

PASCO-HERNANDO STATE COLLEGE

PRACTICAL NURSING PROGRAM

# Student Handbook

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**This Student Handbook is designed to provide you with information about Nursing Programs. It is to be used in conjunction with the PHSC College Catalog and the nursing course syllabus for each course. Every effort is made to keep the information in this Handbook current. However, policy and procedural changes may be made at any time. Therefore, please check with your instructor each semester. It is your responsibility to keep up to date. Any portion of the Nursing Programs Handbook may be revised at any time by action of the Nursing Department. Such revision shall be binding on all parties.**

### **Accreditation**

Southern Association of Colleges and Schools Commission on Colleges

Pasco-Hernando State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Pasco-Hernando State College.

PASCO-HERNANDO STATE COLLEGE

# Section I

## Nursing Programs Overview

## **Nursing Program's Mission**

The Nursing Programs at Pasco-Hernando State College (PHSC) serve to support and assist in implementing the philosophy and objectives of the college through the Associate Degree Nursing Program, the Technical Certificate Practical Nursing Program, and continuing education for licensed nurses. Members of the nursing faculty recognize their responsibilities to support diverse learning experiences which guide students in attaining academic success and cultural growth, to build and expand their knowledge and skills to promote their own personal and professional development and to participate in community activities in a global society.

## **Purpose**

The Technical Certificate Practical Nursing Program will:

1. Prepare an educated entry level practitioner who provides safe, competent nursing care to clients experiencing defined health needs with predictable outcomes in a variety of nurse practice settings.
2. Provide a foundation for future education in nursing and lifelong learning.
3. Foster a commitment to the art and science of nursing.
4. Provide opportunities for cultural enrichment and for personal and professional development.

## **Nursing Philosophy**

The PHSC nursing faculty believes that nursing is an art and a science with its own unique body of knowledge. This body of knowledge is derived from the scientific and/or theoretical principles of the arts, nursing and the physical, biological, social and behavioral sciences.

The nursing faculty believes that the core concepts of nursing are the person, health, environment, and nursing. We believe that each person is a unique and holistic individual with dynamic **basic health needs** which are critical to physiological and psychological integrity. The person, as a client, is a consumer of health care. We believe that health is a dynamic state in which a person adapts to changes in his/her internal and external environments to maintain physical, emotional, intellectual, social and spiritual well-being. We believe that the environment consists of all internal and external factors that influence the person. These factors include but are not limited to physical, bio psychosocial, and cultural surroundings. We believe that **nursing** is the interactive, holistic process whereby a client is assisted to attain and maintain an optimal level of health within a nurse practice setting. A client is a person, family, or community. A nurse practice setting is anywhere the physical and/or psychosocial relationship of nursing care is established.

The nursing faculty believes that **nursing process** provides the framework for analysis of the practice of nursing and helps to incorporate the ability of the nurse to function in identified, interactive roles. Nursing roles are defined as: provider of care, communicator, teacher, manager and member of profession. The nursing faculty further believes that nursing education provides the pre-requisite knowledge and environment for nursing students to develop practice and evaluate critical thinking and clinical judgment based on their scope of practice relative to their licensure status.

## **Nursing Education**

The nursing faculty believes that nursing education is a dynamic interactive process that utilizes theoretical instruction and clinical practice in a curriculum developed by nursing faculty. Opportunities are provided for students to progressively apply the nursing process to client care across the lifespan in a variety of nurse practice settings. Learning experiences reflect the unifying curriculum concepts within the cognitive, psychomotor and affective domains of learning.

The nursing faculty believes that learning is a lifelong process that proceeds at varying rates and one in which new information and experiences are incorporated into and become a part of each individual's cognitive framework. New information and experiences are incorporated into an individual's cognitive framework more readily when presented from simple to complex and from common (more frequently occurring) to uncommon (less frequently occurring). Learning is demonstrated by changes in attitudes and behavior. Motivation for these changes must take place within the learner and is facilitated by the teaching-learning process that leads to self-discovery.

The nursing faculty believes that the evaluation of teaching and of learning are ongoing formative and summative processes. We believe that self-evaluation and instructional evaluation are integral parts of education. Instructional evaluation is predicated on the responsibility of nursing faculty to maintain expertise in their respective areas such as teaching, service, clinical practice and/or scholarship. Curriculum evaluation is based on established philosophy and objectives, outcome

achievement, and regulatory/accredited agency guidelines that are reviewed annually by nursing faculty. Opportunities for student contribution are provided. Faculty, students and a Nursing Advisory Committee participate in review of Nursing Program outcomes.

The nursing faculty believes that the Practical Nursing program is the entry level into the practice of nursing. The nursing faculty further believes that practical nurses are prepared to provide client services in a variety of nurse practice settings and administer care to clients experiencing defined health needs with predictable outcomes. Practical Nurses assist with client care under the supervision of the Registered Nurse and within the limits set in the scope of practice.

The nursing faculty further believes that the Associate Degree Program in Nursing (ADN) is the minimum preparation for practice as a registered nurse and that it spans a period of at least two years in an academic setting. The location of the ADN Program and the Technical Certificate Practical Nursing Program within the community college setting is appropriate to acquire the necessary body of knowledge for individuals to take their places in the community as educated productive citizens prepared for competent technical and practical nursing practice. This setting provides educational opportunities without regard to race, color, age, religion, marital status, sex, disability or national origin.

This philosophy statement, as developed by PHSC nursing faculty, is in agreement with the standards set forth by the Florida State Board of Nursing, the Florida Department of Education, and with the criteria established by the National League for Nursing Accrediting Commission.

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Faculty Workshop, Pasco-Hernando Community College, April, 1981.

Faculty Workshop, August, 1987.

Faculty Review and Approval, June 1991, 1992.

Faculty Review and Revision May 1993, January 1994.

Faculty Review and Approval, May 1994. Nursing Advisory Committee Review and Approval, January 1995.

Faculty Review and Revision, Fall 1999/ Spring 2000

Faculty Review and Revision, Fall 2004/ Spring 2005

Faculty Review and Revision, Fall 2014

Faculty Review and Revision, Fall 2015

Faculty Review and Revision, Spring 2017

Faculty Review and Revision, Fall 2018

### **Nursing Scholarship**

To ensure an academically rigorous and structured approach to nursing education, the nursing faculty have adopted the following definition of nursing scholarship, which is reflected in the nursing curriculum.

### **Definition of Nursing Scholarship**

The efforts whereby an individual or group of individuals applies learned knowledge in order to promote professional growth of a discipline. The efforts (activities) include but are not limited to: clinical practice, writing for professional journals; participating in review/edition/writing of textbooks; attendance at conferences to engage in critical thinking/learning activities; participating in community, national and international associations, and participating in research development of educational engagement/mentoring activities to improve learning outcomes

Furthermore, the Nursing Faculty believes that it is imperative to provide learning opportunities for both faculty and students to participate in the pursuit of nursing scholarship activities so as to improve both student and professional outcomes.

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Nursing Faculty Meeting, 2010

Faculty Review, 2014

Faculty Review, 2015

Faculty Review, 2017

Faculty Review, 2018

## Nursing Program Conceptual Framework

The unifying concepts for the nursing program at PHSC are the **basic health needs, roles of the nurse** and **nursing process**. These concepts, as defined by this faculty are:

<b>Basic Health Needs:</b> The basic health needs, which are influenced by internal and external factors are as follows:	
<b>Oxygenation</b>	Is the need to maintain normal circulatory and respiratory functions as indicated by established physiological factors
<b>Nutrition</b>	Is the need to ingest and metabolize foods and fluids in order to build and restore tissues and to promote balance of fluids and electrolytes within the body
<b>Elimination</b>	Is the need to discard products of metabolism that are no longer useful to the body
<b>Mobility</b>	Is the need for movement within the environment to perform activities of living and to maneuver safely at an optimum level for the person
<b>Comfort/Safety</b>	Is the need to maintain a positive image, and an environment that is conducive to adequate rest and sleep patterns, and to manage stress and pain
<b>Security</b>	Is the need to function in an environment that provides for protection against disease and assaults or insults to the person

## Roles of the Nurse

The roles of the Practical Nurse in assisting client(s) to meet basic health needs are identified as follows:

**Provider of Care:** As provider of care, the Practical Nurse utilizes nursing principles, critical thinking and interactive skills to assist the Registered Nurse in the provision of individualized client care, characterized by caring, clinical competence and accountability.

**Communicator:** As a communicator the Practical Nurse demonstrates cultural awareness, individual respect and unconditional regard for the client and the client's choices. This is accomplished through the use of verbal and non-verbal interactive skills that support a therapeutic environment of caring, compassion and trust. The Practical Nurse effectively interacts with the client, significant others, colleagues and other members of the health care team to provide bio-psycho-social support for the client as well as assist the Registered Nurse to promote positive client outcomes.

**Teacher:** As a teacher the Practical Nurse reinforces information provided to clients based on awareness of teaching and learning principles to help improve positive outcomes.

**Manager of Care:** As a manager of care, the Practical Nurse participates as a member of the interdisciplinary health care team under the direction of the Registered Nurse to assist in the efficient delivery of care.

**Member of Profession:** As a member of a profession, the Practical Nurse demonstrates a commitment to caring, professional growth, continuous learning and self-development, and practices within the legal and ethical parameters of nursing based on standard of care and scope of practice.

## Nursing Process

The nursing process provides an operational framework for the nurse to insure safe, effective care. The nurse utilizes critical thinking to effectively implement the nursing process and provide the basis for appropriate clinical decision making. Critical thinking is the use of reasoning in the analysis, synthesis and evaluation of client data and other information. Clinical decisions are judgments made resulting in therapeutic nursing interventions to increase the effectiveness of care and mobilize resources to attain positive client outcomes. The following table differentiates the role of the ADN and the LPN in each component of the nursing process.

Process Component	LPN	ADN
Assessment	Collects pertinent data/information. Contributes in the initial and ongoing Assessments to be used in initial and ongoing observations for patients	Assesses pertinent data/information and uses that information to formulate a plan of care for patients and/or a group of patients
Nursing Diagnosis	Assists with, performs, supports, and contributes in the formulation of the patient nursing diagnosis.	Formulates and prioritizes nursing diagnosis.
Planning	Performs interventions, supports, and contributes to the plan of care for the patient.	Manages, implements, supports, and contributes to the plan of care for the patient. Determines and prioritizes care outcomes. Implements therapeutic and preventive nursing treatment.
Implementation	Performs activities related to plan of care.	Performs or delegates activities to be performed related to the plan of care.
Evaluation	Observes and reports outcomes and assists with the revision to the patient's plan of care through collaboration with the RN and other healthcare members.	Decides on the effectiveness of care and modifies the plan of care based on the change in the patient condition and clinical judgment.

Furthermore, the nursing faculty has defined major curriculum threads that are addressed throughout the nursing programs. The major curriculum threads are:

Growth and Development	are the individualized orderly, anticipated, dynamic processes beginning with conception and continuing to death
Pharmacology	is the study of the source, properties, uses, action and effects of any oral, parenteral, or topical substance used to alleviate symptoms of and treat or control a disease process or aid recovery from an injury.
Pathophysiology	is the study of altered function of body organs and systems. Actual or potential pathophysiologic change indicates the need for nursing assessment, diagnosis, planning, implementation and evaluation.
Nutrition	includes the processes involved in the taking in of nutrients in order to maintain and improve optimal body functioning and maintenance of health. These include metabolic processes such as but not limited to ingestion, digestion, absorption, assimilation and excretion.
Cultural Awareness/Gender Diversity	includes the recognition of and respect for the effects of a person's values, beliefs, attitudes, customs, lifestyle and gender on health care and health care related choices.
Health Promotion	is the provision of knowledge and resources necessary to enable the client to maintain or to enhance a present level of health.

