



# **Practical Nursing Program Training Contract Agreement**

**2025 - 2026**

# Practical Nursing Program

## **PURPOSE OF CONTRACT**

The purpose of this contract is to highlight specific program policies and procedures concerning the admission of students, student health and welfare, attendance, and student progress in alignment with and beyond those in the FCTC Student Handbook. This handbook has been prepared to help you in your orientation to FCTC and the healthcare industry.

## **PROGRAM OVERVIEW**

- Provide vital patient care including prescribed nursing care and treatments, medication administration, measuring and recording patients' vital signs and intake/output, and assisting with medical and surgical procedures.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement prescribed interventions.
- Evaluate nursing intervention outcomes and patients' physical and mental well-being as a member of the professional healthcare team.
- Review and implement a nursing care plan and properly document procedures and care provided in the electronic medical record or paper chart.

## **PURPOSE OF THE PROGRAM**

This program is designed to prepare students for employment as Licensed Practical Nurses (SOC 29-2061). The Practical Nursing Program at FCTC is approved by the Florida State Board of Nursing, which is a requirement for graduates to apply to take the National Council Licensure Examination (NCLEX), the examination to practice as a Licensed Practical Nurse.

The program content includes but is not limited to:

- Theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing.
- Theoretical instruction and clinical experience in acute care, long term care and community settings.
- Theoretical instruction and clinical application of vocational role and function.
- Personal, family and community health concepts.
- Nutrition.
- Human growth and development over the life span.
- Body structure and function.
- Interpersonal relationship skills, mental health concepts.
- Pharmacology and administration of medications;
- Legal aspects of practice; and
- Current issues in nursing.

## **PROGRAM STRUCTURE**

This program is a planned sequence of instruction consisting of 2 Occupational Completion Points (OCP).

This program is comprised of courses that have been assigned course numbers in the Statewide Course Numbering System (SCNS) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	PRN0098	Practical Nursing Foundations 1	300 hours (213 Didactic; 87Clinical)	31-1014
B	PRN0099	Practical Nursing Foundation 2	300 hours (160 Didactic; 140 Clinical)	29-2061
	PRN0290	Medical Surgical Nursing 1	300 hours (137Didactic; 163 Clinical)	29-2061
	PRN0291	Medical Surgical Nursing 2	300 hours (90 Didactic; 210Clinical)	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hours (75 Didactic; 75 Clinical)	29-2061

## **LEARNING OUTCOMES**

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 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic and sterile techniques.
- 13.0 Describe the structure and function of the human body in relation to health and disease.
- 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.
  - 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
  - 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
  - 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
  - 28.0 Develop transitional skills.
  - 29.0 Demonstrate employability skills specific to practical nursing.

### **Career Ready Practices**

Career Ready Practices describe the career-ready skills that FCTC seeks to develop in their students. While these practices are taught and reinforced in the nursing program, we expect students to hold these skills with the highest of regards and practice them both in the classroom and in clinical setting as they progress through the program.

Students will be evaluated on these Career Ready Practices (CRPs), and CRPs are a part of their grade:

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **ACADEMIC SUCCESS**

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the student's responsibility to check FOCUS consistently throughout the course for relevant information and messages.

### **The Practical Nursing Program requires students to have:**

- a minimum overall average score of 75% in each course AND
- a minimum average score of 75% in Assessments in each course AND
- a minimum average score of 75% in Clinical Evaluation in each course (including Clinical Employability Skills) to advance to the next course in the progression.
  - Students CANNOT miss more than 19.5 clinical/sim hours and must achieve a minimum of 75% in their Clinical Evaluation. If a student misses more than 19.5 clinical/sim hours in a rotation, the instructor does not have enough observation time to properly evaluate the student's skills for that course.

### **Students must also achieve:**

- a Level 2 on the ATI PN Fundamentals exam given at the end of Practical Nursing Foundation 2 AND
- a Level 2 on the ATI Adult Medical Surgical exam given after Medical Surgical Nursing 2

These academic requirements ensure proficiency and application of content preparing students for success on the state licensing exam (NCLEX-PN) and transitioning to the workplace.

Students who lack an average score of 75% in any grade classification or fall below a Level 2 on the ATI PN Fundamentals exam or the ATI Adult Medical Surgical exam may not progress to the next course. The practical nursing administration will review any student that does not meet the aforementioned academic achievement levels to determine program progression. Consideration will be given to the student's comprehensive ATI scores, strength of course assessment scores, and teacher recommendation. Other factors such as behavior, attendance, and clinical performance may impact the recommendation for progression. If progression in the program is recommended based on the review process, the student will be required to complete prescribed remediation.

Students who fail to meet these academic standards and/or complete the required remediation will not progress in the program and be withdrawn. Students may elect to reapply and retake program courses, but should understand that re-enter will entail additional student expenses.

### **Course Grades:**

<b>Classification</b>	<b>Weight</b>
Assessments	70%
Clinical Evaluation including Clinical Employability Skills	15%
Assignments and Classroom Employability Skills	15%

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
B	80% - 89%	3	The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
C	70% - 79%	2	The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task and does not take necessary responsibility.
F	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should reflect upon/reconsider their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

Students who fail to meet these academic standards and/or complete the required skills, coursework and remediation will not progress in the program and be withdrawn. Students may apply to retake program courses; however, all associated tuition and fees will be the responsibility of the students.

### **Honor Graduate Requirements**

- Earned a grade of 90% or better in ALL class courses.
- Had NO discipline issues.
- Completed all courses prior to graduation date.
- Attendance of 90% of program instructional hours.

