*\*If all tests for a course have not been completed before the end of that course, the student will receive a zero as their grade and could receive an unsatisfactory rating for that course.\*\*\***

(Please note: this may jeopardize certain funding arrangements.)
15. Cheating is unacceptable and will result in an immediate Admissions Review. Penalties will include suspension or immediate dismissal.
16. **Assessment Technologies Institute (ATI) Testing Process**

All nursing students will be required to demonstrate mastery of curriculum content by utilizing the Comprehensive Assessment Review Package provided by ATI. Specific courses will require the student to meet minimum expectations by completing assigned proctored/non-proctored exams to successfully complete the course. The student is required to perform at a minimum of an **80%**. Those achieving a less than 80% on the proctored exam will be required to remediate.

## **STUDENT ENTRY EVALUATION**

### 1. Nursing Clinical Assessment and Remediation

All students entering and/or returning to the PN program at any point must successfully complete a clinical knowledge level assessment and/or remediation class prior to admittance to designated course.

## **READMISSION TO LIMITED ACCESS HEALTH PROGRAM**

This procedure applies to students who fail to successfully complete a course in the Practical Nursing Program. The process for readmission to a limited-access health program depends upon the course the student is requesting to repeat.

1. Students who do not pass a program course must request to repeat the course by submitting a Student Request form for re-entry.
  - a. This form is submitted to the Health Careers Specialist. If the request is approved, students will be allowed to enroll in the next available course, **on a space-available basis**.
  - b. Students must meet all program and graduation requirements in effect at the time of their readmission. In addition, **students approved to repeat a course will be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to re-enter the didactic and clinical sequence of courses.**
  - c. Students will be notified by the Health Occupations Office of the next available start date.
  - d. Students will have no more than 2 years to re-enter and complete the program requirements. Students, who are unable to re-enter and complete the graduation requirements within the 2-year allowance, must reapply as a new admission to the program.
  - e. Students will be allowed three times to re-enter the program if unsuccessful after the third attempt student will have to reapply and start at the beginning of the program.

## **STUDENT INTER-COHORT TRANSFER**

1. Students may request a transfer between cohorts by submitting a Student Request form for transfer.
  - a. This form is submitted to the Health Careers Specialist. If the request is approved, students will be allowed to transfer into the next available sequential course, on a space-available basis.

## **OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS SECRETIONS**

Healthcare workers must balance occupational risks with providing quality care to all clients/patients. As front-line providers of care, nurses have an increased risk of exposure to potentially infected blood and body fluids.

The First Coast Technical College Nursing Program accepts the Center for Disease Control recommendations that all health care workers should strictly adhere to Standard Precautions as the most effective means of preventing exposure and transmission of potentially infectious secretions. Standard Precautions are intended to prevent parenteral, mucous membranes and non-intact skin exposures to health care workers to blood-borne pathogens.

Under Standard Precautions, blood and certain body fluids of all clients/patients are considered potentially infectious for human immune deficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens.

The risk of nosocomial transmission of HIV, HBV, HCV, and other blood-borne pathogens can be minimized if health care workers use the following general guidelines:

I understand and agree to adhere to the following communicable disease policies established by First Coast Technical College for all Health Occupations students in contact with potentially communicable patients while performing in clinical areas.

To standardize the delivery of health care to all clients and minimize the risk of transmission of communicable disease, all Health Careers students will:

2. Follow instructional guidelines for basic skills in isolation techniques, injections, and handling of body fluids in the skills laboratories before actual clinical practice of these skills on a client.
3. Follow classroom instruction related to communicable disease treatment, modes of transmission, and prevention.
4. Follow hospital and nursing home procedures and specific policies for prevention of blood and body fluid disease transmission.
5. Utilize the following blood and body fluid precautions:
  - Gloves are worn when handling blood and body fluids, mucous membranes, or non-intact skin of clients, or when touching items or surfaces soiled with blood or body fluids (including performing venipuncture and other vascular access procedures).
  - Hands are washed immediately before gloving and again after removing gloves.
  - Hands are washed immediately and thoroughly when contaminated with blood or body fluids.
  - Wash hands between clients.
  - Gloves are changed after each client.

## OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS SECRETIONS(cont.)

- Gowns, masks, and protective eyewear are worn for any procedures likely to result in or prone to splashing of blood or body fluids.
  - Used needles are not recapped, bent or broken, removed from disposable syringes, or in any way manipulated by hand. Disposable needles, syringes, scalpel blades, and other sharp items are placed in puncture-resistant containers for disposal.
  - Soiled linen is handled as little as possible with minimum agitation. All soiled linen is bagged and tied closed at the location where used or according to facility policy.
  - Gloves are worn for post-delivery care until all blood and amniotic fluid have been cleaned from an infant's skin.
  - Upon death, state law requires that a tag be affixed to the body of anyone known to have a blood-borne pathogen.
  - Specimens of blood and body fluids are placed in a leak-proof container. When collecting the specimen, care is taken to prevent contamination of the outside of the container. All containers are placed in a zip-lock bag.
  - Mouthpieces and resuscitation bags are used in place of mouth-to-mouth resuscitation.
  - Students with exudative lesions or weeping dermatitis should refrain from all direct client care until condition resolves.
6. A hospital and school incident report is to be completed if the student is exposed to blood or body fluids through the following means.
- Needle stick or cut
  - Mucous membrane (splash to the eyes or mouth)
  - Cutaneous (through skin which is chapped, abraded, or has dermatitis)

Follow-up screening will be recommended according to hospital/school guidelines. **The student will pay all cost of follow-up and screening.**

7. Follow the infection control guidelines of the obstetrical units in the clinical facilities regarding staphylococcal and herpes infections. These policies state that no person may work in the area if they, or a family member living in the same household, has a staphylococcal or herpes infection (the most common diseases include impetigo, chickenpox, shingles, cold sores, and venereal herpes).
- Any student, who has any temporary or permanent condition that may put them or their clients/patients at risk, has the responsibility to notify their practicum instructor.

## **MANAGEMENT OF OCCUPATIONAL EXPOSURE**

### **1. Provide immediate care to the exposed site:**

- Wash wounds and skin with soap and water.
- Flush mucous membranes with water.

### **2. Initiate report:**

- Immediately report the incident to the FCTC Instructor.
- Complete an agency “incident report”.
- Complete the FCTC accident form. (must be submitted on-line).
- Instructor to submit all forms to FCTC Health Program Specialist for appropriate submission and follow-up.

### **3. Follow-up screening:**

- Level of risk will be recommended according to agency/school guidelines.
- The student will pay all costs of follow-up and screening.