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Faculty Review and Revision, March – April, 1999  
Faculty Review and Revision, May, 2000  
Faculty Review and Revision, May, 2004/2005  
Faculty Review and Revision, 2014  
Faculty Review 2015

### **Nursing Department Organizational Chart: ADN and LPN**

The chart below depicts the organizational structure of the Nursing Department: ADN and LPN programs. As programs are run on multiple campuses, there is a distribution of available services based on course offerings. The Associate Dean of Nursing serves to oversee ADN and LPN programs and performs faculty evaluations for full time and adjunct faculty in addition to handling administrative issues relative to these nursing programs. The Associate Dean is responsible for providing direction and decision making relative to student issues. The Associate Dean of Nursing reports to the Dean of Nursing and Health Programs.

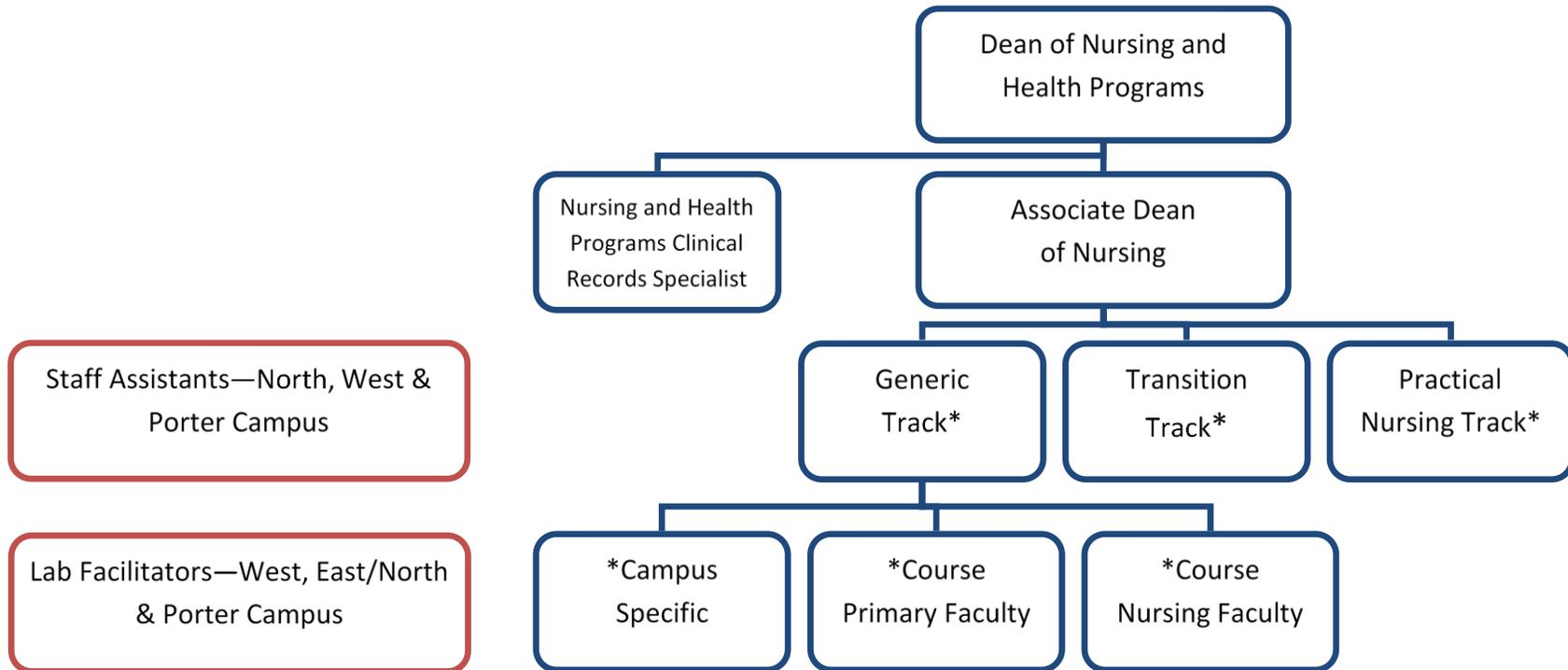
The Nursing and Health Programs Clinical Records Specialist reports to the Dean of Nursing and Health Programs and is responsible for coordination of all student and faculty clinical paperwork required by clinical agencies, helps to coordinate clinical placement for students along with working with faculty regarding clinical site issues.

For each nursing course combination, a full time faculty member maintains a role as the Course Primary Faculty. This full time faculty member is responsible for coordination of the specific course ensuring consistency across campuses. In addition, the Course Primary Faculty serves as the initial point of contact should there be a student issue that requires additional consideration. The Course Primary Faculty notifies the Associate Dean of Nursing in terms of chain of command. If an issue arises in a remote campus related to the Nursing Program Policies and Procedures or Nursing Curriculum, the Associate Dean for Nursing or Dean of Nursing and Health Programs should be notified. For other student issues that arise at a remote campus, the Associate Dean or Provost for that campus should be notified.

Nursing faculty consists of both full time and adjunct members. Distribution of faculty is based on campus and course offerings. Lab facilitators contribute to clinical simulation labs and nursing skills labs. Distributions of lab facilitators are based on campus assignment. Staff assistants are present on North, West and Porter campus at the present time.

With regard to a nursing student issue of concern, the chain of command is as follows: (1) Course faculty, (2) Course Primary Faculty, and (3) Associate Dean of Nursing. To make an appointment with the Associate Dean of Nursing, please contact the Staff Assistant on West campus.

Pasco-Hernando State College  
Nursing Department Organizational Chart - ADN and LPN



West Campus: Generic Days, Transition Days, Practical Nursing Days and Practical Nursing Evenings

East Campus: Generic Days

North Campus: Transition Days and Practical Nursing Days

Porter Campus: Generic Days, Transition Evenings, Practical Nursing Evening

Subject to change dependent upon enrollment, sponsorship and needs assessment – January 2014

## **Technical Certificate Practical Nursing Program**

The Practical Nursing Program consists of a three (3) semester track, (1350 technical credit hour), designed for the student with no previous nursing education. See current year's Catalog and Student Handbook.

Graduates of this program are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) in accordance with the regulations set forth by the Florida Nurse Practice Act.

### **Program Objectives**

The objectives for the graduate of the Practical Nursing Program are to:

1. Utilize the nursing process in giving care, applying concepts of human growth and development, therapeutic principles of nutrition and cultural awareness according to established standards.
2. Utilize data collection skills to provide individualized care.
3. Utilize communication skills effectively in interactions with clients and their families, health team members and care agency personnel.
4. Document delivery of care appropriately in the electronic health record system.
5. Provide hygienic care and assist the client with activities of daily living.
6. Provide nursing care for clients with more frequently occurring health needs affecting oxygenation, nutrition and hydration, elimination, comfort and safety, security, and mobility.
7. Provide nursing care for a group of 4-6 clients experiencing acute and chronic illnesses that are common and well defined, under the direction of the experienced Registered Nurse.
8. Administer medications and specific treatments safely.
9. Participate as a member of the interdisciplinary health care team.
10. Demonstrate a commitment to self-growth, practicing within the framework of the profession's legal and ethical parameters based on standard of care and scope of practice.
11. Suggest and adapt to constructive changes in the health care delivery system, utilizing appropriate channels of communication.
12. Demonstrate employability skills specific to practical nursing

### **Intended Outcomes**

The objectives for the graduate of the Practical Nursing Program are based on meeting the essential competencies outlined by the Florida Department of Education (FDOE). They are:

Florida Department of Education (FDOE) Student Performance Standards, specifically intended outcomes 1-16 complete the occupational completion point of A of Basic Healthcare Worker SOC Code 31-9099.

Florida Department of Education (FDOE) Student Performance Standards, specifically intended outcomes 17-27 complete the occupational completion point of B of Nurse Aide and Orderly SOC Code 31-1014.

Florida Department of Education (FDOE) Student Performance Standards, specifically intended outcomes 28-48 complete the occupational completion point C of Licensed Practical Nurse SOC Code 29-2061 (Licensed Practical and Licensed Vocational Nurse).

Please refer to the FDOE Curriculum Frameworks page for the most up to date information:

<http://www.fldoe.org/workforce/dwdframe/>

PASCO-HERNANDO STATE COLLEGE

# **PART II**

## **Student Policies**

**PHSC NURSING PROGRAMS' HIRRE POLICY**  
**Code of Academic and Clinical Integrity**  
**Honesty Integrity Respect Responsibility and Ethics (HIRRE)**

It is expected that PHSC nursing students strive for **HIRRE** nursing accountability. As a student, you have an obligation to report any student that is violating the HIRRE principles.

**Violation of the HIRRE Policy can lead to immediate expulsion from the Nursing Program without eligibility for enrollment.**

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

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

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

As a PHSC nursing student, you will demonstrate **respect** for your instructors, peers, and patients.

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

As a PHSC nursing student, you will demonstrate **responsibility** for your actions.

- Academic responsibility includes handing assignments in on time and not representing the work of another as your own. You should never give your paper work to another student taking the same course, and should not accept paperwork or guidance from other students regarding exams or assignments.
- Clinically, responsibility refers to the execution of duties associated with the student nurse's particular role, depending upon where you are in the program. Clinical responsibility involves arriving on time to your clinical agencies, remaining there the entire time even if you are at an observational site and your instructor is not present, and informing your instructor if changes in the assignment occur. Failure to perform these acts can be considered patient abandonment.
- Inappropriate use of social media is not permitted and can result in HIPPA violations.

As a PHSC nursing student, you will demonstrate **ethics** in your conduct. Ethics involve the following principles:

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

To make a report, please call and make an appointment with the Associate Dean of Nursing. All reports will remain anonymous. Consequences for violations of these principles will depend upon the severity of the infraction. Specific information regarding cheating and plagiarism can be found in the student handbook. Violations may result in disciplinary procedures and/or dismissal from the Nursing Program without eligibility to enroll.

### **Criminal Background Checks**

Upon admission each student accepted into a nursing program must obtain a criminal background and level two background check with fingerprints. Any student whose level two background check indicates a history of a charge (excluding traffic offenses) may be at risk for not being able to gain placement within clinical rotations. Each facility that would be part of the student's progression through the program would need to be apprised of the student's background as not being clear. Some facilities may deny entrance to their facility based on this alone. Other facilities may choose to meet with the student, review the charges and disposition prior to ruling whether or not the student would be allowed to complete his/her clinical rotation at the site. The clinical agency has the right to deny a student access to their facility, which may result in the student's inability to both satisfy the course clinical objectives and complete the nursing program. The school is not responsible for securing a replacement clinical rotation for the student. Should a student be denied access to the clinical site, the student would not be able to progress in the program. The student may find them self in the position where they would need to withdraw from the course, however still be financially responsible for the course, should the date for DROP passed.

All students are required by the college (at their own expense) to obtain a Criminal Background Check from the company Castle Branch ([www.castlebranch.com](http://www.castlebranch.com)) a minimum of once a year. The cost for these items is included in the fees associated with the program and does not require an out of pocket expense to most students. Students are to initially submit two (2) paper copies to the Nursing Programs office at the time of program orientation and sign the "Consent for Release for Criminal Background Check" form so that information can be released to the student's assigned clinical agency.

