



**Florida
National
College**

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OPENS DOORS TO THE FUTURE**

**PRACTICAL NURSING ORIENTATION
HANDBOOK**

FLORIDA NATIONAL COLLEGE PRACTICAL NURSING PROGRAM

STUDENT ORIENTATION HANDBOOK

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WELCOME

Welcome to Florida National College's Practical Nursing Program. We take great pride in the nursing education we provide out students. We also take great pride in our philosophy that embraces students and our role as educators and facilitators in your education.

As practical nursing students, you are our future nurses; therefore, we want your experiences to be such that you gain as many as possible and that you obtain the tools that will help you to be confident and secure in your role as future professional nurses.

Thank you for giving us the opportunity to actively participate in the development of your future.

Florida National College Information:

Florida National College Hialeah Campus
4425 West 20th Avenue
Hialeah, Florida 33012
Phone # (305)821-3333
Fax # (305)362-0595

Florida National College South Campus
11865 Coral Way
Suite H-3
Miami, Florida 33125
Phone # (305)226-9999
Fax # (305)226-4439
Web Site:
www.fnc.edu

Nursing Administration:

1. Ms. Maida Burgos, RN, BSN, RHIT, CHPN Interim Program Director (305)821-3333 Ext. 1051
2. Mr. Ruben Coll, RN, BSN Associate DON (305)821-3333 Ext 1051
3. Ms. Maria Eugenia Garcia, BHA Clinical Rotation Manager (305)821-3333 Ext. 1048

Nursing Faculty:

- 1.) Ms. Valeria Avendaño, RN, BSN
- 2.) Ms. Barbara Blanco, RN
- 3.) Mr. Carlos Castillo, RN, BSN
- 4.) Mr. Hector Descamps, RN, BSN
- 5.) Ms. Ana Duenas, RN, BSN
- 6.) Mr. Moises Espinoza, RN,BSN
- 7.) Ms. Angelica Llamas, RN
- 8.) Mr. Humberto Martinez, RN
- 9.) Ms. Yesenia Osle, RN
- 10.)Ms. Keila Paulino, RN,BSN
- 11.)Ms. Maria J. Perez, RN, BSN
- 12.)Ms. Lourdes Rivera, RN, BSN
- 13.)Ms. Rosa Roche, ARNP-BC
- 14.)Ms. Ana Rodriguez, RN, MSN
- 15.)Ms. Oneida Segura, RN, BSN, MBA/HCM
- 16.)Ms. Yxiam Toledo, RN

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING PROGRAM
ADOPTION SHEET**

This Student Orientation Handbook has been reviewed and adopted by the Governing Body of Florida National College Practical Nursing Program.

Approved February 2009 by Practical Nursing Program Curriculum Committee

Revised August 2010 by Practical Nursing Program Curriculum Committee

Revised March 2011 by Practical Nursing Program Curriculum Committee

STUDENT ORIENTATION HANDBOOK

The student orientation handbook is designed to facilitate the new student orientation to Florida National College and the Practical Nursing Program. It is understood that the new student is given so much to read, observe, and retain that he or she may forget items that were covered. We have attempted to include and delineate the most important aspects that will be necessary for your adjustment to the role of “student practical nurse” at Florida National College.

The handbook contains items that are specific to new student orientation. The handbook will serve as a resource to you regarding specific school policies and procedures.

The orientation outline will be followed as closely as possible allowing for flexibility of department guest speakers, staffing needs and specific questions from the students.

The last two pages of the Student Orientation Handbook are an Ethical Agreement and an acknowledgment of Receipt. Copies will be provided to you and must be returned in to us at the end of your orientation session.

THESE DOCUMENTS MUST BE SIGNED AND DATED BY THE STUDENT.

STUDENT ORIENTATION OVERVIEW

The student orientation is designed to welcome the new student into the academic program; to facilitate the student’s adjustment to the program and to introduce the student to the philosophy, organization, guidelines and procedures of Florida National College’s Practical Nursing Program. In addition, the role of the practical nurse is examined to provide for an effective transition into the study of nursing.

STUDENT ORIENTATION OBJECTIVES

At the completion of student orientation, the student will be able to:

1. Describe how philosophy and objectives of the Program complement and support the philosophy of the nursing profession.
2. List courses included in each term of the Program.
3. Describe the major student personnel (guidelines) of the Program.
4. Explain the student’s role in the Program Evaluation System.
5. Identify graduation requirements for Florida National College Practical Nursing Program.
6. Explain the legal and ethical responsibilities of the student practical nurse.
7. Identify problems which may be encountered during the transition to the role of student practical nurse.

8. Explain why advising and periodic evaluations are a necessary aspect of the learning process

PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program subscribes to the philosophy statement of Florida National College. The Nursing faculty has developed and adheres to the following beliefs:

We believe that the student's success in practical nursing derives from knowledge of nursing principles, development of skills and competence, and high standard of professionalism expressed through appearance, attitude, and demeanor in all aspects of practice.

We believe that safe practical nursing care derives from critical thinking skills and good judgment applied to knowledge and clinical skills.

We believe that the practical nursing program continues the high standards of integrity and ethics for students, teachers, administrators and staff set by the school for all of its programs.

We believe that every student is unique and deserves the individual support and guidance necessary to be successful.

We believe that the practical nurse functions as an important part of the health care team within the limits of the scope of practice of the profession. We believe that an understanding of the dependent role of the practical nurse and the scope of practice is a key element of the success of the practical nursing graduate.