### **ACADEMIC POLICIES**

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating in any form undermines the integrity of FCTC's academic community and constitutes a serious breach of the college's core values of honesty, responsibility and respect. Any student suspected of academic dishonesty, including cheating on an exam or research, will be subject to a thorough review in accordance with the college's standards, policies and procedures and may be referred for formal administrative action/review.

### **Test Conditions:**

- Electronics, of any kind (including but not limited to cell phones, smart watches, tablets, cameras, glasses, recording devices, etc.), are not allowed during examinations or reviews. When testing all electronic devices will be turned off and placed in the available holder in the testing room until the student completes their assessment.
- Once a test has started, late students may not enter or be allowed to sit for the exam. Late students must sign in with the Health Office staff.
- If absent for a scheduled exam, an alternate form of the exam must be given. **The make-up exam will be administered at 7:00 am to avoid conflict with class time and must be scheduled with the Health Science Coordinator and taken within one week of the originally scheduled exam. There is no exception to this policy.** If a student is a “no show” for the make-up exam for any reason or is not able to reschedule within one week of the original exam, the student will receive a zero for that exam and not be allowed to reschedule at another time. The student may, however, elect this exam as one of the retakes allowed within the course to be scheduled with the instructor.
  - If a student is absent for more than one exam, the student will meet with the instructor and the Health Science Coordinator and be placed on a contract to avoid any additional exam dates within the course.
- No coverings allowed during testing (lab coats, sweatshirts, blankets, etc.)

Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of FCTC expectations and is subject to immediate disciplinary action including, but not limited to, dismissal from the program.

### **Academic Course Materials:**

Please see required textbooks and supplies for program: <https://fctc.ecampus.com/>

### **Assessment Technology Institute (ATI)**

ATI is an additional course resource that is included in the tuition costs and will be used in courses throughout the program. ATI focuses on the fundamentals of becoming a nurse and the essential skills needed to pass the NCLEX® through tutorials, case studies, quiz banks and intuitive assessments.

Students will be required to take and pass the ATI PN Comprehensive Predictor 2023 Assessment during Comprehensive Nursing and Transitional Skills (PRN0690) to complete the program. Passing the ATI PN Comprehensive Predictor 2023 Assessment is a requirement for Comprehensive Nursing and Transitional Skills (PRN0690) and completion of the program. If a student does not pass, he/she MUST complete a certain amount of hours (determined by the Nursing Program Coordinator or Program Dean) on the Focused Review for that assessment then retake the assessment. Only one retake is permitted.

**Failure to pass the ATI PN Comprehensive Predictor 2023 Assessment will result in remediation at additional expense of the student to complete the program. Remediation may include enrolling in Virtual-ATI + BoardVitals program (a 12-week NCLEX preparation review).**

## PROGRAM ACADEMIC SUPPORT

FCTC instructors are committed to student learning and success. Instructors may work with students individually on remediation of skills and/or content to achieve mastery. **Remediation does not add hours to a student's class/clinical attendance.** Remediation is intended to be completed outside of official class/clinical times.

The student must meet with their instructor, and/or Nursing Program Coordinator, to develop a remediation plan. The remediation activities are at the discretion of the instructor. Students can retake assessments for a maximum score of 75%. The allowable retakes are outlined below.

<i>Number of Course Assessments</i>	<i>Maximum Number of Retakes allowed</i>
<i>0 – 5</i>	<i>1</i>
<i>5 – 10</i>	<i>2</i>
<i>10 plus</i>	<i>3</i>

The responsibility for learning and mastering the program material(s) resides with the student. If the instructor and the Nursing Program Coordinator determine that the student has failed the coursework to such an extent remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, it will be recommended that the student repeat the course and the student will be withdrawn.

## LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies are provided to enhance hands-on experiences for students

## HEALTH AND SAFETY:

There are several potential health and safety hazards associated with the service skills within Practical Nursing. To this end, it is vital to follow all safety rules, regulations, policies, and procedures as outlined and explained by the instructor. Students will not operate any equipment and/or work with tools until properly instructed to do so without permission from the instructor.



### **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. Refusing to accept constructive criticism.
7. Not following the accepted procedure.
8. Concealing errors and/or making excuses for errors.
9. Not using proper disposal facilities for contaminated dressings, syringes, etc.
10. Using poor judgment in measures concerning patient safety.
11. Not notifying proper personnel of changes in patient status.
12. Failure to assist any patients not assigned when they need/call for help.
13. Not completing assignments and not notifying the proper person.
14. Leaving a patient who requires a student's presence.
15. Taking shortcuts to the detriment of patients.
16. Attempting a procedure without understanding the what, how and why of the procedure.
17. Failure to report off to primary resource professional.

### **DRUG SCREENING and BACKGROUND CHECKS**

Students participating in clinical training must have a level 2 background check before participating (information is in the program application). The information received regarding any offense will be handled on an individual basis and an offense of a serious nature could result in the following inabilities:

- attend the required clinical training for the program,
- take the Florida State Board Examination, which is mandatory to obtain a practical nursing license, and/or
- be employed after completion of the program.

A urine drug screen will be required by Student Check (information will be given the first day of class). A Medical Review Officer will contact any student with a positive reading for illegal substances or prescription drugs. Students with illegal substance detected or without a valid prescription for the drug detected will be immediately dismissed from the Practical Nursing Program.