In addition, students are required to provide an updated background check, two (2) paper copies, after their first year in the nursing program. They must also report to the Nursing Department any changes to their background status should this occur during their enrollment in the program. Failure to report a change in one's criminal background status to the Nursing Department will result in the student's immediate dismissal from the program without eligibility to re-enroll. If a student does not attest truthfully to all charges/ convictions/or arrests on the background attestation form which is required to be completed as part of the admissions process once accepted into the program, the student will be immediately dismissed without eligibility for reenrollment.

### **Health Clearance**

Upon admission to the Health Programs, a current complete physical examination is required utilizing the Health Programs Physical Examination Report (SAR-40) provided for that purpose. Students cannot enter the clinical setting until this requirement has been satisfied. The health records are reviewed by the Clinical Records Specialist and are retained in the student records in that office.

In instances of major illness, surgery, accident, or an infectious disease, students will be asked by faculty/Associate Dean of Nursing to submit a physician's statement of release prior to reentering campus and/or clinical settings. A repeat physical exam may be required. Failure to provide faculty of any health concerns places the client, staff and other students in jeopardy.

Since some clinical practice settings or assignments may be contraindicated during pregnancy, the student needs to advise the clinical faculty of the pregnancy. Reasonable accommodations will be made so that the student can meet required course outcomes.

### **Drug/Alcohol Screen Policy**

Upon admission to the nursing programs, current (within the last three (3) months), negative drug/alcohol screens are required. Student may be required to repeat the drug/alcohol screens per clinical agency request.

Students cannot enter specific clinical settings until the requirement is satisfied. The drug/alcohol screens are reviewed by the Associate Dean, Nursing Programs or an approved designee and may be utilized by the clinical agency to determine student clearance for clinical placement. Failure to submit drug/alcohol screens or positive results may prevent progression in the program. The Associate Dean of Nursing may require a student to obtain an IPN (Intervention Project for Nurses) evaluation or a urine drug screening test, as a condition to re-enter or to continue in the nursing program, when there is sufficient reason to suspect substance abuse may be present.

### **Insurance Coverage**

The College **does** require Health Program students to purchase liability/malpractice insurance for clinical assignments. The required liability insurance fee is incorporated annually into tuition fees, fee subject to change.

The College **does not** carry health insurance for students or family members. The school does carry accident insurance which assists students if they injure themselves while participating in a nursing program activity. In the event of an accidental needle stick or unprotected exposure to blood or body fluids, the student should immediately report the incident to their clinical instructor and is advised to seek advice from their healthcare provider regarding treatment and follow-up. Neither the college nor the clinical agency will pay for any treatment rendered as a result of accidents or injuries that occur while on clinical assignment, however, students will purchase, through the college, accident insurance to cover **clinical** accidents and injuries only. The insurance cost for accidents and injury in the clinical setting is \$8.00 per year.

### **Disability Statement**

Pasco-Hernando State College provides reasonable accommodations for students with disabilities in compliance with *Title II of the Americans with Disabilities Act of 1990*. A student who is in need of one or more accommodations for a disability must make a request either verbally or in writing to the Coordinator of Disabilities Services. In the event that a request is made directly to an instructor or other staff member, the instructor or staff member must refer the student to the Coordinator of Disabilities Services. The student must self-identify the disability by completing the *Self Identification and Authorization Form for Students with Disabilities (SDS-1)* as well as provide documentation of the disability that complies with the PHSC published Guidelines for Documentation of a Disability. Confidentiality is strictly maintained for any records provided to the Office of Disabilities Services related to the student's disability. Under the law, PHSC is allowed to request documentation that reflects the current functioning of the student.

### **Attendance**

The Practical Nursing program is a technical clock hour program and students must meet the Florida Board of Nursing requirements for attendance hours in addition to the college requirements.

### **Theory and/or Lab**

Students are expected to attend all class, laboratory, and clinical sessions and to be on time. Any absences from class and laboratory sessions are to be reported by phone to the faculty to which assigned, prior to the class or laboratory time. It is the student's responsibility to obtain any information provided on the day of absence including handouts, directions, class notes, etc. from class members. It is the responsibility of the student to make an appointment to see the faculty responsible for the class to clarify any questions. PN student hours are recorded in clock hours and all time is accounted for and reported for financial aid considerations. Nursing students must be in compliance with required college policies related to attendance verification for courses.

Students may not miss more than 10% of course theory hours (example if the course has 60 theory hours, the student cannot miss more than six (6) hours for that course). Any student exceeding the missed hour maximum must schedule an appointment with the Associate Dean of Nursing.

Students who miss all or part of a theory class may be given a make-up assignment to enhance the student's learning. Any missed skills lab hours must be made up.

## Clinical Absences and Tardiness

There is a Zero Tolerance Policy for CLINICAL LATENESS across all campuses and all Nursing Courses. Student's arriving late for clinical will be turned away and will receive a zero grade for the day. Clinical Absences are to be reported by phone to the clinical instructor or clinical facility prior to the start of the clinical day/activity. Phone numbers for clinical agencies and clinical instructors will be provided. Students are expected to be present for all clinical days. Students may not miss more than 10% of the number of clinical days rounded to the next whole number with a documented and verifiable reason approved and accepted by their instructor with the approval of the Associate Dean of Nursing. For a course that has 10 Clinical days or less, the student may not miss more than 1 clinical day. For any course having more than 10 clinical days the student may not miss more than 2 clinical days. Limited exceptions to the clinical absence policy may be made on an individual basis by clinical faculty in consultation with the Associate Dean of Nursing and only with proper documentation to validate the need for an absence.

Unapproved absences from clinical will receive a grade of "0" for the clinical day. Leaving a clinical site earlier than the scheduled departure time (with approval) will result in a "0" grade for the day and count as a clinical absence. Faculty may require the students to submit additional assignments to enhance student learning. However, these additional assignments will not replace the "0" grade for the day or impact the 10% rule; i.e., the absence(s) will still count. Absences from clinical that are documented/verifiable and approved by the clinical instructor and the Associate Dean of Nursing will not receive a performance grade on the day of the absence and their performance proficiency will be calculated based on the days in attendance (including any "0" grade for a day with an unexcused absence). Nursing students must be in compliance with required college policies related to attendance verification for courses. There is no make-up for missed clinical days. Students are required to stay at the clinical site unless authorized to leave by faculty.

Exceeding the number of maximum missed days with or without approval of valid and documented reasons will result in a grade of "F" with an immediate dismissal from the course. The student will need to repeat the course to progress within the program based on availability and eligibility.

Students who are absent from clinical and have not contacted the instructor to report the absence prior to the clinical start time ("no show/no call"), will receive a grade of "F" in the course and an immediate dismissal from the course. Individual circumstances may be handled on a case by case basis by the Associate Dean of Nursing.

## Testing/Examination – Practical Nursing Program

1. All required learning activities are subject to examination.
2. Quizzes may be administered in clinical pre/post conferences to evaluate specific competencies identified in the Clinical Grading Rubrics.
3. Scheduled and/or unscheduled quizzes may be given in nursing courses.
4. Skills competency examinations may be administered in the campus laboratory. (See course lab policy.)
5. Books, papers, any electronic devices, cell phones, smart phones, smart watches and/or any Wi-Fi or internet accessible devices are not allowed during examinations or exam review sessions.
6. With regard to paper/pencil tests: The student must ensure that scanner answer sheets are completed correctly. Incomplete erasures and/or stray pencil marks are detected by the electronic equipment used to process answer sheets, which can result in inaccurate scoring. The student must submit the answer sheet(s) and examination booklet to the proctor at the conclusion of the exam period. With regard to computer tests: The student must submit the answer grid prior to leaving the testing room.
7. Students should exit the testing site quietly. No re-entry is allowed until all students have completed the exam.
8. The method and scheduling of test review is at the nursing faculty's discretion.
9. In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify the appropriate faculty to request an excused absence at least 15 minutes prior to the exam. (*Individual circumstances will be handled on a case to case basis*).
  - a. Missing an exam will result in a 10-point deduction in the grade on the make-up exam.
  - b. Absence calls received after the start of the exam will result in an additional five (5) point grade reduction
  - c. Documentation of the inability of the student to be present for the exam is required for a make-up exam to be scheduled. The student will be given an alternate test format as a make-up exam.

- d. Failure to complete the make-up exam at the scheduled time will result in a grade of zero for that exam.
  - e. Notification of the faculty requires a response by the faculty member(s) notified. Sending an email or text/voice message without reaching the faculty member does not constitute notification.
10. Students must notify nursing faculty if they are going to be tardy:
- a. No student will be admitted to the testing site after the first student completes the exam and leaves the testing site.
  - b. If upon arriving late, entry is granted, the original test time remains, and the student(s) will only be allotted the remaining test time to complete the test.
  - c. Excessive bathroom breaks (frequency or excessive length of time outside of testing room) will result in a zero grade for the exam. Bathroom breaks will be monitored by faculty.
  - d. Tardiness or a student causing a disruption in the testing environment will result in a five (5) point deduction.
11. Students are expected to complete any make-up exam immediately upon return to class/clinical activities unless faculty grants an extension. If the student's make-up exam is placed in the Academic Success Center (ASC), the student must bring pencils, scanner sheet(s) and photo identification and comply with ASC Policy and Protocols. Test(s) must be completed in the designated time frame.
12. The specific objectives to be attained by the student and the method of calculating the final course grade is written in each course syllabus. Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course.
13. All tests are time-limited.
14. Minutes per question:
- 1 minute per multiple choice, multiple response, fill/in, true/false
  - 2 minutes per math calculation
  - 1 hour for dosage exams (20 questions maximum)
  - Math Mastery Exams and Essay exams are determined by the Instructor
15. Multiple response questions included on any exam must include all correct responses to receive credit for the question. No Partial Credit will be given.
16. All bags, books, personal belongings, including all electronic devices, cell phones, Smart Phones, watch phones and/or other Wi-Fi accessible devices need to be placed at the front or side of the testing room and may not be accessed during the test or test reviews. All cell phones need to be turned off.
17. The use of any electronic device, cell phone, smart phone or other Wi-Fi accessible devices during the testing or test review period is strictly prohibited. If a student accesses any of the aforementioned devices during a test the student's test will immediately be stopped, and the student will receive a zero grade for the test.
18. Any observed cheating will lead to the student(s) observed to be cheating, immediately having their test stopped, be removed from the testing area, and receive a zero grade for that test. A formal disciplinary write-up will be placed in the student file. If a student has more than one observed and documented cheating incident while in the nursing program, the student will receive an F for the course he/she presently is in, and will be dismissed from the program without eligibility for reenrollment into the nursing program.
19. Any photocopying, hand copying photographic copying, keeping copies of tests, scratch paper used during a test, and/or sharing of any test information whether through electronic or verbal means, internet or social media will lead to an immediate F in the course, and dismissal from the program without eligibility for readmission into the program for all students involved.
20. Only laptop computers or desk computers provided by the school are permitted to be used during scheduled computerized testing.

Grades will only be available via myPHSC or WISE

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, the following behaviors:

1. During the prescribed period of course graded exercise,
  - a. the unauthorized granting or receiving of aid
  - b. consulting written materials such as notes or books
  - c. looking at the exam paper, scratch papers, cheating material, or computer screen of another student

- d. verbally consulting with any other student taking the same test/graded exercise
- e. Plagiarism
- f. See further descriptive elements as outlined below\*.

Any instance of cheating or plagiarism is taken very seriously by the Nursing Program. For any violation involving cheating or plagiarism, either knowingly or unknowingly will lead to a zero grade for the assignment or test.