PURPOSE

The purpose of the Practical Nursing Program is to prepare the student for employment as a Practical Nurse by providing the theoretical knowledge and clinical competence to obtain licensure and the standard of professionalism necessary for the successful practice of nursing.

GOALS

The Goal of this Practical Nursing Program is to prepare graduates to provide safe, compassionate, nursing care under the supervision of the Registered Nurse or Licensed Physician. Upon completion of the program the graduate will be able to:

- Possess the knowledge and skills for employment at the entry level, in the field of study.
- Provide patient care and nursing procedures.
- Attain personal and professional development as well as the ethical and legal awareness necessary for success in their profession.

LENGTH OF PROGRAM SCHEDULE

The curriculum for the Practical Nursing Program is presented in three terms for a total of 48 weeks. Students are given time off as the scheduled permits. The students are provided with the school calendar the first day of orientation.

The **first term** will be week 1 to 16 and includes 300 hours of theory, 60 hours of skills lab and 90 hours of clinical practice.

The **second term** will be week 17 to 32 and includes 135 hours of theory, 30 hours of skills lab and 285 hours of clinical practice.

The **third term** will be week 33 to 48 and includes 120 hours of theory, 30 hours of skills lab and 300 hours of clinical practice.

Program hours is usually from 4pm to 10pm Mon-Fri. Weekend hours: 7am- 3pm with some exceptions of 7am-7pm. However, other required activities will be scheduled. The students may be required to attend such activities on week days during the day shift.

The Faculty workdays do not apply to the LPN program.

The schedule of holidays will be as follows:

Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day

PROGRAM CURRICULUM

The curriculum for the Practical Nursing Program is presented in three terms of 16 weeks each for a total of 48 weeks.

The course requirements for each term are as follows.

First Term Courses	Lecture Hours	Skills Lab Hours	Clinical Hours
Growth and Development and Nutrition	45	0	0
Anatomy and Physiology and Medical Terminology	60	0	0
Practical Nursing Communications	30	0	0
Pharmacology	75	15	0
Fundamentals of Practical Nursing	90	45	90
First Term Totals	300	60	90

Second Term Courses	Lecture Hours	Skills Lab Hours	Clinical Hours
Medical-Surgical Nursing I	90	15	135
Medical Surgical Nursing II	45	15	150
Second Term Totals	135	30	285

Third Term Courses	Lecture Hours	Skills Lab Hours	Clinical Hours
Maternal and Newborn Nursing	30	15	45
Pediatric Nursing	30	15	45
Transition to Graduate	60	0	210
Third Term Totals	120	30	300

Program Totals	555	120	675
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GRADING SYSTEM

The Practical Nursing Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.)

The system will be as follows:

First semester:

A	93-100%	4.0 points
B	85-92%	3.0 points
C	77-84%	2.0 points
F	0-76%	Unsatisfactory, will have to repeat the course (only one course during the entire program)
I	Incomplete	

Second semester:

A	93-100%	4.0 points
B	85-92%	3.0 points
C	77-84%	2.0 points
F	0-76%	Unsatisfactory, will have to repeat the course (only one course during the entire program)
I	Incomplete	

Note: In order to advance to the third semester the student must approved both courses Medical Surgical I and II, If any one of the courses is failed the student must repeat the whole semester.

Third semester:

A	93-100%	4.0 points
B	85-92%	3.0 points
C	77-84%	2.0 points
F	0-76%	Unsatisfactory will have to repeat the course (only one course during the entire program)
I	Incomplete	

Faculty members will be responsible for computing each student's final "numerical" theory grade

TESTS AND MEASUREMENTS

Faculty members are responsible for developing specific theory and clinical objectives as well as content outlines from each course they present. Students are tested on material covered in class and during clinical demonstration sessions.

The student's attainment of objectives is measured by various tools which reflect the student's ability in relation to theory and clinical practicum. Course objectives are provided in the course syllabus.

Attainment of theory objectives for each course is documented through use of written, criterion referenced examinations. An informal item analysis is completed on all tests administered. Items that prove unreliable are discounted from the raw score. Raw scores are grouped into grades from testing feedback. Course work completion is dependent upon a satisfactory grade of 77% in academic theory. All written exams are based on a 100% score for a perfect test score. Cumulative averages of tests completed during each semester are specified in each individual syllabus.

Faculty members are responsible for presenting the theory portion of the course and the administration of the exams. All tests are reviewed with the students to facilitate feedback with the exception of course final exams. Student will not be permitted to keep tests. Written exams will be returned to the faculty members after being reviewed by students. All exams will be maintained by the Practical Nursing Program. All tests will be kept in the student's records.

Criteria based performance methods of evaluation are those psychomotor activities within the clinical area which enable the students behaviors to be compared with the behavioral objectives that are the educational target behaviors. Each student is measured in relation to his/her ability to perform in the desired manner. Evaluations are in the form of a performance checklist and clinical evaluation tools.

Students must achieve a "satisfactory" grade in order to successfully complete the clinical portion of each course.

ADVISEMENT AND GUIDANCE

Academic advisement and guidance are designed to provide an avenue of communication through which students may express their feelings, needs and concerns regarding their academic/clinical progress. The advising session may be requested by either the student or the supervising faculty member.

Scholastic, vocational, and health advice will be provided to students on an individual basis as needed.

