



**First Coast
Technical College**
Your Future Comes First

2021-22

**Practical Nursing Program
Training Contract Agreement**

Practical Nursing Program

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures above and beyond those in the FCTC Student Handbook.

PROGRAM OVERVIEW

- Provide vital patient care including medication administration and assisting with medical and surgical procedures
- Evaluate patients' physical and mental well-being as a member of the professional team of nurses and physicians
- Review and implement a nursing care plan and properly document procedures and care provided

PURPOSE OF THE PROGRAM

The Practical Nursing program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

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 (193 Didactic; 107 Clinical)	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 (110 Didactic; 190 Clinical)	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.

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 students' responsibility to check FOCUS consistently.

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.

These academic requirements ensure mastery 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** is in jeopardy of achieving the minimum overall average required for the program and is subject to remediation and/or Administrative Review at the direction of the instructor.

Again, students unable to meet the academic requirements above, will not be able to advance to the next course and will have to retake the course they failed at additional expense.

Course Grades:

Classification	Weight
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 rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

ACADEMIC SUPPORT

FCTC's Academic Coaching program provides one-on-one academic tutoring and mentoring. The primary role of the Academic Coaching program is to provide support to FCTC students who have tested at the equivalent of 9th grade and above but lack the required level of basic skills for completion of their CTE program.

Students **MUST** meet program basic skills exit requirements **prior to being submitted** to the Board of Nursing to take the National Council Licensure Examination (NCLEX) exam.

Program	CASAS Reading GOALS	CASAS Math GOALS	TABE 11/12 Language
Practical Nursing	249	245	631

The secondary role of the Academic Coaching program is to provide an additional layer of support to FCTC students who are in need of assistance with the academics associated with their CTE program. Students struggling to meet the academic course requirements may be referred to the Academic Coaching program.

For more information contact:
 Academic Coach, Kelly Walters at Kelly.Walters@fctc.edu or
 Adult Education adult-ed@fctc.edu (904) 547-3456

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 time.

The student must meet with their instructor, and/or Nursing Program Director, to develop a remediation plan. The remediation activities are at the discretion of the instructor and may include retaking an assessment for a maximum score of 75%. If a student is permitted to retake an assessment, he/she will be limited to retake a maximum of three assessments per course.

The responsibility for learning and mastering the program material(s) resides with the student. If the instructor, along with the Nursing Program Director, determines that the student 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 referred for Administrative Review.

ACADEMIC POLICIES

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating in any form is a despicable act in a community of scholars and represents an egregious violation of the values of FCTC. Students suspected of cheating on either an exam or the research paper will be fully prosecuted according to the standards, policies, and process outlined in FCTC's Student Handbook and will be referred for Administrative Review.

Academic Course Materials:

Please see required textbooks for program: <https://www.bkstr.com/fctcstore>

Assessment Technology Institute (ATI)

ATI is a supplemental course resource that is included in the tuition costs and may be used in courses in a variety of ways 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 Comprehensive Assessment during Comprehensive Nursing and Transitional Skills (PRN0690). If a student does not pass, he/she MUST complete the required ATI Comprehensive Assessment Focused Review, then retake the assessment. Passing the ATI Comprehensive Assessment is a requirement for Comprehensive Nursing and Transitional Skills (PRN0690) and completion of the program.

Test Conditions:

- Electronics, of any kind (including but not limited to cell phones, smart watches, tablets, cameras, recording devices, etc.), are not allowed during examinations or reviews.
- Once a test has been started, late students may not enter or be allowed to sit for the exam.
- All tests must be scheduled for a make-up with the instructor. The instructor will work with the student on a make-up schedule with deadlines.

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.

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 are committed to prepare our students with the 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 15-minute increments.

Step 1) If a student misses 3% of the program instructional hours (**40.5 hours**), the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The instructor will notate in the student information system referral tab the summary of the meeting and plan.

Step 2) If a student misses 6% of the program instructional hours (**81 hours**), the teacher will meet with the student to review the attendance policy and support the learner. The teacher will develop a pro-social action plan for the student and determine if the student should also meet with the career specialist. The teacher will notate in the student information system, in the referral tab, summary of the meeting and plan of action. If the teacher or career specialist decide that the student may need additional outreach support from the student advisor, the teacher will direct the student to the student advisor. The student advisor will meet with the student and provide necessary outreach information to support student attendance success. If the student advisor provides additional attendance and or outreach support to the student, the student advisor will also notate that within the student's student information system referral tab.

Step 3) If a student misses 10% of the program instructional hours (**135 hours**), or a student has six (6) consecutive absences, the instructor will notify the career specialist. The career specialist will meet with the student to provide and offer options to improve their attendance. The career specialist will determine if the student will be reviewed by the attendance review committee to discuss dropping the student from the program. If a student is involuntarily withdrawn due to attendance, the re-enrollment policy must be followed.