Depending on the situation of the first violation, and based on the instructor's, Associate Dean of Nursing's, and Dean of Nursing and Health Programs' collaborative decision, any student may be dismissed immediately from the program without eligibility for re-enrollment to any PHSC nursing program. Should the student be dismissed, the student will receive a grade of "F" in the course. In all instances, a second transgression of either or two offenses of cheating or plagiarism of any kind within the Nursing Program will lead to immediate dismissal from the program without eligibility for reenrollment into any PHSC Nursing Program. The student will receive an F grade for the course.

- 2. photographing or copying in any media a graded exercise or exam
- 3. asking/having another person take an examination or complete a graded exercise in the student's place
- 4. taking an examination or completing a graded exercise for another student
- 5. changing answers on a graded exam or assignment and attempting to gain credit for those answers.
- 6. stealing visual concepts, such as drawings or diagrams and presenting them as one's own
- 7. stealing, borrowing, buying, or disseminating tests, answer keys or other examination material, research papers, creative papers, speeches, etc.
- 8. misrepresenting completion of clinical hours or clinical assignments or lab hours
- 9. submitting falsified or unverifiable documentation to support an absence, tardy or medical record and/or vaccination or CPR Certification.

Any occurrence or infractions # 2 through # 9 will lead to immediate dismissal from the program and an "F" in the course in which the student is enrolled.

**STUDENTS ARE HELD ACCOUNTABLE FOR THE POLICIES REGARDING ACADEMIC DISHONESTY AS OUTLINED IN THE COLLEGE'S CATALOG AND STUDENT HANDBOOK.**

**\* PHSC'S ACADEMIC DISHONESTY INCLUDES CHEATING AND PLAGIARISM.**

**CHEATING IS DEFINED AS THE GIVING OR TAKING OF INFORMATION OR MATERIAL WITH THE PURPOSE OF WRONGFULLY AIDING ONESELF OR ANOTHER PERSON IN ACADEMIC WORK THAT IS TO BE CONSIDERED IN DETERMINING A GRADE. Any form of cheating on an exam/quiz will result in a grade of zero (0) and may result in a failing grade in the course. See the consequences for cheating as outlined in the above policy.**

Examples of cheating include but are not limited to: eyes wandering onto another's exam/Scantron; papers with notes for reference during test; tape recording and open discussion of exam with another during test break (bathroom, in corridor). See consequences for such behavior as outlined in the above policy.

**PLAGIARISM, OR LITERARY THEFT, IS DEFINED AS APPROPRIATING THE LITERARY COMPOSITION OF ANOTHER PERSON, INCLUDING PARTS, PASSAGES, OR LANGUAGE OF THAT WRITING, AND PASSING OFF THE APPROPRIATED MATERIAL AS ONE'S OWN. PLAGIARISM IS THE FAILURE TO GIVE PROPER CREDIT OR CITATION TO ONE'S SOURCE(S) OF INFORMATION. IT INCLUDES THE FAILURE TO USE CONVENTIONAL METHODS OF DOCUMENTATION FOR MATERIAL QUOTED OR PARAPHRASED. ADDITIONALLY, PLAGIARISM INCLUDES ALLOWING SOMEONE ELSE TO COMPOSE OR REWRITE AN ASSIGNMENT FOR A STUDENT. See the consequences for cheating as outlined in the above policy.**

Examples of plagiarism include but are not limited to:

- the copying in total or in part of someone else's work without the benefit of quotation marks and author

- failure to identify references used (e.g. Internet resources; personal interview and article/text)
- two or more students collaborating on a graded assignment that is NOT a group project.

Refer to current PHSC Catalog/Handbook regarding Academic Dishonesty. Any form of plagiarism will result in a grade of zero (0) on the assignment and may result in a failing grade in the course See the consequences for plagiarism as outlined in the above policy.

### Guidelines for Written Assignments

1. The **APA Handbook** (current edition) using [PHSC APA Documentation](#) is the required reference for written assignments in the nursing program.
2. Scientific, scholarly health-related journals are acceptable references/sources of information. Textbooks are acceptable in some instances. Journal articles may not date more than five (5) years. Students should check with the faculty if in doubt regarding a source.
3. Written papers must include a title page indicating title, author, course, faculty member and date as follows:

#### TITLE OF ASSIGNMENT

by

Student's Name

Course Title

Faculty's Name

Date

H \_ \_ \_ I \_ \_ \_ R \_ \_ \_ R \_ \_ \_ E \_ \_ \_

4. Written assignments are to be submitted in a protective, pocketed folder.
5. The original written document is submitted to faculty. Students are to retain a copy.
6. Students should ensure that written assignments are proofread before submission. If done carefully, this process nearly always results in identifying mistakes that could result in grade reduction.
7. Written assignments/papers relate many things to faculty about a student, so do your best. Remember that faculty feedback is meant to be constructive and to enhance your learning and improve future assignments.
8. The first late assignment will result in a 10-point deduction (or 10% deduction if the assignment is worth less than 100 points) per day from the final score. Subsequent late assignments **will not be accepted** and will result in the score of a zero "0" on the assignment(s).

### Assessment Technologies Institute (ATI) Testing Process Overview

All nursing students will be required to demonstrate mastery of curriculum content by utilizing the Comprehensive Assessment Review Package provided by Assessment Technologies Institute. Specific courses will require the student to meet minimum expectations by completing assigned proctored/non-proctored exams to successfully complete the course. Each course will provide the student with a list of ATI test requirements and specific due dates for submissions.

#### Practice Exams

Two practice exams must be completed and turned in by the scheduled due date listed in your course syllabus. All students must complete and attain a proficiency score of 80 % on both practice exams by the scheduled due date noted in the syllabi. Rationales will be turned on after the scheduled due date. All students must complete and attain a proficiency score of 80% on both practice tests prior to the Proctored Exam to be eligible to take the Proctored Exam. All practice tests can be taken an unlimited amount of time. Noting your deficiencies and learning the concepts rather than just memorizing the answers will afford you a better opportunity for scoring well on the Proctored Exams.

#### Proctored Exams

Proctored exams will be given according to the schedules specific to each program below. The student is required to perform at a minimum proficiency score of "Level 2". Those achieving Proficiency "Level 1" or below on the proctored exam will be required to remediate. A student will have two attempts to obtain a Proficiency "Level 2" on all Proctored Exams. Each retesting will be a **Proctored** ATI Exam. In the event that a different version is not

available, an exam of a minimum of 90 NCLEX–style questions related to the same content area will be devised and given.

**For All Students in the Practical Nursing Program a “Level 2” on the Medical Surgical ATI Proctored Assessment is a passing requirement for the course PRN 0205.** The student will have two attempts to obtain this proficiency level. This score must be attained prior to the student being eligible to sit for the Comprehensive Predictor. Failure to obtain this proficiency level will result in a grade of “F” in the course and immediate dismissal from the course. With permission from the Associate Dean of Nursing and the Dean of Nursing & Health Programs, the student could continue to attend the remaining lectures on an audit status. The student would not be eligible for any further test taking, presentations, or any other assignments still outstanding.

**Receiving a 90% probability rating of passing the NCLEX on the ATI Comprehensive Predictor is a passing requirement for the last Course of the Practical Nursing Program for all students in the Practical Nursing Program.** A student will have two attempts to obtain this proficiency level. Failure to attain a 90% probability rating will lead to a grade of “F” and immediate dismissal from the course.

### **Non-Proctored Exams**

Non-proctored exams will be used as a remediation tool and as required assessment tests. Whether assigned as a remediation tool per the proctored exam results, or as a required assignment, students must achieve a minimum competency level on the non-proctored exams. The minimum competency level for the PN student is a 80%. If the student does not meet the established benchmark, then an additional test may be required to verify competency. If upon taking the additional test, the student does not meet the benchmark, a focused review will be required as evidence of remediation.

### **Guidelines for Remediation**

Remediation involves both the creation and submission of a Focused Review Report indicating that the student has completed the **entire focused review** created individually for the failed attempt of that student. Additionally, the student may be given an additional ATI practice test to take which will serve as part of the remediation process. Retesting of the second proctored exam will occur only after completion of remediation. All attempts must be completed prior to the end of term.

### **Focused Reviews**

For students achieving Level I Proficiency or below on the assigned proctored exams, remediation is mandatory. ATI creates a focused review for each individual student using the proctored exam results. The student must then complete the focused review prior to additional scheduled testing. A transcript of the complete focused review must be submitted to the instructor.

### **LIVE NCLEX REVIEW**

The Live ATI NCLEX Review Program is a **Mandatory Passing Requirement of the practical nursing program.** **Attendance is required to receive a grade for the final course of the program.**

## **SEE APPENDIX FOR ATI POLICIES AND PROCEDURES**

### **LPN Proctored Exams Schedule**

<b>Course</b>	<b>Proctored Exams</b>
PRN0000- Fundamentals I	Critical Thinking Entrance Exam
PRN 0002- Fundamentals II	Fundamentals of Nursing
PRN 0030-Medication Administration/Pharmacology	Pharmacology
PRN 0120- Maternal Child Nursing	Maternal Newborn Care of Children
PRN 0204- Medical Surgical I	Mental Health
PRN 0205- Medical Surgical II	Adult Medical Surgical
Final Semester (Gero/MC or MS II- depending on last course)	Comprehensive Predictor Exam Critical Thinking Exit Exam PN Management

## Clinical Dress, Grooming Code and Uniform Policies

With regard to clinical dress, students are required to wear the designated student uniform. This uniform helps not only to identify the wearer as a student from the college but also to distinguish him/her from other health care givers in clinical facilities. It is expected that the student will wear the uniform with pride as representatives of the college and will comply with the uniform policies noted below.

The complete student uniform is worn in all clinical settings unless indicated otherwise by clinical agency policy and/or the faculty. Faculty will advise students at the onset of each nursing course of the uniform policies of the clinical agencies to be used. Student uniforms are to be worn only for designated PHSC clinical experiences. The uniform should be representative of professional appearance in that it is clean and properly fitted. For observational experiences, the student may be asked to wear an optional observational experience uniform as noted below. A student uniform and/or lab coat will be considered incomplete if it is lacking the student photo ID and the PHSC patch emblem. These emblems are available in the campus bookstore. Failure to adhere to appropriate dress code will result in removal from the assigned clinical setting.

### PN Uniform Requirements

**Women:** Landau Top #8129 women's V neck tunic – white with green and gold ribbon trim. Hunter green scrub pants (no jeans). In extenuating circumstances, such as religious preferences, a hunter green skirt with opaque pantyhose may be worn. Skirt must come to the knee or below and must not touch the ground.

**Men:** Landau Top, #7489 V neck scrub top – white with green and gold ribbon trim. Hunter green scrub pants (no jeans). A plain white T-shirt may be worn under the top.

**Photo ID:** To be obtained from the library after drop date.

**Patch/Emblem:** Sewn on left front upper chest of uniform top. A student uniform will be considered incomplete if it is lacking the student photo ID and/or the PHSC Patch/emblem. The Patch/emblem is available in the campus bookstore.

**Shoes:** Black uniform shoes i.e., Nurse-Mate type shoes. **NO** sandals, tennis or platform shoes. Solid black leather athletic walking shoes are acceptable (except high tops, pumps, etc., that are sports oriented in appearance and function).  
Men: black socks. Women: black hose. Black socks may be worn with pants only.

**Accessories:** White undershirt may be worn for cold weather. A plain hunter green or white hoodless sweater may be worn. **NO** pullover sweaters are allowed.

**Required**

- bandage scissors
- wristwatch with sweep second hand
- ball point pen
- small pocket size notepad
- stethoscope

There may be additional uniform and grooming requirements that relate to a specific agency. The Students are expected to adhere to both the PHSC and the clinical agency uniform requirements

Purse and valuables in the clinical area are discouraged. Waist fanny packs are **NOT** to be worn due to infection control concerns. Back/waist support belts may be worn for medical/back safety reasons, only if kept clean and in good repair.