A faculty member will be appointed as needed to serve as the student's academic advisor for the entire school year.

Faculty members provide the student with specific feedback through periodic written progress reports which are completed at designated time intervals spaced equally throughout the duration of the course. **If a student is not meeting the school's standards (academically or clinically) the student will receive an advisement and guidance report from the faculty member and nursing administrative staff.**

A remedial plan of action will be defined with specific time limits for improvements. Tutorial classes will be scheduled based on the availability of the faculty member.

A student advisement and guidance report will be completed by the faculty for the individual student regarding poor academic or clinical performance. The student advisement and guidance report will indicate progress or attainment of goals mutually set by the student and faculty advisor. The report will be maintained in the student's personnel file and in Campus Vue. **All advisement should be witnessed by an administrative staff.**

GRADUATION REQUIREMENTS

The diploma of Florida National College Practical Nursing Program will be presented to each student who successfully completes the prescribed course of study.

The student must achieve a minimum of 77% in each academic theory course and receive a "satisfactory" grade in each clinical area in order to be eligible for graduation.

The student will not be permitted to advance to the next term of the program until all requirements for the current term have been met.

The student who demonstrates poor academic and or clinical performance will receive remediation. A student advisement and guidance report will also be completed. At the end of the course the student must demonstrate mastery of the objectives in order to pass. **If the student fails the course he/she will be allowed to repeat the course (only once during the entire program). During the third semester if the student fails to pass the Comprehensive Predictor Final Exam twice he/she will be allowed to repeat Transition to Graduate course once. All cases will be individually assessed .**

Additional requirements are specified in the Transition to Graduate Syllabus.

PROGRAM UNIFORM/ DRESS CODE POLICY

All students enrolled Florida National College's Practical Nursing Program are required to wear the "Official" Program uniform while present for class and while working in the clinical areas. Students will be required to abide by the dress code of the Program or they will be sent home. **The student will not receive the hours provided that day.**

The Program uniform will have the official school insignia on the left side.

The FNC student identification badge must be worn at all times on campus grounds and at all clinical site assignments or scheduled events by the Nursing Program. Additionally badge identification from clinical facilities may be required to be worn too when attending those facilities for clinical rotations.

The student will wear nursing type shoes. Shoes should be all white with no insignia or color on the shoe. No clogs are to be worn.

Male students must wear a white T-shirt with no writing or pictures under their uniform. Males must be clean shaven unless they have a beard/mustache that must be neatly groomed. **Hair must be off the collar at all times during clinical rotations.** Conservative hair color and style is to be maintained. Female students can wear makeup at a minimum

Jewelry is not permitted with the exception of a watch and wedding band. Only female students are permitted to wear ear studs. No visible body piercing allowed in both lectures and clinical sites. No visible ankle bracelets may be worn. Nails must be maintained and closely clipped; **no artificial nails may be worn**. Only clear nail polish will be permitted. Any tattoos deemed as offensive must remain covered to maintain professionalism expected from Florida National College School of Practical Nursing Program Student.

CLASSROOM DECORUM

Florida National College's Practical Nursing Program promotes student study behavior of the highest quality, which is required for the greatest learning experience. Classroom behaviors are indicators of the level of seriousness which a student is dedicating to the study of practical nursing.

Behavior including sleeping, talking, passing notes, text messaging, studying for other sources in the classroom, reading newspapers and leaving the classroom during lecture are disruptive to the faculty, but also, most importantly, to peers.

Cell phones or any noise making devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on **silent or vibrate** mode at all times.

No visitors are allowed during classroom and clinical hours.

The faculty will ask any student whose behavior is disruptive to the class or to the faculty to leave the class. This may constitute an absent day.

ACADEMIC DISHONESTY

Florida National College's Practical Nursing Program promotes professional student behavior of the highest integrity, which are required for the safe practice of nursing.

Student ethical behaviors are indicators of the level of professionalism which can be expected in the graduate Practical Nurse. Foundations of the ethical behavior are established during the educational process.

The faculty will be responsible for informing students of course expectations and of school policies regarding academic dishonesty during orientation the first day of class.

Academic dishonesty involves a variety of unethical student behaviors, such as lying, cheating, and plagiarism. Cheating may involve looking on another student's paper, passing answers to or receiving answer from a fellow student, giving signals, procuring unauthorized copies of an exam prior to the test period, and using unauthorized written material or notations during an exam.

Plagiarism is defined as stealing and using the ideas of others as one's own. Plagiarism can range from improper citation of reference to blatant copying of sections or entire works of another.

Faculty will be responsible for documenting unusual or suspicious behaviors which are indicative of academic dishonesty. The faculty will communicate with the Program Director regarding the alleged student wrong doing. Together they will clarify the problem, validate that faculty member's expectations as appropriate and review policies and options for the student.

The student will receive written notification of the charge and the process to be followed. A conference will be conducted in an impartial manner. The student will be present at the conference. The decision will be based only on the evidence presented.

The faculty will determine the extent of disciplinary action required and will be consistent in its application. Such action may include a retake of the exam; redo the course work/assignment, a failing grade, or dismissal from the program.

Students have the right to appeal the faculty's decision and may submit a written grievance. Refer to FNC's Student Handbook for more information.