### **HEALTH REQUIREMENTS**

**Each student must provide evidence of immunity *prior* to their participation in clinical rotations.** FCTC has contracted with [My Clinical Exchange](https://www.myclinicalexchange.com/FAQ.aspx) (<https://www.myclinicalexchange.com/FAQ.aspx>) and [CB Bridges](https://mycb.castlebranch.com/) (<https://mycb.castlebranch.com/>) to store and maintain student health forms (information will be emailed to you prior to the beginning of the program).

**Students who do not meet compliance prior to clinical rotations will lose clinical hours which may put students in jeopardy of meeting the minimum number of clinical hours for program completion.**

- Physical exam – to remain current throughout the 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
  - Varicella – documentation of two immunizations, titer or documentation of disease from physician - 28day requirement between doses
  - Hep B – documentation of three immunizations, or completion of declination form
  - Tdap – within 10 years
  - TB/PPD – within 1 year must remain current while in the program or CXR within 3 years
  - Influenza – current flu season or a signed declination
  - COVID-19 vaccination – while this is not required by FCTC, many clinical partners require documentation of vaccination to participate in clinical rotations at their facility (clinical partners may also require rapid COVID-19 tests in the morning prior to rotation; these tests are paid for and administered by the clinical facility); **this requirement by health care providers may impact clinical hours required in the program**
- BLS certification is included and obtained in Nursing Foundations 1 and must be maintained throughout the PN program.

### **OCCUPATIONAL EXPOSURE RISKS**

Nurses are front-line health care providers who must balance occupational risks of exposure to infectious diseases, toxic substances, and radiation while providing quality care to all clients/patients.

The First Coast Technical College Practical Nursing Program strictly adheres to the CDC recommended precautions to prevent the spread of infections in healthcare settings: [Standard Precautions](#) and [Transmission-Based Precautions](#). Standard Precautions are based on a risk assessment and make use of common-sense practices and personal protective equipment use that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Transmission-Based Precautions are used in addition to Standard Precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

FCTC students in clinical rotations in health care facilities are at risk for injuries, clinical incidents and potential exposure to infectious diseases such as:

- Hepatitis B (HBV)
- Hepatitis A
- Delta hepatitis
- Hepatitis C
- Tuberculosis
- MRSA
- Measles
- Mumps

- Rubella
- Influenza
- HIV (AIDS)
- COVID-19

A student that has an accident, injury or incident should immediately report it to the FCTC instructor, complete an agency “incident report” and an FCTC student accident report. The instructor will submit all forms to the FCTC Health Science Coordinator or Dean for appropriate submission and follow-up. The student may be responsible for costs of screening and follow-up care.

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 and accident insurance, which is included in the program fees, but this insurance **only** protects students while they are participating in official school activities.

### **COURSE EXPECTATIONS:**

It is the expectation that students arrive at the classroom on time, prepared, and willing to learn. This means:

- Students are responsible for their own transportation to class and clinical sites
  - students will arrive to class on time (must factor in travel time and traffic conditions)
  - students will be assigned to their clinical sites (staff will do their best to make accommodations, but the sites will be assigned) and
  - students will arrive at least 10 minutes prior to the start of their assigned clinical rotation (students must factor in travel time and traffic conditions)
- All course assignments must be completed prior to the class to facilitate better comprehension of content and the ability to engage in a deep level of understanding
  - students may need to dedicate additional time outside the classroom to study, access supplemental resources such as ATI, and/or practiceskills
- Students will be participating in laboratory activities that require the use of human subjects as part of the training procedures and students may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students
- Students at clinical health facilities must not leave their assigned facility during the clinical day and must notify their FCTC instructor and resource nurse should it become necessary to leave the assigned unit
  - students have the option of bringing their lunch to their clinical site or buying their lunch at their clinical site, if applicable
  - students participating at clinical health facilities are practicing under the license of their FCTC clinical instructor, therefore students are held to the highest standard working with their FCTC clinical instructor at all times
- Program Dean or Coordinators must be notified in writing of restrictions, constraints or unique situations that should be considered when determining clinical site placements. Failure to disclose any restrictions that would prevent placement at a clinical site will lead to dismissal from the Practical Nursing program.

## 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 the instructor.
  - c. Check the physician's order in 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 the 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 researching, and preparing for clinical assignments, and meeting the clinical rotation objectives.
    - Student assignments will be determined by instructor on each unit.
    - Students will be knowledgeable and prepared for clinical.
    - Plan of Care will be completed on clients as assigned by instructor(s).
    - Students arriving unprepared can result in a dismissal by the instructor 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 the instructor for review and possible reassignment.
  - d. Avoid socializing, discussing your personal life and problems with patients/clients or hospital personnel in the clinical setting.
  - e. Adhering to the ANA Code of Ethics for Nursing Students.
  - f. Attending and participating in pre-and-post conferences.
  - g. Following rules and regulations of the participating health facility.
  - h. Never accept gratuities from a patient/client or a patient/client's family member.

## 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 by their instructor when dispensing medications during all courses; independent performance may only occur 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 IVs 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 login or password during their clinical rotations**

Practical Nursing students will strictly follow the standards regarding nursing practices:

- No verbal or telephone orders are to be taken by students from physicians or physician designees.
- Students will be supervised by their instructor when dispensing medications during all courses; independent performance may only occur with preceptor, if applicable.
- At all times during a 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.
- No I.V. medications will be administered, nor I.V. starts are to be performed by the practical nursing student. Practical nursing students will be responsible for checking solution order, amount rate of infusion, I.V. site, hanging hydrating drips, calculating hydrating drip rates, and discontinuing I.V.'s as ordered.
- No blood hanging or co-signing for blood may be done by a student.
- 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.