### Observational Experiences Dress Requirement

Student observational experiences **require a dress code of black polo with PHSC logo (available in the College Bookstore) and hunter green scrub pants.**

When the student is at the clinical facility and not in uniform, professional attire is expected. Examples of clothing **NOT** to be worn are shorts, knickers, pedal pushers, harem pants, capri pants, miniskirts, sweat pants, leggings, bicycle pants (Spandex), sandals, open toe shoes, clogs or sling back shoes.

## Grooming

Students are expected to keep uniform neat and clean in appearance and appropriately sized. To do otherwise may result in the student's dismissal from the clinical setting. Basic hygiene and cleanliness are expected of all students in both clinical and classroom settings. PHSC photo identification badges and any agency badges are to be visible at all times. Student may cover last name when designated by faculty.

Make-up will be subdued. Clear or natural tone nail polish may be used. Use of artificial nails (gels, acrylics, tips) is prohibited in the clinical setting: nails must be natural and of a length no longer than ¼th of an inch. Consult faculty concerning specific requirements.

Wedding band sets and one pair **small** stud (non-dangling) earrings are permitted. No necklaces, other than a religious medal, or bracelets, other than Medical Alert, may be worn. When a necklace is worn, it must be under the uniform to prevent pulling and prevent being a reservoir for infection. It is recommended that only the wedding bands be worn in the clinical setting. To prevent loss and infection, no facial jewelry, i.e., nose, lip, tongue, eyebrow, etc. will be allowed. No seasonal pins may be worn without faculty permission. Large holes in ears (i.e. gauges) must have skin colored fillers in place when in the clinical setting.

Hair should be neatly groomed, clean natural color tones, controlled and kept off the collar by hair restraints that blend with the hair color and **do not serve as ornamental**. No bows, ribbons, scarves etc. Beards and moustaches are to be neatly trimmed.

Please be considerate of the facts that chewing gum and the odors of strong perfume, deodorant, hair spray, cologne/aftershave, coffee, cigarettes, and halitosis are offensive to other people ---especially to those who are ill.

All body art, i.e., tattoos, are to be covered. **All tattoos are to be covered using tattoo covering makeup or clothing. Tattoos cannot be covered with bandages or adhesive covering.** Students arriving to clinical without tattoos covered, will be sent home and receive an absence and zero grade for the day.

Clinical facilities may have additional dress and grooming requirements which the student must also follow.

This uniform policy is not meant to be comprehensive, but to serve as guidelines for professional appearance in clinical practice. If there is a concern regarding appropriateness of appearance that is not addressed in these guidelines, the clinical instructor will determine the appropriateness.

## Student Evaluation

A course grade is determined at the end of each nursing course. The course grade is reported as a letter grade in all nursing courses.

**STARTING with New & Re-Entry Students admitted during FALL 2018, 2019-1 Term: A grade of "B" or higher is required in all nursing courses and must be achieved to progress in the program.** Students admitted prior to this time will be subject to the grading scale as outlined in the handbook of their admission start date. Students must enroll concurrently in the didactic and lab/clinical course during the 1<sup>st</sup> attempt at the courses. If a failure occurs in either the didactic or lab/clinical course, students may not progress to the next course until the failed course is repeated and successfully passed with a grade of "B" or higher and must be within the allotted number of attempts per college policy. The grading scale that is used in **all** nursing courses is as follows:

### Practical Nursing Classes

A	=	90 - 100%
B	=	80 - 89.99%
C	=	75 - 79.99%
D	=	60 - 74.99%
F	=	0 - 59.99%

**There is NO ROUNDING UP of any grade. This policy applies to ALL students enrolled in any nursing program regardless of their admission start date.**

The evaluative process for the theory course includes the use of NCLEX style testing and other course-specific assignments to achieve the required benchmark based on designated course content. The evaluative process for the

lab/clinical course includes the use of NCLEX style testing to verify math mastery and medication mastery and demonstration of lab skills based on designated course content. Students who are in academic jeopardy in the Theory course will receive a Student Status Report and be enrolled in the SUCCESS program.

Clinical performance is evaluated in part by using grading rubrics with established indicators based on the roles of the nurse as defined by specific course content. Clinical performance is also evaluated by student self-reports related to observational experiences and clinical teaching projects based on specific course content. Midterm and final evaluations are discussed as part of clinical conferencing between student and faculty throughout the course. Students who are not meeting established clinical/lab competencies will receive a Student Status Report and be enrolled in the SUCCESS program.

### **Laboratory Evaluation Procedures**

Skills-specific evaluation tools/checklists that identify the elements critical to safe performance are used. Satisfactory performance of skills in the campus laboratory setting is required prior to implementation in the clinical setting.

The evaluative process for skill development used in the campus laboratory setting is as follows:

1. Initial instruction/demonstration (by faculty to assigned group of students)
2. Supervised student practice with completion of student peer evaluation
3. Successful completion of clinical skill performance with no more than three (3) evaluative sessions/attempts
4. If the student performance is deemed unsuccessful upon evaluation, the student will be referred to the lab facilitator for remediation within one week's timeframe.
5. Following the required remediation, the student will be re-evaluated by a faculty member (second attempt).
6. If the student is unsatisfactory after the faculty second evaluation, then the student will be referred by the faculty to an additional faculty member for evaluation of skills performance. Additional remediation may be required prior to re-evaluation for this third attempt.
7. If the Student does not satisfactorily perform the skill on this third attempt, it may result in failure of the lab section of the course which results in course failure.

Skills-specific evaluation tools/checklists that identify the elements critical to safe performance are used. Satisfactory performance of skills in the campus laboratory setting is required prior to implementation in the clinical setting.

### **Campus Lab Policy: Student Lab Skills Kits**

Students must purchase the required lab skills kit for each semester/year as required. This is a program requirement. Students will need to show the receipt for their lab skills kit to the lab facilitators /instructors on the first day of Clinical Lab when reviewing lab pack contents. All students will be required to print their name on the outside of their lab bag with indelible ink. Students must use supplies in their respective lab kit during practice sessions as required. For evaluation of lab skills, students will be provided with the necessary supplies relative to the skill check off. If subsequent evaluation is needed, the student will have to use their own kit supplies and/or purchase additional materials.

If a student comes to lab without the lab skills kit, he/she will not be allowed entrance into the lab session. They will be marked absent for that clinical lab day. Please be advised that all missed Clinical Lab time must be made up as completion of all Lab hours is a passing requirement of the course. Makeup lab hours are rescheduled based on instructor/facilitator and space availability. The college cannot guarantee the ability to reschedule makeup lab time. All clinical lab time must be met as a passing requirement for the course. Please see the attendance policy for Lab.

### **Clinical Simulation Experiences**

Students will participate in clinical simulation experiences as part of their clinical course component throughout the nursing program. In this simulation experience, students will be able to perform assessments and skills in a safe environment. Dependent on the specific nursing course, students will be able to perform in the assigned nursing roles (provider of care, communicator, teacher, manager of care, and member of profession) providing care using high-simulation manikins under the guidance of the designated faculty member and lab facilitator. Students will undergo a debriefing session following all simulation experiences and grading for simulation experiences will be based on a clinical simulation grading rubrics. Student uniform is required for all Clinical Simulation Experiences.

### **Clinical Evaluation Procedures**

The evaluative process for the clinical component in each nursing course includes the use of clinical performance grading rubrics, course-specific evaluation tools, student-faculty conferences and the RN preceptor's evaluation where applicable. Student-faculty conferences are scheduled at mid-term and at course-ending to formally document student progress and performance. Students complete self-evaluation prior to the scheduled conferences. Conferences are documented on the Student Status Report.

Interim student-faculty conferences are scheduled at the faculty's discretion and/or at the student's request to provide ongoing evaluation of student performance at any time throughout the semester. In instances where the student does not demonstrate safe clinical performance the following process is initiated:

1. Student-faculty conference in conjunction with Student Status Report
2. Clinical Improvement plan developed in conjunction with faculty and student with a written prescription for remediation.
3. Establishment of a Performance Plan relative to the identified deficiencies and a formal signature page to indicate acceptance of clinical improvement plan based on stipulated evaluation criteria within a specified time frame
4. Weekly review of Updated Performance Plan and faculty determination of met competencies.
5. If student meets competencies based on review of Performance Plan and Updated Performance Plan, then the student will satisfy the course objectives. If the student does not meet the established competencies, this will result in a clinical course failure.
6. Please refer to college catalog/handbook for additional information relative to Dismissal from Health Programs

### **Clinical Misconduct**

Within the clinical environment students are required to comply with all school and facility policies and protocols.

- a. The student is expected to follow all instructions of the Clinical Instructor.
- b. The student cannot perform any patient care, nursing skill or medication administration without the instructor's knowledge, permission and/or supervision as required by the Clinical Instructor.
- c. Proficiency of any clinical skill must be shown within the clinical laboratory setting and once again cleared by the instructor as proficient within the medical facility.
- d. Students are not allowed to leave the facility at any time during the scheduled clinical hours.
- e. If an emergency occurs and the student must leave the clinical early, the clinical instructor must be made aware, and must have given permission. In this instance, a full report of all of the student's assigned patients must be given to the instructor and the facility's assigned nurse/s for said patient/s.

- f. Students cannot be on the unit, or in the facility, access patient charts or enter patient areas except during scheduled clinical times.
- g. Wearing the PHSC uniform or student nurse ID Badge within the facility outside of scheduled clinical hours is also prohibited.
- h. Any concerns about employees or staff of the facility by a student must be brought to the attention of the Clinical Instructor to be handled. Students are not to discuss their issues or concerns they may have with the facility employee or staff.
- i. The student will not engage in any unsafe behavior defined as “any practice that endangers the health or wellbeing of the patient” and practicing outside of the scope of student nurse as outlined by the PHSC Nursing Department, the Florida Board of Nursing and/or outside the facilities’ policy and procedures.
- j. ANY HIPAA violation, whether knowingly or unknowingly committed will lead to an “F” grade in the course and an immediate dismissal from the Nursing Program. Eligibility for re-enrollment into the program will be decided upon in a collaborative decision between the instructor, clinical site, Associate Dean of Nursing and Dean of Nursing and Health Programs.

**Any infraction of the above protocols will lead to an “F” grade in the course.** Refer to the Code of Conduct in the PHSC College Handbook

### **Required Clinical Paperwork/Care Plans/Documentation**

Submission of all required Clinical Documentation, Care Plans, Logs and other paperwork noted as required in your syllabi must be completed and submitted at an 80% proficiency level for passing the Clinical Course. These items are passing requirements of the course. If they are not submitted, or are submitted at a level below the proficiency level of 80%, you will receive a grade of “F” in the course regardless of your performance grade in the course.

Any designated required clinical paperwork that is assigned a grade and is turned in late, will be subject to losing 10 points (10% of the grade if the assignment is worth less than 100 points) for each day that it is turned in late. If a paper is sufficiently late to receive a grade of “F” the assignment still needs to be turned at an 80% proficiency level to satisfy the passing requirement but the assignment will receive a grade of “0”. In instances where Care Plans can be resubmitted to meet the 80 % proficiency for the passing requirement, the grade that will be entered into the grade book and used to calculate your overall grade will be the grade received on the first submission.