Students must complete 90% of the program. If a student misses more than 90% of the program (135 clock-hours) and has been approved by the Administrative Review Committee to remain in the program, the student must complete makeup hours after the end of the program. Students are responsible for any/all fees associated with makeup hours.

When it is necessary to be absent due to illness or emergency situations, 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 career program specialist, 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.

If a student is 30 minutes late for the assigned clinical rotation, the student 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).

COURSE EXPECTATIONS:

It is the expectation that you arrive to the classroom and clinical locations 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 (instructors 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 practice skills
- 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 if leaving 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

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 instructor in 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 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)
Critical Thinking	<ul style="list-style-type: none"> • Ability to perform effective clinical reasoning and judgment consistent with level of educational preparation 	<ul style="list-style-type: none"> • Identify cause/effect relationships in clinical situations • Use of the scientific method in the development of a plan of care • Evaluation of the effectiveness of nursing interventions
Analytical Thinking	<ul style="list-style-type: none"> • Cognitive skills sufficient to perform deductive/inductive reasoning when formulating nursing decisions • Analytical thinking, which allows for the transfer of knowledge from one situation to another • The ability to: <ul style="list-style-type: none"> • Process information • Evaluate outcomes • Problem solve • Prioritize tasks • Use long- and short-term memory 	<ul style="list-style-type: none"> • Evaluate different sources of diagnostic information to help arrive at a nursing diagnosis for a patient • Evaluate priorities in order to provide the most appropriate care • Evaluate data to notify nursing, physicians and other healthcare team members when necessary

Reading	<ul style="list-style-type: none"> • Ability to sufficiently read and comprehend the written word at a eleventh grade level or above 	<ul style="list-style-type: none"> • Read and understand provider’s orders • Read and understand medical information in patient records and care plans • Read and comprehend information presented in textbooks/online
Arithmetic	<ul style="list-style-type: none"> • Ability to sufficiently perform arithmetic at a eleventh grade level or above. Including: • Counting: the act of enumerating or determining the number of items in a group 	<ul style="list-style-type: none"> • Able to calculate drug dosages requiring fractions and decimals • Able to calculate IV drip rates • Use formulas for calculations • Convert to metric measurements

STUDENT CODE OF CONDUCT FOR CLASSROOM AND CLINICAL SETTINGS

FCTC students are expected to conduct themselves in a professional adult manner. 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.

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 instructor’s responsibility to teach. To maintain order in the school, rules are established for the good of all.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>)

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 bad 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

The FCTC Practical Nursing Program also follows the Code of Ethics for Nurses developed by the American Nurses Association. The following is a summary of the code of ethics with interpretive statements:

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

The nurse must have a high level of respect for all individuals and allow dignity in regard to dealings in care and communication. It's important that patient's/resident's families are also treated with respect for their relationship to the patient/resident. Nurses must understand the professional guidelines in communications and work with colleagues and patient/resident families. It's important to understand the proper professional relationship that should be maintained with families and patients/residents. All individuals, whether patients/residents or co-workers have the right to decide on their participation in care and work.

Provision 2. The nurse's primary commitment is to the patient/resident, whether an individual, family, group, community, or population.

The patient/resident should always be a first and primary concern. The nurse must recognize the need for the patient/resident to include their individual thought into care practices. Any conflict of interest, whether belonging to external organizations, or the nurse's habits or ideals that conflict with the act of being a nurse, should be shared and addressed to not impact patient/resident care. Collaboration with internal and external teams to foster best patient/resident care is a necessity. Understanding professional boundaries and how they relate to patient/resident care outcomes is important.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient/resident.

It is important for the nurse to understand all privacy guidelines with regards to patient/resident care and patient/resident identifiers. Nurses involved in research must understand all aspects of participation including informed consent and full disclosure to the

patient/resident of all aspects required to participate in the study. The nurse must understand any institutional standards set in place to review his/her performance; this includes measurements of progress and the need for further review or study to meet performance standards. To become a nurse, competence must be demonstrated in clinical and documentation prowess. Standards of competence will continue at institutions and academic organizations that employ the nurse. If there is witness or recognition of questionable healthcare practice, it is important that the patient/resident is protected by reporting any misconduct or potential safety concern. And finally, the nurse will not provide patient/resident care while under the influence of any substance that may impair thought or action, this includes prescription medication.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient/resident care.