RESCHEDULING OF WRITTEN EXAMS

Written examinations will be administered and completed on the day scheduled. Students will be responsible for notifying the Program Director/Assistant Director whenever illness or absence occurs. **If illness/absence causes the student to miss an exam, an alternative examination may be administered at the discretion of the faculty if the absence is excused.**

The exam must be taken on the first day the student returns to school. The student will be responsible for contacting the instructor to schedule the exam. In the event the student does not contact the instructor to make arrangements for scheduling the exam on the first day back to school, the student will receive a zero "0" for the exam and will not be permitted to take a make-up exam.

ATI proctored exams will be scheduled during the semester the course is given. If the student fails, he/she must retake the exam as scheduled. Failure to retake the exam will result in a grade of 0 (Zero).

STUDENT PROTOCOL FOR WITHDRAWAL

If the student is contemplating withdrawal from the Program, he/she will be required to undergo an exit interview with the Program Director. The student will also be required to submit a letter to the Program Director or Assistant Director stating withdrawal intentions.

Advisement and Guidance will be completed by the Program Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal will be documented on the student's official Program transcript. (WP-Withdrew with Penalty, WF –Withdrew Failing).

If the student desires to return to the Program within four months, a written request must be submitted to the Admissions Committee. The Admissions Committee will consider the request, based on the student's previous record, current enrollment availability as well as financial standing. As part as the re admission requirements a level entry examination must be fulfilled.

If more than eight months has elapsed since the student withdrew from the Program, the student will be required to submit an application and reapply to enter the Program from the beginning.

CONDITION FOR DISMISSAL

Any student whose conduct, academic standing or clinical performance is unsatisfactory may be dismissed from the Program.

The Following constitute grounds for dismissal:

- Disciplinary action involving misconduct charges.
- Academic dishonesty.
- Continued unsatisfactory ratings for personal appearance.
- Exhibition of poor mental, physical or emotional health.
- Inability to satisfactorily complete a theory course or clinical rotation.
- Time missed in excess of three days per semester. At the third absence written warning will be given and at fourth absence dismissal from the program will be enforced.

Situations which may warrant the granting of “make-up” lecture or clinical time include, but are not limited to the following:

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a signed note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary.
- Death in immediate family.
- Government business (jury duty, INS, court dates).

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating.

Negligence or willful violation of established hospital / clinical facility policy will also constitute grounds for dismissal.

Prior to actual dismissal, the Program Director or designee will inform the student of the unacceptable behavior/unsatisfactory performance and written advisement and guidance report will be completed and placed in the student’s file.

STUDENT GRIEVANCE PROTOCOL

Any student with a concern or complaint must present the issue to his/her supervising faculty within three days of the occurrence. The supervising faculty will be responsible for reviewing the issue utilizing the problem-solving approach and for responding to the student within three working days after the report. Prompt, fair action will keep grievances to a minimum. The faculty will also submit a written report to the Program Director or designee. If the student is not satisfied with the initial action taken by the supervising faculty, he/she may request the initiation of the formal grievance protocol within three working days. The request must be submitted in writing to the Program Director or designee and should define the complaint with the specific terms that the student believes should be taken to correct it.

The Program Director or designee will then investigate the problem which may include a request for additional information and interviews with individuals involved in the incident. The Program Director or designee will reply to the student in writing within three working days of receipt of the grievance.

If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.

If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.

SECURITY OF STUDENT'S PERSONAL EFFECTS

The student will be responsible for the security of their personal effects.

The student is requested to keep his/her personal belongings and valuables with him/her at all times whenever present in class or on the clinical areas. Under no circumstances will students be permitted to place personal belongings and valuables in the nursing unit during clinical rotations.

Neither Florida National College nor the Practical Nursing will assume liability for items left unattended. **The student alone is responsible for the safe-keeping of his/her personal belongings.**

RESPONSIBILITY OF STUDENTS HEALTH MAINTENANCE

Florida National College's Practical Nursing Program recognizes that health maintenance is the primary responsibility of the individual student.

Students are therefore required to carry their own health insurance for clinical rotations.

If the student is involved in an incident or accident while in the clinical area, the student will be required to follow the established hospital / clinical facility protocol, complete the incident report form, and to report to the Emergency Department for treatment.

All students must obtain specific immunizations and health screening tests before entering the clinical areas.

A proof of immunization for MMR (two doses), Varicella (2 doses), Hepatitis B (3 doses), and H1N1 must be provided to the school. In the event that the student had the diseases, a blood titer for each disease must be submitted. The result of the annual Tuberculin skin test (PPD) must also be submitted.

Students have the right to decline to receive the Hepatitis B immunization series and H1N1 vaccine. However a refusal to receive the Hepatitis B immunization series and H1N1 vaccine form must be signed by the student before entering the clinical areas.

Immunization records will be submitted to the affiliating hospitals prior to the student's arrival at the health care facility for clinical practicum. Failure to comply with this, the student will not be allowed to participate in clinical rotations.

The requirements are subject to change, depending upon current knowledge and practices relating to health care.

STUDENTS WITH DISABILITIES

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**.

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National College provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the college.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National College maintains strict confidentiality with regards to medical information related to student's disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the college's complaint procedures.

The ADA contains strict confidentiality requirements for medical information related to student's disabilities. The law also contains requirements for elimination of physical barriers to access.

The student will provide a written statement regarding any necessary accommodations. Current documentation of disability is required to receive special services. Call (305) 821-3333 extension: 1050 Ms. Caridad Sanchez for further information.