### **Progression in the Program**

New and Re-entry students must maintain a grade of "B" or higher in all nursing and pre and co-requisite courses, in order to continue in the program. Nursing courses must be completed in the sequence in which they are offered in the curriculum. In a first attempt of any PRN course, the student must be enrolled in both a clinical and didactic course. Both courses must be successfully passed to progress in the program. A failure in one of the courses would require the student to repeat the course in order to progress within the program. Re-entry is subject to faculty approval, space availability and student eligibility. Students are expected to maintain theory and clinical lab competencies as they progress throughout the program. Please see Re-admission to Limited-Access Health Programs (Nursing) Procedures for Students section: Second and Subsequent Semester Repeats and/or Multiple Course Repeats if this should occur.

**Please note that all new and re-entry students cannot progress in the program nor re-enroll into the Nursing Program, if they have two unsuccessful attempts of any /or the same Nursing Courses with a grade of less than an 80% (“B” grade).**

**All students regardless of admission date may also not re-enroll in the program at such time that they have incurred three unsuccessful attempts within any PRN core course or courses. Unsuccessful attempts include any grade below a “B” grade and any withdrawal “W” from a course. Any combination of three unsuccessful attempts will preclude a student from re- enrolling in the Nursing Program. An exception to this policy is that if two unsuccessful attempts with a grade of less than a “B” grade occurs first, progression in the program stops with no eligibility for re-enrollment in that program.** Please see Re-admission to Limited-Access Health Programs (Nursing) Procedures for Students section: Second and Subsequent Semester Repeats and/or Multiple Course Repeats if this should occur.

## **SUCCESS Program**

The purpose of the SUCCESS program is to promote student achievement in the nursing programs. Students can enter this program via the academic and/or clinical track. Academic admission criteria include a failure of one- unit exam. A clinical admission criterion includes inconsistent clinical performance. A student may also request to be admitted into the SUCCESS program. If a student who meets the requirement for entry in to the SUCCESS Program refuses assistance, then a notation will be made on the SUCCESS form indicating this fact. If it proves to affect an individual's student successful performance in passing the course, this fact will rest on the individual student accountability.

An individual meeting between the student and faculty member must be scheduled to sign the contract and formalize the development of an individualized student learning plan. Remediation and compliance with follow-up is an integral part of this program. A SUCCESS discussion board will be available (in each course as needed) to any student who is enrolled in this program.

## **Re-admission to Limited-Access/Selected Admissions Health Programs (Nursing) Procedures for Students**

This procedure applies to students who fail to successfully complete a program course in the Dental Assisting, Dental Hygiene, Paramedic, Pharmacy Technician, Practical Nursing, Radiography, Registered Nursing (Generic and Transition) and Surgical Technology programs. The process for readmission to a limited-access/selected admissions health program depends upon the course the student is requesting to repeat.

**Readmission to limited-access/selected admissions related to the Nursing Programs is outlined below. This policy applies to all returning, new and re-entry students currently enrolled:**

### **A. First Semester Repeats**

**Students who fail to successfully complete one course in their first semester must reapply to the program if they wish to continue.** This is done by submitting a program application and application fee to the Admissions and Student Records Office during the posted application time frame. Students must meet all admission requirements in effect at the time of their reapplication. **Students who fail more than one course in their first semester are ineligible to reapply.**

### **B. Second and Subsequent Semester Repeats**

Students who do not earn a grade of "B" or higher in a limited-access/selected admissions health program course in their second or subsequent semesters must request to repeat the course by submitting a Student Request to Repeat Health Program Course form (IIN-27). This form is submitted to the Associate Dean of Nursing. Courses may be repeated only with the recommendations of the current instructor, Associate Dean of Nursing, the Dean of Nursing and Health Programs, and the Vice President of Academic Affairs and Faculty Development/College Provost, West Campus. If the request is approved, the eligible student will be allowed to enroll in the next available course, on a space-available basis. Upon the recommendation of the Associate Dean of Nursing, the student may be required to enroll in Strategies for Student Success ([SLS 0002](#)) prior to re-entry of the health 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 clinical sequence of courses. Students will be notified by the program administrative assistant of the next available start date. For those student receiving financial aid, the maximum time-frame to complete a program is 150% of the published length of the program. Students in a two-year program would have three years to complete all program requirements for that program. Students in a one-year program would have one and a half years to complete all program requirements. Students who require longer than this amount to time could continue in the program to completion but would need to pay out of pocket.

- C. Multiple Course Failures:**  
**Students who do not earn a grade of “B” or higher in two health program courses, either in the same course or in a combination of courses, are ineligible to progress in the program nor to re-enroll in that health program.**

This policy applies to students who:

1. Do not earn a grade of “B” or higher in the same course twice, or
2. Do not earn a grade of “B” or higher in two different courses.

- D. Multiple Unsuccessful Attempts:**  
**Students who have three unsuccessful attempts made up of any combination of withdrawals from a Nursing Course or courses, and one grade less than a grade of “B” are ineligible to re-enroll in that health program.**

A grade less than a grade of “B” is defined as an unsuccessful attempt in a Nursing Course.

A withdrawal from a Nursing Course is also considered an unsuccessful attempt.

This policy applies to students who have three unsuccessful attempts made up of any combination of withdrawals from a course/ or courses and one grade less than a grade of “B”.

Examples:

1. A Withdrawal for the same course and an unsuccessful grade in either the same or any PRN course.
2. A withdrawal in each of two different PRN courses and an unsuccessful grade in either the same or any PRN course.

### **Graduation**

Students must complete all required nursing and general education courses satisfactorily and meet all College and State requirements in order to graduate. All students who must complete the TABE testing requirement must have successfully completed this requirement to be eligible for graduation.

### **Confirmation of Status to Graduate**

Students are responsible for monitoring their required general education course work and the meeting of the Program Requirements. Students are responsible for the completion of a program audit prior to entry into their terminal semester. This Graduation Audit Check is available through WISE. This will indicate to the student their status of completion of the programmatic required credits.

In the final semester of the program, students are required to file an APPLICATION FOR GRADUATION on WISE. This has an application fee. This service provides confirmation that your degree is confirmed. This must be completed by the date specified each term in order for the Nursing Department to send your name to the Florida Board of Nursing as eligible to sit for the NCLEX EXAM. Please note this is not an application to walk in graduation. Participating in the Graduation requires a separate application.

## **Conduct**

In accordance with Florida Statutes, no student attending Pasco-Hernando State College may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of state institutions of higher learning. Certain actions are prohibited at or on any campus, or at any college-sponsored or college-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. Disciplinary action may also be imposed for special circumstances as prescribed by law. (See College Catalog and Student Handbook: Student Affairs, Student Conduct, Academic Dishonesty: Cheating and Plagiarism, Hazing.)

## **Faculty Student Interactions & Faculty Student Conferences**

Counseling sessions are confidential between faculty and student. In order to maintain confidentiality with regard to these meetings, students should refrain from discussing any content with non-participant members.

## **Dismissal from the Health Programs**

Students may be dismissed from any of the following programs or any other health-related degree, certificate, or diploma program at PHSC as authorized by District Board of Trustees (DBOT) Rule 6Hx19-6.15, "Dismissal from Health Programs". These programs include Registered Nursing, Practical Nursing, Emergency Medical Services, Emergency Medical Technician, Paramedics, Radiography, Dental, Medical Coder, Medical Records Transcribing, Health Unit Coordinator, Patient Care Technician, Medical Secretarial/Examining Room Assistant, Human Services, Phlebotomy, Nursing Assistant, or any other College-related program. (See Dismissal from Health Programs policy in the PHSC Catalog / Student Handbook in the section under Student Services and Advising).

## **College Services**

Nursing students attending the college have access to all available college services as do other non-nursing students. These include but are not limited to: Student Services, Disabilities, Academic Success Center and Behavioral Health counseling, etc. Please refer to College catalogue for full listing of available services.

## **Student Employment**

The regulation of nursing practice is the prerogative of each state and is defined in state laws or statutes. In Florida, the state statute is **Chapter 464** and is known as the "Nurse Practice Act". As defined in the law, the state's Board of Nursing is tasked with implementing the law and is authorized to make such rules as necessary to do so, provided those rules are consistent with the law. These rules are entitled **Board of Nursing Rules 64B9**.

The "Nurse Practice Act" addresses student nurse practice as follows:

**"464.022 Exceptions** - No provision of this chapter shall be construed to prohibit:(3) The practice of nursing by students enrolled in approved schools of nursing."

**Rules 64B9** addresses student nurse practice as follows:

**"64B9-2.003 Student Employment.** - A nursing student shall practice nursing within the meaning of Chapter 464, F.S. only within the courses of an approved program in which the student is enrolled and under the supervision of program faculty."

Students enrolled in nursing programs are frequently offered employment in hospitals and health care agencies. It is essential that the student recognize the need to validate that such employment is in a non-professional nursing role that is in accordance with the law and the rules that regulate nursing practice. Student uniforms are to be worn for PHSC clinical experiences only. Students who hold valid, active Florida licenses as LPNs or Paramedics are eligible for employment in those roles as defined by licensing law.

PASCO-HERNANDO STATE COLLEGE

# **PART III**

## **Occupational Safety Guidelines**

## Infection Control Policies

With regard to infection control policies, the nursing department takes appropriate measures to help maintain the safety of nursing students in the clinical education environment. Using STANDARD PRECAUTIONS is at the core of each and every nursing experience. The use of these measures will help to prevent the spread of transmission of pathogens thus helping to make for a safer clinical education environment. Noted below are specific college policies related to: HIV, Hepatitis, Varicella & Rubella, Respiratory Protection, Personal Protective Equipment (PPE) and Flu Immunization.

### HIV - Hepatitis Policy

**Pasco-Hernando State College Health Programs** involve clinical experiences in which students may be assigned to administer care to individuals who are HIV (Human Immunodeficiency Virus) seropositive, have AIDS or Hepatitis. Students will, in every case, be expected to treat all patients with concern and dignity inherent in professional standards of care. Students will be expected to follow all guidelines for prevention of the transmission of HIV virus and other blood borne pathogens.

**Pasco-Hernando State College Health Programs** involve clinical and laboratory experiences which could be potential health hazards to students who have compromised immune systems. Students who are seropositive for HIV should be aware of the potential health hazards to which they are exposed.

**Pasco-Hernando State College Health Programs** students and faculty will follow the recommended guidelines for "Prevention of HIV Transmission in Health Care Settings" published by the **CENTER FOR DISEASE CONTROL (CDC)** and the **OCCUPATIONAL SAFETY AND HEALTH AGENCY (OSHA)**, as well as the policies of the various agencies in which clinical experiences are scheduled. Policies will be updated as new information related to prevention and treatment of HIV becomes available.

To standardize the delivery of health care to all patients and to minimize the risk of transmission of human immunodeficiency virus (HIV), Health Programs students will:

1. Be taught basic skills in universal precautions, isolation techniques, injections, handling of body fluids in the skills laboratory and disposal of bio hazardous waste before actual clinical practice of these skills on clients.
2. Be provided classroom instruction related to HIV treatment, modes of transmission, prevention and legal aspects.
3. Receive clinical agency orientation on specific policies for blood and body fluid precautions.
4. Utilize the following blood and body fluid precautions consistently on all patients:
  - (a) Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of patients, or when touching items or surfaces soiled with blood or body fluids (including performing venipuncture and other vascular access procedures).
  - (b) Hands should be washed immediately before gloving and again after removing gloves.
  - (c) Gloves should be changed between each patient.
  - (d) Gowns or approved protective outerwear, masks, and protective eyewear should be worn for any procedures likely to result in or prone to splashing of blood or body fluids.
  - (e) Used needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand. Disposable needles, syringes, scalpel blades and other sharp items should be placed in puncture resistant containers for disposal.
  - (f) Soiled linen should be handled as little as possible with minimum agitation. All soiled linen should be bagged and labeled in appropriate bio hazardous waste container and tied closed at the location where it is used.
  - (g) Gloves are to be worn for post-delivery care of the umbilical cord and until all blood and amniotic fluids have been cleaned from the infant's skin.
  - (h) When universal blood and body fluid precautions are implemented on all patients, isolation/labeling of the patient's room, chart, and specimens are to be done according to agency policy. Upon death, state law requires that a bio hazardous tag be affixed to the body of anyone known to have a blood borne pathogen.
  - (i) Specimens of blood and body fluids should be placed in a leak-proof container. When collecting the specimen, care should be taken to prevent contamination of the outside of the container. All containers (except blood tubes) should be placed in a zip-lock bag and labeled appropriately.