**No practical nursing student can perform any invasive procedure without the supervision of a FCTC clinical instructor; independent performance may only occur with preceptor, if applicable.**

Nursing is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. It is expected that all students are able to perform the following core performance standards independently:

Requirements	Standard	Examples (Are not all inclusive)
<b>Critical Thinking</b>	<ul style="list-style-type: none"> <li>• Ability to perform effective clinical reasoning and judgment consistent with level of educational preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify cause/effect relationships in clinical situations</li> <li>• Use of the scientific method in the development of a plan of care</li> <li>• Evaluation of the effectiveness of nursing interventions</li> </ul>

<b>Analytical Thinking</b>	<ul style="list-style-type: none"> <li>• Cognitive skills sufficient to perform deductive/inductive reasoning when formulating nursing decisions</li> <li>• Analytical thinking, which allows for the transfer of knowledge from one situation to another</li> <li>• The ability to: <ul style="list-style-type: none"> <li>• Process information</li> <li>• Evaluate outcomes</li> <li>• Problem solve</li> <li>• Prioritize tasks</li> <li>• Use long- and short-term memory</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate different sources of diagnostic information to help arrive at a nursing diagnosis for a patient</li> <li>• Evaluate priorities in order to provide the most appropriate care</li> <li>• Evaluate data to notify nursing, physicians and other healthcare team members when necessary</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Ability to sufficiently read and comprehend the written word at a eleventh grade level or above</li> </ul>	<ul style="list-style-type: none"> <li>• Read and understand provider's orders</li> <li>• Read and understand medical information in patient records and care plans</li> <li>• Read and comprehend information presented in textbooks/online</li> </ul>
<b>Arithmetic</b>	<ul style="list-style-type: none"> <li>• Ability to sufficiently perform arithmetic at a eleventh grade level or above. Including:</li> <li>• Counting: the act of enumerating or determining the number of items in a group</li> </ul>	<ul style="list-style-type: none"> <li>• Able to calculate drug dosages requiring fractions and decimals</li> <li>• Able to calculate IV drip rates</li> <li>• Use formulas for calculations</li> <li>• Convert to metric measurements</li> </ul>

### **PHYSICAL REQUIREMENTS**

- **Visual:** visual ability sufficient for observation and data collection necessary to provide safe client care such as: preparing and administering medications, reading fine print/writing, and the ability to distinguish colors.
- **Auditory:** hearing ability sufficient to monitor and meet client needs such as: receiving verbal communication from patients and members of the healthcare team and collecting data through the use of monitoring devices such as a blood pressure monitor, stethoscope, IV infusion pumps, emergency alarms, and patient call lights.
- **Gross and fine motor coordination:** to practice safe and efficient patient care such as: responding promptly and implementing skills including the manipulation of patient's equipment, drawing up and giving injections to patients, performing CPR, measuring vital signs, collecting data such as peripheral pulses, patient skin differences, and palpation. Able to utilize computer technology.
- **Communication:** communication abilities sufficient for interaction with patients, family, and other healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds in a

coherent and concise oral and written format. Must be able to follow spontaneous verbal and/or written instructions accurately.

- **Critical thinking:** plan and implement care in the decision-making process and exhibit adequate emotional stability to react appropriately in an emergency and situations of high stress. Able to make decisions under pressure, handle multiple priorities, be flexible, and interact with others in a professional.
- **Mobility:** physical abilities to ambulate from room to room and department to department independently, maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, with the flexibility to squat and bend at the knees.

Applicants that find it impossible to perform any of these Essential Functions should consider enrolling in a program more suitable to their abilities. In the event that the use of special equipment compensates for non-compliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids, or other adaptive devices) in order to meet the Essential Functions criteria.

Students with acute physical limitations may be approved for up to 3 weeks alternative duty assignments in clinicals with a physician's note. This must be approved through the Nursing Program Administration.

### **COGNITIVE REQUIREMENTS**

- **Assisting and Caring for Others:** Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information:** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Communicating with Supervisors, Peers, or Subordinates:** Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships:** Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Getting Information:** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems:** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards:** Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to your job.
- **Monitor Processes, Materials, or Surroundings:** Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

**ACCOMMODATIONS** - See FCTC Student Handbook at [www.fctc.edu](http://www.fctc.edu)

### **STUDENT CODE OF CONDUCT FOR CLASSROOM AND CLINICAL SETTINGS**

FCTC students are expected to conduct themselves in a professional adult manner. Students whose conduct seriously affects the college's operation or property in a negative way will be disciplined according to FCTC regulations and the St. Johns County School District Student Code of Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. For this to be accomplished, it is necessary that the school environment be free from conduct that interferes with a student's right to learn and the instructor's responsibility to teach. To maintain order in the school, rules are established for the good of all. Students must always display dignity and respect towards classmates, and faculty and staff.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>) and maintain conduct that is aligned with FCTC's and the St. Johns County School District's Student Code of Conduct.

### **TRUSTWORTHINESS**

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

### **RESPECT**

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not foul language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements.