As a nurse, it's inherent that accountability for all aspects of care aligns with responsible decision making. Use of authority must be professional and about all aspects of individualism and patient/resident, ethical concerns. Nursing decisions must be well thought, planned, and purposefully implemented responsibly. Any delegation of nursing activities or functions must be done with respect for the action and the ultimate results to occur.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

A nurse must also demonstrate care for self as well as others. An ideal nurse will have self-regard towards healthcare practices and uphold safe practice within the care setting and at home. It's important for a nurse to have a high regard for care as an overall inert ability once the profession is entered. A character becoming a nurse would include integrity. Nurses should be concerned for personal growth in regard to continued learning of the profession. The ability to grow as a nurse with improvements to care, changes or trends in care should be adapted to maintain competence and allow growth of the profession.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

As a nursing profession, standards should be outlined within and external to institutions of work that dictate ethical obligations of care and need to report any deviations from appropriateness. It's important to understand safety, quality and environmental considerations that are conducive to best patient/resident care outcomes.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Nurse education should include principles of research, and each nurse should understand how to apply scholarly work and inquiry into practice standards. Nurse committees and board memberships are encouraged to contribute to health policy and professional standards. The ability to maintain professional practice standards should continue, changing and enhancing as developments in practice may, over time.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Through collaboration within the discipline, maintaining the concept that health is a right for all individuals will open the channels of best practice possibilities. The nurse understands the obligation to continue to advance care possibilities by committing to constant learning and preparation. The ability of the nurse to practice in various healthcare settings may include unusual situations that require continued acts of diplomacy and advocacy.

Provision 9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Nurses must continue to gather for committees and organize groups where they may share and evaluate values for accuracy and continuation of the profession. It is within these organizations that nurses may join in strength to voice for social justice. There is a need for continued political awareness to maintain the integrity of the nursing profession. The ability of the nurse to contribute to health policy should be shared among the profession, joining nurses throughout the world for a unified voice.

American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD

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.

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 in the classroom and clinical setting as they progress through the program.

Students will be evaluated on these Career Ready Practices, and they 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.

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 students 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 the program or profession. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

Clinical Setting and Simulated Labs:

- 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 and/or sock, but not drag on the floor
 - The top must be the approved FCTC top with logo.
 - A plain solid white 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 identification badge is required at all times and worn above the waist.

- Clean, well-kept solid white, black or neutral (tan, taupe, or gray) athletic shoes or loafers (leather or vinyl type, no holes and/or mesh) 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.
- 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 should not be visible or must be covered.
- Jewelry is limited to one pair of stud earrings made of a solid material, a simple wedding band without stones and/or engravings or designs; no other jewelry is permitted (unless medically required), this includes facial or mouth piercings. A watch with a second hand is not considered a type of jewelry.
- Face mask worn must be issued by the facility.
 - If a headband is worn to secure the face mask, it must be white, black, or royal blue
- Students should arrive in clinical areas with all the required equipment (bandage scissors, protective goggles, face mask, black or blue pen, black Sharpie, penlight, skill card, small notebook, watch with a second hand, and stethoscope – no covers permitted) necessary for client care.
- Cell phones may be used in the clinical setting for educational purposes at the discretion of the faculty member or institutional policy.

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.

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 and/or sock, but not drag on the floor
 - The top must be the approved FCTC top with logo.
 - A plain solid white 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 worn above the waist.
- 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.
- 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.

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.
- 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 is 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. Please see the FCTC Student Handbook for further clarification.

HEALTH AND SAFETY

DRUG SCREENING and BACKGROUND CHECKS

Before any student can participate in clinical training, he/she must have a background check by Student Check (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.

In addition, a urine drug screen will be required by Student Check (information will be given the first day of class). The student 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 the student does not have a valid prescription for the drug detected, the student 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>), 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 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 – Current Healthcare Provider must stay current throughout PN program. This certification is included in Nursing Foundations 1.

OCCUPATIONAL EXPOSURE RISKS

Nurses are front-line health care providers who must balance occupational risks of exposure to infectious diseases, toxic substances, and radiation with 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) | • Mumps |
| • Hepatitis A | • Rubella |
| • Delta hepatitis | • Influenza |
| • Hepatitis C | • HIV (AIDS) |
| • Tuberculosis | • COVID-19 |
| • MRSA | |
| • Measles | |

If a student suffers an injury or incident, the student 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 Career Program Specialist 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.

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

If a student has left or been dismissed from the program, to re-enter, the student must request to re-enter by submitting an email to the Admissions Specialist and Career Program Specialist. If the request is approved, the student will be allowed to enroll in the next available course on a space available basis. 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.

Students must meet all program and graduation requirements in effect at the time of their readmission. In addition, students approved to repeat a course may be required to demonstrate retention of essential prerequisite knowledge and skills before being allowed to re-enter the didactic and clinical sequence of courses.

**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 Specialist 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 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 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 Specialist 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 polices as written in the FCTC Student Handbook
- following the rules, regulations, and polices as written in the FCTC Practical Nursing Program Training Contract Agreement;
- following the rules, regulations, and policies at clinical health facilities because it is a privilege to work under the license of my clinical instructor;
- 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 Career Program Specialist Signature

Date

Student Signature

Date

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

Parent/Guardian's Signature

Date

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