### **Personal Protective Equipment (PPE)**

Hospital and college incident reports are to be completed if the student is exposed to blood or body fluids through needle stick or cut, mucous membrane (splash to eyes or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means. Follow-up screening will be recommended according to hospital/school guidelines. The student referral for follow-up at a local Health Department Unit may be recommended. The cost of follow-up medical care is the responsibility of the student.

The College supports the recommendations of the American Dental Association, American College of Physicians, and the Center for Disease Control (CDC) and **strongly encourages** the vaccination of students against Hepatitis B in an effort to minimize the risk of infection to patients, clients, and students.

All students enrolled in Health Programs who do not receive the Hepatitis B vaccine prior to clinical assignments are required to sign a statement indicating that they have been informed about the risks of Hepatitis B and the need for active immunity and are releasing the College of liability in the event they contract the disease.

### **Varicella & Rubella Infection Policy**

Varicella (chickenpox) and Rubella (measles) are common childhood diseases caused by viruses which are extremely contagious. Complications are rare in a normal, healthy adult or child. However, these viruses can cause serious complications, even death, for a child or adult who is ill or immunosuppressed. Shingles is also caused by the Varicella virus.

It is the intent of the College to implement infection control policies and procedures that decrease the risk of exposure and/or infection for students and the clients being cared for by students enrolled in the Nursing, Dental, and Paramedic programs.

Students must submit proof of immunization or a report of a positive titer as directed by the Clinical Records Specialist along with the physical examination form and all other required documents to the Clinical Records Specialist at the time of admission to the program. The Clinical Records Specialist will review all physical examinations records to ensure compliance with this policy. Students may not participate in clinical activities until this policy is met, which may jeopardize successful completion of the nursing courses.

Rubella vaccines are readily available and a recent vaccination will be required if there is not a positive titer. Varicella vaccines are readily available and a recent vaccination will be required if there is not a positive titer. A series of 2 injections must be taken to produce the desired immunity.

### **TDAP requirement**

**TDAP - All students must submit proof of having received a TDAP within the past 10 years. A tetanus shot without the diphtheria and pertussis inclusion will not satisfy this requirement.**

### **PPD POLICY**

Pasco Hernando State Health Program students are required to submit proof of a negative two-step PPD result that has been completed over a 30 - day period and completed within the last 3 months. A one step PPD will not be accepted.

### **Respiratory Protection Policy**

**Pasco Hernando State College Health Programs** involve clinical experiences in which students may be assigned to provide care to individuals who have suspected or active Tuberculosis (TB). Students will, in every case, be expected to treat all tuberculosis clients with concern and dignity inherent in professional standards of care. Students will be expected to follow all guidelines for prevention of the transmission of the tubercle bacillus.

**Pasco Hernando State College Health Program** students and faculty will follow the recommendation guidelines for "Prevention of TB transmission in Health Care Settings" published by the **Center for Disease Control (CDC)**, and the "Federal Respiratory Protection Standard (29CFR 1910.134) as required by the **Occupational Safety and Health Agency (OSHA)**, as well as the various agencies in which clinical experiences are scheduled. This will include the wearing of

personal protective equipment when entering any TB area or when caring for an active or suspected client with TB. Policies will be updated as new information related to the prevention and management of TB becomes available.

Students will be fitted for particulate respirators at the assigned clinical agency as the need arises. The student will receive training on the proper use and limitations of the particulate respirator model in use at the agency.

### **Flu Immunization Policy**

Recent health indicators in clinical healthcare settings have led to the requirement that all healthcare providers/members become vaccinated annually with the current flu vaccine. Based on this requirement, nursing students and faculty must comply and provide evidence of vaccination for the current flu season prior to entrance into the clinical environment. If a student cannot take the immunization, medical documentation stating this must be submitted. The student will be required to wear a "mask" while in the clinical environment and/or meet other additional requirements as designated by the respective clinical facility.

**For all new incoming students when you are notified that an offer of a seat to the Nursing Program has been extended to them, it is done so on condition that compliant with the submission of all required clinical documents by the established due dates as indicated in your notification packet received from the Nursing Department. Failure to comply with submission of such required clinical documentation by the established due dates will result in a forfeiture of the student's seat into that program.**

**For all continuing students, failure to comply with submission of required clinical documentation by the established due dates will result in an administrative withdrawal or prevent progression in the program.**

PASCO-HERNANDO STATE COLLEGE

# **PART IV**

## **Student Nurse Associations**

### **Nightingale Nursing Club**

This PHSC College approved club is the official Florida Student Nurses Association Chapter, which is open to all nursing students and pre-nursing students on all campuses. Students can choose to pay membership dues to NSNA for full membership and benefits.

The Club has regular election of officers, which will represent all campuses and have representation at nursing faculty meetings and at meetings of the College's Student Government Association (SGA). The Nightingale Club presidents are the organizational representatives to the SGA. The association supports fundraising activities in accordance with College policy.

The Club participates in college wide Standing Committees which focus on planning and coordinating student-driven activities affecting all students enrolled in the ADN, PN, and pre-nursing programs. The Club members will participate in the activities of FSNA and NSNA conventions and conferences at a state and national level. Members will also be invited to FNA activities throughout the school year. A faculty liaison person is assigned to each committee.

### **5 Star – Award**

Nightingale Nursing Club (NNC) will be working toward gaining a 5 Star status through college programs, community outreach, health fairs, leadership development, and club meetings.

### **Convention**

NNC will give members opportunity to participate in the FSNA and NSNA conventions.

### **Scholarships**

NNC will be performing fundraisers throughout the year for our many nursing scholarships.

### **Pinning Ceremony:**

The Nursing Pinning ceremony takes place three times a year following graduation from the respective nursing programs. It is held on West Campus fall, spring, and summer terms. Pertinent information relative to the ceremony will be distributed to students.

PASCO-HERNANDO STATE COLLEGE

# **PART V**

## **Graduate Licensure Instructions**

## REGISTRATION FOR NCLEX INSTRUCTIONS

### School Code: PN: US70106400

The Nurse Licensure Compact (NLC) goes into effect in Florida on January 19, 2018. The compact includes Registered Nurses and Licensed Practical Nurses. Beginning January 19, 2018, Florida will issue a multi-state license to new applicants if all requirements for compact licensure are met

#### What is the Nurse Licensure Pact?

Removing barriers to cross-border practice, the Nurse Licensure Compact (NLC) is an interstate agreement allowing a nurse to have one license and the privilege to practice in other compact states. Implemented in 2000, the NLC fosters public protection and access to care through the mutual recognition of one state-based license that is enforced locally and recognized nationally. Along with a majority of state nurses' associations, hospital associations and health care facilities in every state overwhelmingly support the NLC. The NLC includes important patient safety features such as facilitation of the sharing of licensure, investigative and disciplinary action information among member states. Since the NLC's initial launch, advances in technology and an increasingly mobile nursing workforce and patient population have created the need to break down barriers to interstate practice. Access to care has expanded and telehealth has transformed care delivery and erased geographic boundaries. The NLC has the ability to remove the licensure barrier to telehealth practice for more than 4 million nurses.

#### NCLEX Exam

If an applicant who graduates from an approved program does not take the licensure examination within 6 months after graduation, he or she must enroll in and successfully complete a board-approved licensure examination preparatory course. The applicant is responsible for all costs associated with the course and may not use state or federal financial aid for such costs. The board shall by rule establish guidelines for licensure examination preparatory courses.

### INSTRUCTIONS FOR APPLICATION

#### PHSC and the student both have a part in the licensure application process:

- **School's Submission of Names to Board of Nursing**

The nursing program will provide proof to the Florida Board of Nursing (BON) that you have met the program requirements and all obligations to the college which indicates you may apply for licensure. This information will be sent to the BON once your degree has been verified by the college. The school code is listed above for the application process.

- **Your Application for NCLEX is a Three Step Process:**

1. Submit an application for licensure/registration through the FBON website using Link <http://flhealthsource.gov/mqa-services> The application to the Board of Nursing is to clear your eligibility for taking the License
2. Fingerprint Completion per FBON Application requirements must be completed at this time.
3. Register for the NCLEX with Pearson Vue, utilizing one of the methods below. You will need to use your school program code to register: PN: US70106400. An email address must be provided with Your registration as correspondence with Pearson Vue is available only via email.

- **Methods of Registration:**

1. **Internet:**
  - i. Due to high call volume it is recommended that you register for the NCLEX with Pearson Vue ONLINE. You will need to pay using a credit (Visa, MasterCard or American Express only), debit or prepaid card.
2. **Telephone Registration**

- i. Call Pearson Vue NCLEX CANDIDATE SERVICES 866-496-2539 Pay by Credit Card with either Visa, MasterCard or American Express, debit or prepaid card.

- **What Happens Next?**

Once you have completed the above steps, you have created an open registration that is open for 365 days for candidate eligibility to be approved by the Florida Board of Nursing. Once you have been made eligible, you must test within the validity dates on the Authorization to Test (ATT) which will be emailed to you by Pearson Vue.

Once the Florida Board of Nursing makes you eligible to take the examination your approval is automatically transferred to Pearson Vue, the examination vendor, via electronic transfer within two business days. Pearson Vue will email the Authorization to Test (ATT) using the email that you provided when registering.

With your ATT you will be able to go back to the Pearson Vue Website and select the “schedule a test” Link. When this tab opens, you will enter your user name and password that has previously been established and emailed to you by ATT. Available dates and locations for testing will be shown from which you select your choice for testing.

If you are not made eligible or are denied eligibility by the FBON within the 365-day time period, you will forfeit your NCLEX registration and exam fee. When this occurs you will need to re-register and pay another exam fee after the current registration expires. Please note, that you cannot reregister before your current registration expires. If you do, the second registration will be processed and denied, and the fee collected will be non-refundable.

- **How will You know if you passed or failed?**

You can log into the MQA Online Services System to check your NCLEX Results You can also look on the FBON website by checking the Health Provider Lookup Screen. Licensing numbers are generally issued within 1-3 business days after successfully passing the NCLEX examination.

If you passed your license will be sent to the address on file 7-10 business days after the BON receives Notification that you passed

- **What if I Fail?**

Reapply by submitting a re-examination application with a re-take fee. You will also have to re-apply with Pearson Vue and pay a non-refundable fee of \$200.00 You must wait a minimum of 45 days to retest.

After three failures the applicant must successfully complete a Florida Board of Nursing approved Remedial course. The course includes classroom and clinical components and proof of completion must be submitted directly from the course provider prior to approval for taking the exam a fourth time.