### **RESPONSIBILITY**

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

### **FAIRNESS**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly.

### **CARING**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic.

### **CITIZENSHIP**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer.



## PROFESSIONALISM

Students are expected to:

- Be trustworthy and honest in their communications.
- Treat others with courtesy and respect at all times, including listening to differences of opinions. Communication should never involve loud or offensive language, gestures or profanity.
- Take responsibility for their own actions. This includes refraining from displays of temper and not disrupting classroom or clinical activities.
- Be fair in dealings with others. Everyone should be treated fairly without regard for their status or position.
- Be kind and considerate of others. Students should treat others as they would like to be treated.
- Be good citizens and foster an attitude of cooperation. This includes obeying school and district rules, sharing information for the common good and providing a timely response when asked for assistance.

The FCTC Practical Nursing Program also follows the Code of Ethics for Nurses developed by the American Nurses Association. <https://codeofethics.ana.org/provisions>

Students are expected to comply with the legal and ethical standards of the college. Academic dishonesty and/or non-academic misconduct will result in disciplinary action.

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.

## CELL PHONES

**Cell phones are prohibited from the classroom and laboratory and may only be used with instructor approval. All personal calls will be made on student personal time.**

## DRESS CODE FOR CLASSROOM AND CLINICAL SETTING

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to themselves or others is not permitted. Students must dress and groom themselves to meet fair standards of safety and health to not cause substantial disruption of the educational process. Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc.

The overall appearance of a student in the nursing program should convey a professional image and attitude. FCTC's dress code is in accordance with accepted standards in the nursing profession, including health and safety requirements. School uniforms shall not be worn during off campus activities in a manner that will negatively reflect upon the program, college or profession. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

**FCTC student identification MUST be worn at all times.**

- **This is NON-NEGOTIABLE! Students that forget their badge, MUST check in at the main campus lobby (in Building A) and receive a visitor pass for the day. Student will be escorted to the classroom by a FCTC staff member.**
- **Students that lose their badge will be required to purchase another one.**

**Clinical Setting and Simulated Labs (on campus):**

- Uniforms must be intact, clean, and wrinkle free.
  - Uniforms must not be tight.
  - Pants must be plain royal blue.
  - No cropped, hip-huggers or low-rise pants
  - Must completely cover the skin, but not drag on the floor
  - The top must be the approved FCTC top with logo.
  - A plain solid white or black long sleeve shirt can be worn under uniform for warmth.
  - An approved lab coat with the FCTC logo may be worn over the student's uniform.
- FCTC student identification badge is required at all times and must be affixed to the neckline of the uniform. If Facility issued badge, if applicable takes precedent over FCTC badge.
- Clean, well-kept solid white or black leather or vinyl type shoes with no mesh or holes with closed toes and full backs, may be worn with socks.
- Personal hygiene and grooming should ensure safety and comfort of all clients.
- Hair must be pulled back, neatly secured off the collar, and not fall into face. Hair must be a natural color.
- Facial hair must be clean shaven or short, neat beards only.
- No false eyelashes are permitted.
- Nails must be clean and short. No polish, artificial nails or nail products are permitted.
- Perfumes, colognes, or scented lotions are not permitted.
- Tattoos or body art that is vulgar or inappropriate should not be visible or must be covered.
- No Jewelry is permitted either temporary or permanent, other than medical alert jewelry, this includes facial or mouth piercings. Students are not permitted to cover facial jewelry with a Band-Aid. A watch with a second hand is not considered a type of jewelry.
- Face mask worn must be issued by the facility.
- A headband or a scrub hat may be worn, it must be white, black, or royal blue.
- Students should arrive in clinical areas with all the required equipment (blood pressure cuff, bandage scissors, black or blue pen, black Sharpie, penlight, skill card, small notebook, watch with a second hand, and stethoscope – no covers) necessary for client care.
- No cell phones will be allowed in the clinical setting.

FCTC students **must** meet the dress code requirements for the clinical setting to participate and earn clinical hours. **Students who do not meet these dress requirements and are unable to make the appropriate corrections immediately to be in compliance will be sent home and the student will lose those clinical hours.**

### **Classroom Setting:**

- Uniforms must be intact, clean, and wrinkle free.
  - Uniforms must not be tight.
  - Pants must be plain royal blue.
    - No cropped, hip-huggers or low-rise pants
    - Must completely cover the skin, but not drag on the floor
  - The top must be the approved FCTC top with logo.
  - A plain solid white or black long sleeve shirt can be worn under uniform for warmth.
  - Sweatshirt or jacket may be worn for additional warmth.
- FCTC identification badge is required at all times and must be affixed to the neckline of the uniform.
- Clean and well-kept athletic shoes or loafers with closed toes and full backs and may be worn with socks.
- Personal hygiene and grooming should ensure safety and comfort of students and instructional staff.
- Nails must be clean and short. No polish, artificial nails or nail products are permitted.
  - No false eyelashes are permitted.
  - Perfumes, colognes, or scented lotions are not permitted.
  - Cell phones may not be used in the classroom setting unless it is used as an instructional tool at the direction of the instructor.

### **ATTENDANCE POLICY**

It is encouraged and expected that all students enrolled in the practical nursing program attend regularly to derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

**FCTC students are expected to attend all class and clinical sessions. Students MUST sign in and out for each scheduled class or clinical day to receive credit for any hours present. Time is tracked in real time minute increments. Reminder, students CANNOT miss more than 19.5 clinical/sim hours and must achieve a 75% in their Clinical Evaluation. If a student misses more than 19.5 clinical/sim hours in a rotation, the instructor does not have enough observation time to properly evaluate your skills for that course and you will be dismissed from the program.**

**Students MUST attend 90% of the program scheduled hours to successfully complete the program. The Practical Nursing Program REQUIRES students to complete 90% of each COURSE WITHIN THE PROGRAM.** A student who has missed more than 10% of the program is responsible for and must pay for additional program hours if allowed to continue in the program.