## Core Performance Standards for Admission and Progression\*

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities: emotional, perceptual, functional and physical competency.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients, colleagues.
<b>Emotional Stability</b>	The student will be subject to oral and written performance evaluation by instructors on a continuing basis	Evaluate his or her performance dispassionately, avoiding defensive and self-justifying behavior.
		Identify areas for improvement of his or her performance.
		Changes his or her behavior and smoothly adapt to changing conditions.
<b>Mental Requirements</b>	Students should possess the emotional stability and health needed for full utilization of his or her intellectual abilities.	
<b>Memory Requirement</b>	Remember names, facts, concepts, and theories.	Remember task/assignment given at beginning of a period of time extending several days.
		Remember multiple tasks/ assignments given to self and others during laboratory, class or shift.
		Remember multiple tasks/ assignments given to self and others over long periods of time.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
<b>Communication</b>	Interact with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
		Communicate verbally with individual patients, staff members, visitors, and telephone callers in order to explain detailed information.
		Communicate verbally with small groups in an informal setting. Initiate honest agreement or dissent regarding interpretation of data
		Perform detailed written documentation on a daily basis.
<b>Travel Requirement</b>	Required use of a personal vehicle to attend classes and hospital clinical preceptor sites.	Use of a motor vehicle and a valid driver license.
<b>Critical Thinking/ Coping</b>	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in clinical situations, develop nursing care plans, display good coping mechanisms.
		Must be free of mind-altering drugs, including alcohol.
		Must be able to recognize emergency situations and take appropriate action.
<b>Concentration</b>	Concentration on minimal detail with little interruption.	Concentration on moderate detail with little, some, or constant interruption.
		Concentrate on fine detail with little, some, or constant interruption.
<b>Attention</b>	Attend to a task/function for 45-60 minutes at a time.	
<b>Conceptualization</b>	Understand and relate to specific ideas, generally, one at a time.	Understand and relate to specific ideas, generally, several at a time.
		Understand and relate to the concepts behind specific ideas.
		Understand and relate to the theories behind several related concepts.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
<b>Environmental Conditions</b>	Student may be exposed at different times to various conditions and substances.	Properly handle human blood, urine, body tissues, or fluids; hazardous biomedical wastes other than blood, body tissues, or fluids.
		Properly protect self and patients from grease or oil, toxins, cytotoxins, or poisonous substances; dust, mold, respiratory and contact allergens; other hazardous materials such as chemicals; sharply pointed and sharp edged objects.
<b>OSHA Category for Bloodborne Pathogens Exposure</b>	Routine exposure to bloodborne pathogens and master of safety procedures and knowledge about safety policies, materials, and procedures.	Follow Standard Precautions Procedures
<b>Responsibility for Non-Discrimination</b>	Affiliated clinical facilities are committed to compliance with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.	Perform nursing care without regard to race sex, religion, age, sexual orientation, handicap, or national origin of patient, physician, nurse, visitor, other student, etc.
<b>Responsibility for Professional Confidentiality</b>	Respect the privacy of individuals receiving medical care. (HIPAA Law)	Refrain from discussing any patient information with individuals not directly involved with medical treatment of that patient.
<b>Ethics</b>	Ethics involve moral values and principles that affect personal and professional conduct.	Accept the moral and legal responsibilities for individual actions. Will provide care to patients in a reasonable, compassionate, considerate, knowledgeable and professional manner. As a member of the health care team, will communicate academic and clinical information in a truthful and accurate and timely manner.
<b>Mobility</b>	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patient rooms, work spaces, and treatment areas; administer cardio-pulmonary procedures.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
<b>Coordination</b>	Moderate coordination is needed. In the course of the program, the student may be:	Performing body coordination such as walking, stooping, etc.
		Performing tasks that require hand-eye coordination such as keyboard skills, injections, etc.
		Performing tasks that require arm-hand steadiness such as invasive procedures, etc.
		Walking and standing. Sitting and/or Standing for prolonged periods.
		Assuming uncomfortable positions such as bending over tables, etc.
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
		Performing simple motor skills such as standing, walking, etc.
		Performing simple manipulative skills such as washing, writing, collating, etc.
		Performing moderately, difficult manipulative skills such as positioning patient, using a computer keyboard, etc.
		Performing difficult manipulative skills such as invasive procedures, calibration of equipment, etc.
<b>Stamina</b>	<b>Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours).</b>	Adapt to shift work. Lift without restrictions from standing position.

Issue	Standard	Examples of Necessary Activities (not all inclusive)
<b>Strength</b>	Moderate muscular strength is needed. In the course of the program, the student may be:	Pushing, pulling, and lifting objects of at least 50lbs.
<b>Speech and Hearing</b>	Auditory ability sufficient to monitor and assess patient health needs	<p>Hear blood pressure accurately, hear alarms, emergency signals, auscultatory sounds, cries for help.</p> <p>Ability to communicate effectively and sensitively in order to assess both verbal and non-verbal communication and to adequately receive and transmit information to the patient and to members of the health care team.</p> <p>Hear normal sound with some background noise.</p> <p>Hear normal sounds as in conversation, answering the telephone, intercom, etc.</p> <p>Distinguish such sounds as voice patterns, instrument function, etc.</p>
<b>Visual</b>	Visual ability sufficient for observation and reviews necessary in nursing care.	<p>Observe patient/client responses.</p> <p>Prepare and administer medication accurately.</p> <p>See objects closely as in reading patient sample information and test instrument data.</p> <p>Differentiating colors and visual structures as in reading microscope slides, labels, color comparison charts, warning symbols, etc.</p>
<b>Tactile</b>	Tactile ability sufficient for basic physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, insert a catheter.