PROTOCOL FOR STUDENT ILLNESS IN CLINICAL SETTING

Students who become ill while on duty are required to report the illness to their supervising faculty member immediately. The supervising faculty member will determine if the student may remain in the clinical area or if the student must be sent home.

Students who require immediate treatment will be sent to the Emergency Department to be evaluated by an Emergency physician. Costs incurred by the visit to the Emergency Department will be the responsibility of the individual student.

The student is responsible for reporting back to his/her supervising faculty member following evaluation and/or treatment in the Emergency Department.

PREGNANT STUDENTS

Pregnant students may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the College indicating the student's expected date of confinement, the student's limitations (if any) and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program.

In the event problems arise concerning the student's ability to carry out her responsibilities in the classroom and in the clinical setting, the Program Director, in consultation with the student's obstetrician, will determine whether the student may remain in the program. Leave of absence will not be granted

during the school year. Absence due to Medical/Emergency reason is limited to three days per semester. At the third absence written warning will be given and at fourth absence dismissal from the program will be enforced.

CHARTING BY NURSING STUDENTS

Students, as well as supervising faculty, are responsible for abiding by established policies / procedures relating to documentation at each clinical setting.

Students are responsible for documenting observations, patient's progress and nursing care administered to assigned patients.

Students are required to sign entries by recording their first initial, last name, followed by initials "SPN (Student Practical Nurse), school affiliation, and academic level (i.e. J. Johnson, FNCSPNII).

Notations entered in the record will be reviewed and countersigned by their supervising faculty member or supervising staff nurse.

The RN is responsible for receiving a verbal report from the student, as well as reviewing the student's notation in the medical record prior to the student leaving the nursing unit.

CPR CERTIFICATION

All students must have current CPR certification before entering the clinical areas. Program personnel may be able to schedule a CPR certification class for students. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining CPR certification (Basic) in the community. CPR certification renewals are the responsibility of the student.

COLLEGE CLOSINGS

At the time of a disaster, such as hurricane, Florida National College's Practical Nursing will follow the plans and procedures stated below. Time lost due to disasters will be scheduled during the same term. Students must be prepared to adjust schedules accordingly.

Hurricane Plans and Procedures

All decisions concerning hurricanes will be made by the First Level Administrators (Vice-Presidents and CEO) at Florida National College. These decisions will be based upon the official notifications originating from the National Hurricane Center.

Procedures: Before the Hurricane

In the case of an impending hurricane, the following actions will be taken.

Hurricane Watch:

1. At the announcement of the "Hurricane Watch", by the National Hurricane Center, the Campus Deans will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the "Watch" becoming a "Warning".
2. All Campus Deans will place themselves on a 24-hour watch concerning conditions and its

effect on personnel and property.

Hurricane Warning:

1. At the announcement of a Hurricane “Warning”, the First Level Administrators will immediately announce to the student body, the faculty, and the media of the closing of the College facilities until further notice.
2. Students can contact their professors or respective campuses for information regarding class cancellations and resumptions.

Hialeah Campus: (305) 821-3333 Press “0” for the operator to get the most current updates.

South Campus: (305) 226-9999 Press “0” for the operator to get the most current updates.

Training Center: (305) 231-3326 Press “0” for the operator to get the most current updates.

School closing will also be noted on the FNC website at www.fnc.edu, www.nbc6.net or

www.telemundo51.com

ATTENDANCE REQUIREMENTS FOR THEORY

Students are required to be present and punctual for each class day as scheduled. The faculty throughout the day will maintain attendance records.

Students will be responsible for **calling the College to report all absences to the Program Director: Ms. Maida Burgos/Assistant Director : Mr. Ruben Coll/ Clinical Rotation Manager: Ms. Maria Eugenia Garcia at the nursing office at (305)821-3333 extension: 1051 or 1048.** Failure to notify the school will result in an advisement and guidance report. Two advisement and guidance reports for failure to call will jeopardize the student’s standing in the Practical Nursing Program.

If a student fails to notify the school in the morning of their absence, no make up days will be given no matter what the circumstances. If the student is above their maximum number of days due to this absence, he/she may be dismissed from the program.

Students who are absent in excess of three days per semester a written warning will be given and at fourth absence dismissal from the program will be enforce.

Late is defined as arriving for class after the routine designated starting time (15 minutes maximum).

In the event a student is late for class they will not be permitted to enter the classroom until the break as scheduled by the faculty.

The student will be responsible for notifying the faculty/nursing office that they will arrive late. The absence will be then recorded as a late. In the event the student does not approach the faculty (after class) to change the absence to a late – it will remain as an absence in the student’s attendance record.

Five episodes of tardiness or leaving school early will constitute one (1) unexcused absent day.

Leaving early is defined as leaving the classroom prior to the designated concluding time. **Missing three or more hours of class will constitute an absence.**

Any student who has been excessively tardy or absent in arriving for class will receive a written advisement and guidance report by a faculty member. Each episode of tardiness or absence will be

evaluated on an individual basis. In the event of excessive absences or tardiness, the student status in the program will be evaluated.

ATTENDANCE REQUIREMENTS FOR CLINICAL

Students are required to be present and punctual each clinical day. Clinical times are designated by the Program Director and Assistant Program Director for each course.

Students will be responsible to call the College to report all absences.