- **Students who miss 5% of each course (15 hours for PRN0098, PRN0099, PRN0290 and PRN 0291 and 7.5 hours for PRN0690) will be placed on an attendance contract**
  - **Students who miss more than 19.5 hours of scheduled clinical hours and/or more than 30 hours of a combination of didactic and clinical hours will be dismissed from the program**

**Step 1)** Students that miss 3% of the program hours: the instructor will write a referral and meet with the student to review the attendance policy to offer support for student driven problem-solving options.

**Step 2)** Students that miss 6% of the program hours: the instructor will write a referral, and the student will meet with the Health Science Coordinator or Dean. The Health Science Coordinator or Dean will place the student on an attendance contract. The contract will outline possible removal from the program for 10% or more hours missed.

**Step 3)** Students that miss 10% of the program instructional hours: the instructor will write a referral, and the student will meet with the Dean a second time. At the Dean's discretion, the student can remain in the program. However, the student will be informed by formal notice of the removal from class after missing 15% of instructional hours. The student may be permitted to re-enter at the Dean's discretion, pending program space availability.

**Step 4)** Students that miss six (6) consecutive days will be immediately removed from the program. Re-entry will only be permitted at the next enrollment at the Dean's discretion, pending program space availability.

**When it is necessary to be absent students MUST notify the instructor on or before the date of the absence. Failure to notify your instructor before the scheduled time (no call/no show) is cause for disciplinary action, including but not limited to loss of points, conference with program coordinator, and/or suspension or dismissal from the program.**

Course material, assessments and assignments missed due to absences are the responsibility of the student. Make-up work is due and assessments must be taken the next class day unless the instructor has agreed to an alternate schedule.

**Students that arrive 30 minutes late for an assigned clinical rotation will be dismissed for the day and no clinical hours will be earned. There are no exceptions.**

Students with absences could be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program and prohibited from re-enrollment in the next cohort (group of students starting the program together at the same time). **The student is responsible for managing their absences. Missed instructional hours may impact grades and financial aid awards and/or attendance status.**

## **WEAPONS PROHIBITED**

Students found to have committed one of the following offenses on FCTC property or during a school sponsored activity shall be expelled and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, any school function, or possessing a firearm at school.

Pursuant to FS 790.06, section 12(a), a license to carry a concealed weapon does not permit a firearm on campus.

- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property or a school- sponsored activity.

## **TOBACCO FREE POLICY**

**All FCTC campuses are smoking and tobacco free facilities.** Tobacco products include the use of any product, whether intended to be lit or not including smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes and vapes are prohibited.

## **ALCOHOL AND ILLEGAL SUBSTANCES POLICY**

**The FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances.** If a student, instructor, or FCTC staff member suspects a student of being under the influence of any drug, he/she will be reported to FCTC Administration and campus police immediately for further action. Please see the FCTC Student Handbook for further clarification.

## **DECLARATION OF INTENT**

First Coast Technical College's mission is to provide career, technical, and adult education to meet the changing needs of students, businesses, and 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.

## **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 accessing patient records.
3. Under no circumstances is the student to photocopy or record in any way any part of the patient/client's records.
4. Under no circumstances is the student to remove from the Affiliate premises any reports/records/notes or records pertaining to any patient/client.

5. Students may become privileged to Affiliate information which is considered private. Students who divulge Affiliate or patient/client information acquired during courses may be immediately dismissed from the nursing program.
6. 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.**

#### **ADMINISTRATIVE REVIEW AND 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 the rules and responsibilities as stated in the FCTC Student Handbook and the Practical Nursing Program Training Contract Agreement.

**Any breach of the FCTC Student Handbook and/or the Practical Nursing Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.**

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

#### **READMISSION TO PROGRAM**

Students who have left or been dismissed from the program must request to re-enter by submitting an email to the Admissions Specialist, Health Science Coordinator, or Dean. Upon approval, the student will be required to enroll in the next available course on a space-available basis. After three (3) unsuccessful re-admissions in the program, a student must wait a minimum of 1 year to reapply. Students will have no more than two (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.

**Students must meet all program and graduation requirements in effect at the time of their readmission. In addition, a student's readiness level may be assessed to determine their capacity to complete the didactic and clinical sequence of courses.**

## FCTC Practical Nursing Program

### LEVELS OF DISCIPLINE

FCTC staff should intervene in an effort to prevent or curtail student misconduct.

The Levels of Discipline will provide guidance to instructors and students and serve as the foundation of discipline for students. Students that incur an infraction listed will receive the defined discipline. Students that incur a Contract and/or Student Code of Conduct infraction not listed will meet with the Career Program Dean and Nursing Program Coordinator to review the infraction and receive discipline as assigned.

If, after receiving an initial discipline, a student incurs any additional Contract and/or Student Code of Conduct infraction, the student will immediately be referred to the Administrative Review Committee for additional disciplinary action. The Administrative Review Committee, after hearing the student's explanation, consulting with staff and committee members and doing any other investigation necessary, will decide on further disciplinary action.

If, a student remains in the program after the Administrative Review Committee meets regarding the second infraction to the Contract and/or Student Code of Conduct, and incurs a third infraction, the student will immediately be referred to the Administrative Review Committee for dismissal from the program.