**First Coast Technical College  
Practical Nursing Program**

**INFORMED CONSENT AND WAIVER OF LIABILITY**

I, \_\_\_\_\_, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B and HIV (AIDS) while in a clinical facility.

Neither First Coast Technical College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility.

I understand I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I must obtain and maintain private health insurance while enrolled in the Practical Nursing Program.

I willingly consent to participate in all laboratory treatments and practice sessions (including invasive procedures) as a human subject (i.e., patient) for educational purposes at FCTC. These treatments may be rendered by faculty or fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Coordinator, Program Manager and/or Instructor in a timely manner.

I willingly consent to participate in simulated patient interviews in both lab and lecture demonstrations.

I willingly consent to give the Program Specialist or FCTC designee permission to give my student ID and other personal information to the FCTC clinical affiliations and licensure/registration authorities for appropriate reasons.

I willingly consent to give the Health Careers Department permission to release drug testing results, or Criminal Background Information to clinic sites that may require such information as terms of their contract with FCTC for clinical affiliations.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CONFIDENTIALITY STATEMENT

The patient has a right to every consideration of privacy concerning his/her own medical care program, case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his/her care must have the permission of the patient/client to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. A Patient's Bill of Rights (1975)

---

I am aware that as a student of First Coast Technical College Practical Nursing Program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the program.

I authorize the FCTC Practical Nursing Program Specialist to release information regarding my performance while enrolled in the program.

---

Printed Name of Student

---

Signature of Student

---

Date

**First Coast Technical College  
Practical Nursing Program**

**DECLARATION OF INTENT**

First Coast Technical College's mission is to provide career, technical, & adult education to meet the changing needs of students, businesses, & the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

If you ***DO NOT PLAN*** to work in this field:

Please complete the information below, indicating your reason for enrolling in this program:

- I enrolled for personal enrichment.
- I plan to work as volunteer or as a hobby.
- I plan to continue my education at another college or university.

Student Name: \_\_\_\_\_

Print Please

Student's Signature: \_\_\_\_\_

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

If you ***DO PLAN*** to work in this field:

Please complete the information below, indicating your reason for enrolling in this program:

- I enrolled to attain certification and become employed.

Student Name: \_\_\_\_\_

Print Please

Student's Signature: \_\_\_\_\_

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

Complete the form below taking care to address all areas. This signature page will be kept in each student's file in the Nursing Department.

**I HAVE RECEIVED A COPY OF THE FCTC NURSING STUDENT HANDBOOK AND I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN.**

I, (student name) \_\_\_\_\_, have carefully read and studied the Nursing Student Handbook and Training Contract Agreement and by my signature, agree to abide by the policies and regulations with the understanding this is a condition of acceptance and continuance in the program.

I, (student name) \_\_\_\_\_, agree \_\_\_\_ or do not agree \_\_\_\_ to FCTC releasing school attendance, grades, competency information, health and/or background information to a potential employer, federal, state or local government agency.

I, (student name) \_\_\_\_\_, do \_\_\_\_ or do not \_\_\_\_ authorize emergency medical care.

I agree \_\_\_\_\_, I do not agree \_\_\_\_\_ FCTC may use my photo, likeness, and or name in school publications or periodicals for such purposes as advertising and media releases.

I, (student name) \_\_\_\_\_, understand that the clinical schedule will include longer hours and travel depending on the course in which the clinical rotation occurs.

I, (student name) \_\_\_\_\_, understand that lab remediation experience outside of classroom time may be assigned in the nursing lab.

I, (student name) \_\_\_\_\_, willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e., patient) for educational purposes at First Coast Technical College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Specialist or Instructor in a timely manner.

\_\_\_\_\_  
FCTC Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Career Specialist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN RESPONSIBILITY** (Required if student is under 18 years of age).

I, as the parent/guardian, have carefully read and studied the Training Contract Agreement and by my signature, agree to abide by the policies and regulations with the understanding this is a condition of acceptance and continuance in the program.

\_\_\_\_\_  
Parent/Guardian's Signature  
*Required if Under 18 Years of Age*

\_\_\_\_\_  
Date