Three absences (clinical or lecture or skills lab) are allowed in each semester. At the third absence written warning will be given and at fourth absence dismissal from the program will be enforced. It should be noted that a Clinical Failure for unsatisfactory performance would be counted as a clinical absence.

If students exceed the clinical absences allowed per term, as stated above, the Program Director and faculty will consider make – up of lost clinical time on an individual basis.

At the discretion of the faculty, make- up of lost clinical time will occur in the same term or immediately after the term, depending upon availability of faculty and time. If faculty and scheduling are not convenient, make up of lost clinical time will be at the conclusion of the semester.

It should be noted that make-up time may delay the student receiving their diploma and will also delay their eligibility to take the NCLEX-PN (State Board Examinations). Situations which may warrant the granting of “make-up” clinical time include, but are not limited to the following:

- A. Student is sent home ill by faculty member or emergency department physician.
- B. Student presents a signed note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary.
- C. Death in immediate family.
- D. Government business (jury duty, INS, court dates).

Late is defined as arriving for clinical after the routine designated starting time (**15 minutes maximum**).

STUDENT PROGRESS, EVALUATION

Each student will receive written and verbal evaluative feedback on their academic and clinical progress from the faculty member who is responsible for presenting the specific course.

Periodic written progress reports will be completed by faculty at designated time intervals spaced equally throughout the duration of the course. Each course will decide the number of evaluations.

Each individual course will have individualized evaluation timetables that will include a **minimum of one evaluation for theory and one evaluation for clinical.**

Grade averages for theory and clinical performance ability will be recorded on the progress report form along with specific comments added by the faculty member.

Knowledge of theory will be evaluated on the basis of written tests, take home assignments, participation in class, computerized ATI assessment tests and special projects.

Clinical competence will be evaluated by direct observation and the degree to which the students meets the critical performance criteria outlined on the clinical evaluation tool.

The supervising faculty member will maintain the student's progress report throughout the semester.

STUDENT PROGRESS, EVALUATION TIMETABLE

First Term Student Progress Evaluation per Course	Lecture Evaluations	Clinical Evaluations
Growth and Development/ Nutrition	2 (1 during the course and 1 at the end of the course)	0
Anatomy and Physiology and Medical Terminology	1 (at end of course)	0
Practical Nursing Communications	1 (at end of course)	0
Pharmacology	1 (at end of course)	0
Fundamentals of Practical Nursing	2 (1 after mid-term. 1 at the end of course)	2 (1 half way into rotation. 1 at the end of rotation)
Total First Term Student Progress Evaluations	7	2
Second Term Student Progress Evaluation per Course	Lecture Evaluations	Clinical Evaluations
Medical – Surgical Nursing I	2 (1 after mid-term. 1 at end of course)	2 (1 half way into rotation. 1 at the end of rotation)
Medical – Surgical Nursing II	2 (1 after mid-term. 1 at end of course)	2 (1 after mid-term. 1 at end of rotation)
Total Second Term Student Progress Evaluations	4	4

Third Term Student Progress Evaluation per Course	Lecture Hours	Skills Lab Hours
Maternal and Newborn Nursing	1 (at end of course)	1 (at end of rotation)
Pediatric Nursing	1 (at end of course)	1 (at end of rotation)
Transition to Graduate – Practicum	1 (at end of course)	2 (1 half way into rotation. 1 at end of rotation)
Total Third Term Student Progress Evaluations	3	4

Total Program Student Progress Evaluations	14	9
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GRADING CLINICAL PERFORMANCE

The student's clinical performance will be measured by criterion referenced standards. Critical performance behaviors and related skills have been defined for each level of the Nursing Program. Students must achieve competency by receiving a satisfactory rating in each critical behavior in order to advance to the term.

Faculty will directly observe the student in performance of each critical behavior listed. The faculty will rate the student's performance as "S", meaning satisfactory; "NI", meaning needs improvement "N/A", meaning not applicable; or "U", meaning unsatisfactory. The student must achieve a satisfactory "S" rating on each of the critical behaviors in order to receive an overall pass grade for the clinical component of the nursing course for each term.

In the event a student fails to meet the standard after competency has been previously demonstrated, the student will received a clinical failure for the day. The student will receive an advisement and guidance report and plans for immediate improvement defined. The student must achieve a satisfactory rating in the last evaluation period for each critical behavior before advancing to the next term.

Once competency is established by the faculty, the student must continue to demonstrate satisfactory performance throughout the remaining terms of the program.

USE OF CLINICAL EVALUATION TOOL

Criteria performance methods of evaluation are those psychomotor activities which enable the learner's behaviors to be compared with the behavioral objectives that are the educational target behaviors.

Each student is measured in relation to his/her ability to perform the critical behaviors in the desired, acceptable manner.

A clinical evaluation tool specifically designed for each level will be utilized throughout the entire program to document student's progression and attainment of objectives.

The clinical evaluation tool, including specific skills, will be in a "checklist" format which includes:

- A. The critical performance behavior expected
- B. An evaluation of the behavior performed
 - 1. "S" - signifies that the behavior was performed satisfactory
 - 2. "NI" - signifies that the behavior performed needs improvement
 - 3. "NA" - signifies that the student was not given the opportunity to perform the behavior
 - 4. "U" - signifies that the behavior was performed unsatisfactory
- C. Comments which relate to the behavior actually performed.