In sum:

**First Offense** – discipline as listed in the Levels of Discipline; exception - a Level III offense will result in a recommendation from the Practical Nursing Program for dismissal from FCTC Practical Nursing Program

**Second Offense** – suspension from the program and referral to the Administrative Review Committee

**Third Offense** – suspension from the program and referral to the Administrative Review Committee with recommendation for dismissal from FCTC Practical Nursing Program

Please note, at any time an instructor feels threatened by **aggressive or disrespected** behavior, he or she has the authority to request that the student to leave his/her class and not return until student has met with the Nursing Program Coordinator or Career Program Dean. In this case, the student will lose hours due to the dismissal from class.

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

#### **Level I:**

Level I offenses are acts of misconduct that interfere with the orderly operation of the classroom or the clinical setting. A student who commits a Level I offense may also be subject to criminal proceedings.

#### **Infractions**

- a. **Disorderly Conduct in the Classroom/Clinical Setting** - saying or doing something that upsets the normal routine and disrupts learning in the classroom and/or clinical setting.
- b. **Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a

- person or group of persons, including instructors and/or clinical facility staff.
- c. **Dress Code** - wearing anything that does not follow the dress code as specified in the program student contract.
  - d. **False and/or Misleading Information** - failure or refusal to tell the truth to members of the college staff and/or clinical facility.
  - e. **Insubordination** - failure or refusal to follow the directions of instructors, college rules, classroom/clinical rules, or behavior contracts.
  - f. **Profane, Obscene, or Abusive Language/Materials** - using words, gestures, pictures, or objects including racial slurs that are not acceptable and/or upset the normal college/clinical routine or activity.
  - g. **Unauthorized Use of Technology, INCLUDING Cell Phones and Wireless Communications Devices** - any student found in violation of the District's Acceptable Use Policy regarding the use of technology, including but not limited to, hardware and software; using a cell phone or wireless communications device during a prohibitive time without permission in the classroom or in the clinical setting, or in violation of the Student Code of Conduct or FCTC Handbook
  - h. **Verbal Confrontation** - being argumentative, using profanity and verbally rude to an instructor, another student, or clinical staff.

### Responses and Sanctions

If a student commits a Level I offense, the instructor shall discuss the infraction with the student and request via the Program Coordinator or College Dean that the student be removed from the classroom and/or clinical setting to address the misconduct with program/college administrators, resulting in loss of hours for that day (6.5 hours). Subsequently, a Pro Social Action Plan (PSAP) will be devised and presented to the student in a timely manner.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP.
- The instructor will complete a PSAP regarding the offense and counsel the student in a teacher-student meeting, providing feedback to prevent a repeat offense.
- The student will be responsible for writing a plan that will change student behavior. The plan must be measureable and achievable. The intent of the plan is to prevent a repeat offense. The PSAP will be signed by the instructor and the student.
- The student may be placed on a contract if deemed appropriate by the program administration.

### 2. Level II:

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I, and acts directed against people or property. A student who commits a Level II offense may also be subject to criminal proceedings.

#### Infractions

- a. **Altercation and/or Fighting** – aggressive verbal confrontation and/or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive; two or more students mutually participate in the use of force or physical violence that may require physical restraint or result in bodily injury.
- b. **Bullying** -unwanted and repeated written, verbal, or physical behavior, or use of digital technologies that include any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; causes



discomfort or humiliation; creates an existence of an imbalance of power; or unreasonably interferes with the individual's academic performance or participation.

- c. **Cheating/Plagiarism** -cheating is the unauthorized use of notes or other forms of assistance, including electronic devices; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete an assignment, etc. A Level II offense within this category applies only to ASSIGNMENTS. A Level III offense for this category applies to ASSESSMENTS.
- d. **Forgery** - falsifying or altering a signature and/or time on an FCTC sign-in/sign-out sheet that is misleading to a college staff member. A Level II offense within this category applies only to SIGN-IN/SIGN-OUT SHEETS. A Level III offense for this category applies to ALL OTHER DOCUMENTS with the INTENT to mislead a college or clinical staff member.
- e. **Harassment** - any threatening, insulting or dehumanizing gesture, use of data or computer software or written, verbal, or physical conduct directed against a student or school/clinical employee which places the student or the school/clinical employee in reasonable fear of harm to his or her person or damage to his or her property and/or substantially interferes with the student's academic performance, opportunities or benefits and/or the orderly operation of the college.
- f. **Intimidation/Extortion/Threats** - making a threat or coercing another person; making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them.
- g. **Invasion of Privacy or HIPPA Violation** – video or audio recording or photographing an individual without their knowledge or consent when in a location where they should have a reasonable expectation of privacy (i.e., restroom, clinical facility, etc.) while during program hours; failure to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- h. **Leaving Campus/Clinical Site Unauthorized/No Call No Show** - leaving campus or clinical site without permission from instructor or college official.
- i. **Smoking, Vaping and Other Use of Tobacco Products** - having, using, selling or giving to other students, tobacco or vaping products on campus grounds or at a clinical facility.
- j. **Stealing** - taking the property of another without their permission.

### Responses and Disciplinary Action

If a student commits a Level II offense, the instructor shall discuss the infraction with the student and program coordinator and college dean. The student will be removed from the classroom and/or clinical setting and the student sent home for two days, resulting in two-day suspension and loss of hours for two days (13 hours). The PSAP will be presented to the student the following program day.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP.
- The instructor will complete a PSAP regarding the offense and counsel the student in a teacher-student meeting with either the Nursing Program Coordinator and/or Career Program Dean, providing feedback to prevent a repeat offense.
- The student will be responsible for writing a plan that will change student behavior. The plan must be measurable and achievable. The intent of the plan is to prevent a repeat offense. The PSAP will be signed by the instructor and the student.
- The student will be placed on a contract if deemed appropriate by the program administration.