PASCO-HERNANDO STATE COLLEGE

# **PART VI**

## **APPENDIX**

## Assessment Technology Institute

### Overview

Students are administered Proctored Specialty Exams that are content specific and correlated to the curriculum progression. These include: Fundamental Nursing Care, Maternal Child Nursing Care, Care of Children, Pharmacology, Mental Health Nursing, and Medical Surgical Nursing. The purpose of these tests is to measure proficiency as well as offer identification of specific concepts needing remediation. The above Proctored Specialty Exams are weighted within the overall grade for the course in which they are taken.

The following Specialty Exams are not weighted as part of a grade: Critical Thinking Assessment, Self-Assessment Inventory, and PN Management. These non-weighted assessments are required to be completed with submission of completed focused reviews when applicable, if proficiency levels are below a proficiency “Level 2” for Content Assessments and/or 80 % depending on the grading scale used.

### Requirements for Progressing and Successful Completion of the Program

#### **Medical Surgical Proctored Assessment:**

A “Level 2” within two attempts on the Medical Surgical Nursing Proctored Assessment is a passing requirement for PRN 0205. It also serves as an eligibility requirement for taking the Comprehensive Predictor. Students who do not achieve a “Level 2” on the Medical Surgical Proctored Assessment within two attempts will be immediately dismissed from the course and will receive an “F” grade in the course.

#### **Comprehensive Predictor:**

A student is eligible to sit for the Comprehensive Predictor after achieving a level two within two attempts on the Medical Surgical Proctored Assessment. The Comprehensive Predictor is the final assessment given in the last course of the Practical Nursing Program. **A score of a 90% probability of passing the PN NCLEX within two attempts on the Comprehensive Predictor is a passing requirement for the course.** Failure to meet this proficiency would result in an “F” Grade in the course. This is a requirement for all currently enrolled students and not subject to admission date.

#### **Administration and Grading Policies of Proctored Specialty Exams**

The ATI computerized assessment program generates student portfolios which track testing results for each student. ATI Specialty Exams represent no more than 8 % of the student’s total class grade in all Nursing Courses (see individualized course syllabi for specifics). Students are required to complete two practice exams and attain an 80 % to be eligible to be eligible to sit for proctored specialty exams. The maximum number of points can be attained by reaching a proficiency “Level 2” on the first attempt. A maximum of two attempts are given for each Proctored Specialty Exam and the Comprehensive Predictor. There are no out of pocket expenses for second attempts on the Proctored Specialty Exams or the Comprehensive Predictor.

If a student does not meet the required proficiency level on the first attempt on a Proctored Specialty Exam, remediation using an ATI generated focused review is required prior to a second attempt. The required second attempt will occur only after completion of a minimum of two hours of remediation using the generated focused review including any other recommendation by the instructor. Both attempts are required as a passing requirement of the course if a “Level 2” is not attained on the first attempt. All attempts must be completed prior to the end of the term. Should the second attempt still fail to yield a “Level 2”, exception being the Medical Surgical Proctored Assessment, a final focused review and remediation plan will be assigned by the instructor and will need to be completed and submitted by the student prior to attaining a grade for the course in which the student is enrolled. Non-compliance by the end of the semester will yield a grade of “F” for said course.

Completing all scheduled Practice Exams, Non- Proctored Specialty Exams, Proctored Specialty Exams and required completion and submission of ATI generated focused reviews or other assigned remediation is mandatory in each Nursing Course assigned for continued progression within the program.

### **Procedure – Testing Procedure**

All Proctored Specialty Exams are administered on campus in a proctored environment by a nursing faculty member

**Step 1:** During the first week of the course the Instructor will distribute the due dates of all Practice Exams and Non-Proctored Exams as well as the scheduled dates and times of all Proctored Specialty Exams (and the Comprehensive Predictors if applicable) to be administered throughout the course.

ALL OF THE FOLLOWING STEPS ARE REQUIRED FOR MEETING THE PASSING REQUIREMENTS OF THE COURSE:

**Step 2:** One week prior to the scheduled due date for the completion and submission of the Practice Tests the instructor will open Practice Exam Version A with the rationales turned off. The students who do not attain an 80% on the first attempt must remediate with a focused review that is generated by ATI and retake the test to a score of 80%. The students have an unlimited number of available attempts to take the practice test to attain an 80%. Once the score is obtained the student needs to submit a copy of the completed exam as instructed by their instructor. The instructor will turn on the rationales of the practice test after the practice tests are submitted. The same process for the Completion of Practice Exam Version B will be followed.

Two practice tests (Version A and Version B) at a proficiency of 80% need to be completed and turned in to the instructor for each content area that requires a Proctored Exam as well as for the Comprehensive Predictor.

**Step 3:** All required testing conditions including the completion of the two (2) practice tests and remediation, if required, must be met prior to the scheduled Proctored Specialty Exam and/or Comprehensive Predictor. If these conditions are not met, the student will forfeit the attempt or attempts of the Proctored Specialty Exam(s) and/or Comprehensive Predictor and thus receive an “F” grade in the course. **The completion of the practice exams and proctored exams are required to meet the passing requirements of the course.**

**Step 4:** The student must attain a “Level 2” proficiency score (or a 90% for the Comprehensive Predictor) on the first attempt to gain the maximum number of points allocated towards the course grade, as indicated in the specific course syllabi. If a student does not attain this proficiency score on the first attempt, the ATI generated focused review must be completed. A transcript of the completed focused review must be turned in to your instructor prior to the scheduled second attempt. A minimum of two hours of remediation must be done for each focused review

#### **Step 5: Proctored Specialty Assessments:**

Prior to the scheduled Second Attempt for a Proctored Specialty Assessment, the student, when required, must submit a completed transcript of the generated focused review indicating a minimum of two hours of remediation has been completed. Should the student not complete the focused review criteria prior to the scheduled second attempt of the Proctored Specialty Assessment, the student will forfeit the second attempt and subsequent remediation opportunity and will not meet the passing requirements of the course. This will yield an “F” grade for the course.

Should the second attempt for a Proctored Specialty Exam not meet the required Proficiency “Level 2” a focused review reflective of a minimum of two hours of remediation time must be completed and submitted (Exception:

medical-surgical exam and comprehensive predictor). The focused review may include but not be limited to some of the following:

- a. writing out the detailed concepts noted as deficient in the ATI generated "focused review"
- b. Individual or group tutoring for at least two hours
- c. Practice questions and assignments pertaining to the content being tested
- b. completion of additional practice exams

Failure to submit such remediation after the second attempt will render an "F" grade for the course as the passing requirements for the course will not have been met.

**Proctored Comprehensive Predictor:**

Prior to the scheduled second attempt of the Comprehensive Predictor the instructor will instruct the student on the components and assignments to complete as the required focused review to be completed and submitted. Proof of completion of the individualized focused review, reflective of a minimum of two hours of remediation, must be submitted prior to the scheduled second attempt for eligibility to test. If the student does not complete the focused review prior to the scheduled second attempt of the Comprehensive Predictor, the student will forfeit the attempt and receive an "F" grade for the course.

If the student does not receive a grade of 90 % through forfeiture on the first or second attempts. the student will not meet the passing requirements of the last course of the practical nursing program. An "F" grade in the course will be recorded. All attempts must be completed prior to the end of the Course within which they are scheduled.

Remediation to be completed prior to a second attempt of the Comprehensive Predictor may include but is not limited to some/all of the following:

- a. writing out the detailed concepts noted as deficient in the ATI generated "focused review"
- b. Individual or group tutoring for at least two hours
- c. Practice questions and assignments pertaining to the content being tested
- d. completion of additional practice exams
- e. completion of NCLEX style review questions

Any student who does not complete the above passing requirements due to extenuating circumstances, with documentable supporting evidence, and is excused by the Associate Dean of Nursing will receive a grade of "I" (Incomplete) in the course with a specified time identified for completion of the coursework. If the incomplete is not converted to a grade prior to the start of the next calendared course, the student will need to wait for the next calendared course with space available. The student will not be able to progress into the next course until the Incomplete Grade has been satisfied and a passing grade submitted. If a student does not complete the required coursework to satisfy the Incomplete Grade with a passing grade within the scheduled timeline, the Incomplete Grade will be changed to a grade of "F".

### Testing, Remediation and Retesting Protocol

<b>EVENT</b>	<b>ACTION</b>	<b>EVALUATION</b>
1st Attempt Proctored Specialty Exams : Below a Proficiency “Level 2” ( excluding Medical Surgical Proctored Exam )	Remediate & submit a focused review( minimum of two hours) prior to scheduled 2nd attempt	Written Submission Time Verification on ATI
1st Attempt Medical Surgical Proctored Exam below a Proficiency “Level 2”	Remediate & submit focused review ( minimum of two hours) prior to scheduled 2 <sup>nd</sup> attempt	Written Submission Time Verification on ATI
1st Attempt Comprehensive Predictor: Below a score of 90% probability for passing PN NCLEX on first attempt	Remediate and submit focused review (minimum of two hours prior to scheduled 2nd attempt)	Written Submission Time Verification on ATI
2nd Attempt Proctored Specialty Exam: Below a Proficiency “Level 2” ( excluding Medical Surgical Proctored Exam )	Remediate and submit a focused review (minimum of two hours) Failure to submit completed remediation will render an “F” grade for the course.	Written Submission as instructed by Instructor Time Verification on ATI if applicable.
2nd Attempt Medical Surgical Proctored Exam below a Proficiency “Level 2”	Failure of Course. In-eligible to take Comprehensive Predictor	Grade of “F” recorded for Course If eligible, can re-enroll into course to progress and complete Program. Re-enrollment based on eligibility and availability. Success Program Mandatory upon re-entry.
2nd Attempt Comprehensive Predictor: Below a score of 90% probability of passing PN NCLEX.	Failure of Course.	Grade of “F” recorded for Course If eligible, can re-enroll into course to progress and complete Program. Re-enrollment based on eligibility and availability. Success Program Mandatory upon re-entry. Program.

### GRADING

Allocation of Points towards the weighted grade is based on the number of attempts required by the student to attain a “Level 2” on the Proctored Specialty Exam(s) as specified in the course syllabi and table below. The maximum number of points can be attained by reaching a Proficiency “Level 2” on the first attempt of a Proctored Specialty Exam. The student has a maximum of two attempts to attain a “Level 2” on all Proctored Specialty Exams. The student will have a maximum of two attempts for attaining a 90% probability score for passing the PN NCLEX as indicated on the Comprehensive Predictor. A 90 % probability score on the Comprehensive Predictor is a passing requirement of the final course of the Program for all students currently enrolled.

## Proctored and Non Proctored Specialty Exams Point Allocation

COURSE	ASSESSMENT TEST	Total # Grade Points Allocated	Points for Level "2" on 1 <sup>st</sup> Attempt	Points for Level "2" on 2nd Attempt with remediation submission	Points for remediation completion after the second failed attempt.
PRN 0000	Critical Thinking Entrance Exam	NA	NA	NA	NA
PRN 0002	Fundamentals	8	8	4	2
PRN 0030	Pharmacology	8	8	4	2
PRN 0120*	Maternal Newborn	4	4	2	1
	Care of Children	4	4	2	1
PRN 0205	Adult Medical Surgical	8	8	4	NA
PRN 0500*	PN Management	NA	NA	NA	NA
Final Semester	Critical Thinking Exit	NA	NA	NA	NA
	Comprehensive Pred.	NA	NA	NA	NA

\*PRN 0500 PN Management is a Proctored exam given in the last term.

### LIVE NCLEX REVIEW

The Live ATI NCLEX Review Program is a Mandatory Passing Requirement of the final course of the Practical Nursing Program. Attendance is required to receive a grade for the course and to graduate.

Please note that completion of all required proctored and non-proctored assignments and remediation are passing requirements for each course. Failure to complete these items will result in an "F" grade regardless of passing grade average.