### 3. Level III:

Level III infractions are major acts of misconduct which the FCTC has determined constitute a serious breach of conduct and/or a serious disruption of order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

#### Infractions

- a. **Aggravated Misuse of Non-Prescription Medication** - the use, sale or delivery of non-prescription medication with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.
- b. **Alcohol and Drugs** - possessing, using, delivering, buying, selling, intending to sell, receiving, or being under the influence of any drug or counterfeit drug, or planning, intending or committing any act in furtherance of the possession, use, distribution, purchase or sale of drugs, counterfeit drugs, or drug paraphernalia. This offense also includes possession, use, buying, delivery or sale of drug paraphernalia.
- c. **Arson** - (immediate referral to an appropriate agency); setting a fire or trying to set fire to school/clinical property or the property of others.
- d. **Bomb Threats/Explosives** - threatening an explosion on college/clinical property or at a college/clinical function; having, preparing, or setting off explosives (including fireworks) on school/clinical property, or at a school/clinical function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- e. **Breaking and Entering** - unlawfully and forcefully entering or trying to enter school/clinical site, school/clinical personnel property or student property.
- f. **Cheating/Plagiarism** - cheating is the unauthorized use of notes or other forms of assistance, including electronic devices; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete an assignment, etc. A Level III offense for this category applies to ASSESSMENTS.
- g. **Firearms and Other Weapons** - the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun; the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy-clubs, tear gas guns, paintball guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered weapons.
- h. **Forgery** - falsifying or altering a signature and/or time on document with INTENT to mislead a college/clinical staff member. A Level III offense for this category applies to ALL OTHER DOCUMENTS (including all Preceptorship documents), with the exception of FCTC sign- in/sign-out sheets, with the INTENT to mislead a college or clinical staff member.
- i. **Larceny/Theft** - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person and/or clinical facility.
- j. **Robbery/Extortion** - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.
- k. **Assault and/or Battery** - any threat, direct or indirect, by word or act, to do violence or harm to a

college employee, clinical employee, or student which creates a fear that violence is imminent; actual or intentional touching or striking of a school employee, clinical employee, or student against his or her will or intentionally causing bodily harm to an individual.

- I. **Sexual Offenses** - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure on campus and/or clinical site.
4. **Threat** – writing or composing and also sending or procuring the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or making a post or transmitting a threat in writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat.
5. **Vandalism:** the intentional destruction, damage, or defacement of public or private/personal property without the consent of the owner or the person having custody or control of it; damage would be \$1000 or more.

### **Responses and Disciplinary Action**

If a student commits a Level III offense, the instructor shall refer the student to the Program Coordinator and designated College Dean. They will be sent home and an Administrative Review Committee will be scheduled. The Administrative Review Committee will include the instructor, Nursing Program Coordinator, Career Program Dean, other college administrators, and student advocates/advisors. A Level III offense will result in a recommendation from the Practical Nursing Program for dismissal. The Administrative Review Committee will communicate the recommendation from FCTC.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP and any other supporting documentation.
- The instructor will complete a PSAP regarding the offense and work with the Career Program Coordinator to schedule an Administrative Review Committee immediately.
- The student will be responsible for attending and participating in the Administrative Review Committee meeting.



**First Coast Technical College Practical Nursing Program**  
**INFORMED CONSENT AND WAIVER OF LIABILITY**

I, \_\_\_\_\_, understand that as a nursing program student in clinical rotations in health care facilities, I am at risk for injuries, clinical incidents and potential exposure to infectious diseases as stated in the Practical Nursing Program Training Contract Agreement.

Neither First Coast Technical College (FCTC) 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 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 Career Program Coordinator 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 Career Program Coordinator 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 Sciences Department permission to release drug testing results, or Criminal Background Information to clinical sites that may require such information as terms of their contract with FCTC for clinical affiliations.

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

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



**First Coast Technical College Practical Nursing Program  
CONFIDENTIALITY STATEMENT**

**A Patient's Bill of Rights (1975)**

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.

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 Career Program Coordinator to release information regarding my performance while enrolled in the program.

\_\_\_\_\_  
Printed Name of Student

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

\_\_\_\_\_  
Date



**I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND PRACTICAL NURSING PROGRAM TRAINING CONTRACT AGREEMENT ARE AVAILABLE ON THE FCTC WEBSITE**

**I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN.**

I, (student name)\_\_\_\_\_understand I am held fully responsible for:

- following the rules, regulations, and policies as written in the FCTC Student Handbook
- following the rules, regulations, and policies as written in the FCTC Practical Nursing Program Training Contract Agreement including the Levels of Discipline;
- following the rules, regulations, and policies at clinical health facilities because it is a privilege to work under the license of my clinical instructor;
- notify my program coordinator and/or program dean in writing of any restrictions, constraints, or unique situations that would prevent me from attending a clinical site
- following the CDC recommended precautions to prevent the spread of infections in healthcare settings: [Standard Precautions](#) and [Transmission-Based Precautions](#)

**Any breach of the FCTC Student Handbook and/or the Practical Nursing Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.**

\_\_\_\_\_  
Health Program Coordinator Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PARENT/GUARDIAN RESPONSIBILITY** (Required for students 18 years of age or under).

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

This signature page will be kept in each student's official file.