The clinical evaluation tool is sub - divided into the following behavior categories:

- I. Observation
- II. Plan

- III. Interpret
- IV. Evaluation
- V. Interpersonal Relations/Communication
- VI. Member of a Discipline
- VII. Critical Thinking

Specific clinical performance criteria (behavioral objectives) for each category are listed directly below the specific behavior category.

The clinical evaluation tool will be maintained on site throughout the entire program for safe keeping to document “progress” and attainment of critical behaviors.

Each faculty will be responsible for completing the clinical evaluation form at designated intervals. If additional space is needed to explain a “behavior” or “specific performance problem” the reverse side will be utilized to document the incident.

The supervising faculty member will be responsible for completing the last two pages of the clinical evaluation tool at the end of each term thus summarizing the student’s attainment of specific behavioral objectives for each nursing course.

A specific Clinical Evaluation Tool will be completed by faculty for each of the following nursing courses:

- 1.) Fundamentals of Practical Nursing
- 2.) Medical – Surgical Nursing I & II
- 3.) Maternal Newborn Nursing
- 4.) Pediatric Nursing
- 5.) Transition to Graduate

The critical behaviors for each level must be attained before the student may advance to the next semester.

Once competency is passed with a satisfactory level, the student must continue to demonstrate satisfactory performance throughout the remaining semesters of the Program.

The clinical Evaluation Tool will become a permanent part of the student’s file following graduation.

UNSATISFACTORY CLINICAL PERFORMANCE

In the event a student fails to meet performance expectations (i.e., behavior or clinical skills), he/she will receive a clinical failure for the day.

The student will receive an advisement and guidance report by the supervising faculty member and a mutual action plan for improvement will be developed. Student and faculty will sign the advisement and guidance report.

Immediate improvement must be demonstrated within that clinical rotation period for the student to be able to remain in the Progra

PROFESIONAL BEHAVIOR

In addition to meeting the academic standards of the Program, students enrolled in the practical nursing program must demonstrate professionalism in classroom, laboratory, and clinical experiences. Professionalism is defined as behaviors and attitudes congruent with the American Nurses Association Code of Ethics, guidelines and standards of practice, the Florida Nurse Practice Act, and policies and expectations of the College.

Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrates increased maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition or mental state. Professionalism includes, but is not limited to, satisfactory academic and clinical conduct and performance.

Administrators and faculty of the program reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Administrators and faculty also reserve the right to recommended dismissal of any student who has violated the standards of professional conduct or demonstrated a lack of professional development.

USE OF PROFESSIONAL BEHAVIOR EVALUATION – CLINICAL

Criteria performance methods of evaluation are those Professional Behavior Standards which enable the learner's behaviors to be compared with the professional behaviors needed to be successful in the clinical setting.

Each student is measured in relation to his/her ability to maintain the standards of behaviors in the desired, acceptable manner.

A Professional Behavior Evaluation Tool specifically designed for each level will be utilized throughout the entire program to document the student's progression and attainment of objectives.

The Professional Behavior Evaluation Tool includes the standards of personal appearance, attendance, punctuality, motivation, interpersonal relationships, clinical adjustment and legal ethical issues which are in a narrative format including:

- A. The standards of behavioral expected
- B. The evaluation of the standard behavior demonstrated is graded as a 1, 2, or 3.
 - 1 = Always demonstrates the behavior described
 - 2 = Needs occasional redirection to the expected behavior described.
 - 3 = Fails to meet the behavioral described.
- C. Comments related to the behavioral actually demonstrated by the student are documented in summary format at the time of each evaluation.

The clinical evaluation tool will be maintained at the nursing office throughout the year of the program to document "progress" and attainment of desired behaviors.

Each faculty will be responsible for completing the clinical evaluation from at designated intervals. If additional space is needed to explain a behavioral problem, the reverse side will be utilized to document the incident.

At the end of each course, the supervising faculty will be responsible for summarizing the student's attainment of specific professional behaviors.

Faculty will complete a specific Standards of Behavior Evaluation Tool for each of the following courses:

- 1.) Fundamentals of Practical Nursing
- 2.) Medical – Surgical Nursing I & II
- 3.) Maternal Newborn Nursing
- 4.) Pediatric Nursing
- 5.) Transition to Graduate

The professional behaviors defined for each level must be attained before the student may advance to the next term.

The student must achieve a rating of "1" by the end of each term before the student may advance to the next term with the exception of attendance.

The Standards of Professional Behavior Evaluation tools will become a permanent part of the student's file following graduation.

FAILURE TO ADEQUATELY PREPARE FOR CLINICAL PERFORMANCE

In the event a student fails to adequately prepare course-related assignments for the clinical setting, the student will receive a "Failure to Prepare Clinically" or "FPC."

Further inadequate preparation may result in a Clinical Failure as outlined in the "UNSATISFACTORY CLINICAL PERFORMANCE" policy.

Assignments appropriate to the course may include, but not limited to:

- 1.) Medication Facts Sheet
- 2.) Medical Diagnosis Facts Sheet
- 3.) Case Studies
- 4.) Clinical Assignment Report Sheet

A written student advisement and guidance report regarding the "FPC" will be completed and signed with the faculty member and student. A remedial plan of action will be defined with specific time frames for improvements. The Standards of Professional Behavior will reflect failures to perform clinically.

FIRST TERM COURSE DESCRIPTION AND REQUIREMENTS

PRN 0023 – HUMAN GROWTH AND DEVELOPMENT/NUTRITION

COURSE DESCRIPTION:

This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence, and adult through the human life span. It also focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon.

COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all tests with a minimum grade of 77%
4. Complete all required assignments.
5. Actively participate in class.
6. Meet attendance standards of program.
7. Complete Nutrition ATI proctored examination

PRN 0022 – ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY

COURSE DESCRIPTION:

This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will learn major systems, organs and terminology necessary for the provision of safe and effective nursing care.

COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all tests with a minimum grade of 77%
4. Complete all required assignments.
5. Actively participate in class.
6. Meet attendance standards of program.

PRN 0400 – PRACTICAL NURSING COMMUNICATIONS

COURSE DESCRIPTION:

This course prepares the practical nursing student to communicate and use interpersonal skills effectively. Basic listening and observational skills are covered as well as interaction with patient, family and members of the health care team. Concepts of wellness and disease are covered including human needs throughout the life span, psychological reactions to illness, defense mechanisms as well as common alterations in patients with psychological disorders.

COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all unit tests with a minimum grade of 77%
4. Complete all required assignments.
5. Actively participate in class.
6. Meet attendance standards of program.
7. Complete Mental Health ATI proctored examination.

PRN 0000C – FUNDAMENTALS OF PRACTICAL NURSING

COURSE DESCRIPTION:

This course introduces the student to the basic nursing core concepts of It explores the concept of health as it relates to the individual, the family and the community; health care delivery systems and trends, legal and ethical responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student is prepared to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, domestic violence, emergencies -cardiopulmonary resuscitation- and organization of patient-care assignments are included. Principles of microbiology and the spread of disease are discussed as well as immunity and its relationship to disease prevention, blood borne diseases including HIV and AIDS, and infection control procedures. Health care needs of the geriatric patient are introduced and pre-operative and post-operative care nursing care is discussed. Fundamental and Pharmacology skills are demonstrated and practiced in the nursing lab so that the student has the opportunity to apply knowledge and skills in the clinical setting.

THEORY COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all required assignments.
4. Actively participate in class.
5. Meet attendance standards of program.
6. Complete Fundamental ATI proctored examination.

SKILLS REQUIREMENTS:

1. Successfully meet all skills objectives.
2. Complete all skills with a satisfactory (“S”) evaluation.
3. Complete all skills competency test for Fundamental and Pharmacology.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
3. Complete all required clinical assignments.
 - a. Clinical Assignment Report Sheet for all assigned patients.
 - b. Medication Facts Sheet
4. Actively participate in pre and post conferences.
5. Meet attendance standards of program for clinical rotations.

PRN 0035C – PHARMACOLOGY

COURSE DESCRIPTION:

This course includes an introduction to clinical pharmacology including drug classifications, the study of a large body of medications, drug mechanisms, dosage, safe medication administration, therapeutic uses, characteristics, action, contraindications side effects, and the techniques used in administering them.

COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all required assignments.

- a. Medication Facts Sheet
 - b. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of program.
6. Complete Pharmacology ATI proctored examination.

SECOND TERM COURSE DESCRIPTION AND REQUIREMENTS

PRN 0380C – MEDICAL – SURGICAL NURSING I

COURSE DESCRIPTION:

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management needs and specialized nursing care of patients with these conditions. The course covers some general aspects of the medical/surgical patient, like asepsis, rehabilitation; the care of patients in disasters or bioterrorism attack, and the fluids, electrolytes, and acid-base balance; and it focuses on the care of patients with a disease or disorder of the respiratory system, cardiovascular system, digestive system, urinary system, endocrine system, integumentary system, and the lymphatic and immune system, including the care of the patient with cancer. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized.

THEORY COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a graded of 77% or better.
3. Complete all required assignments.
 - A. Medical Diagnosis Facts Sheet assigned by the professor
 - b. Case Studies
 - c. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of programs.

SKILLS REQUIREMENTS:

1. Successfully meet all skills objectives.
2. Complete all skills with a satisfactory (“S”) evaluation.
3. Complete all skills competency test for Medical Surgical I.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
3. Complete all required clinical assignments.
 - a. Clinical Assignment Report Sheet for all assigned patients.
 - b. Medical Facts Sheet for all assigned patients.
4. Actively participate in pre and post conferences.
5. Meet attendance standards of program for clinical rotations.
6. Complete Nursing progress notes

PRN 0388C – MEDICAL – SURGICAL NURSING II

COURSE DESCRIPTION:

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs and specialized nursing care of patients with these conditions. The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs and skills of caring for the geriatric patient. The emotional, mental, physiological and social needs of the aging adult in a variety of settings are discussed.

THEORY COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a graded of 77% or better.
3. Complete all required assignments.
 - a. Medical Diagnosis Facts Sheet assigned by the professor
 - b. Case Studies
 - c. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of programs.
6. Complete Medical Surgical ATI proctored examination.

SKILLS REQUIREMENTS:

1. Successfully meet all skills objectives.
2. Complete all skills with a satisfactory (“S”) evaluation.
3. Complete all skills competency test for Medical Surgical II.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
3. Complete all required clinical assignments.
 - a. Clinical Assignment Report Sheet for all assigned patients.
 - b. Medical Facts Sheet for all assigned patients.
4. Actively participate in pre and post conferences.
5. Meet attendance standards of program for clinical rotations.
6. Complete Nursing progress notes

Note: In order to advance to the third semester the student must approved both courses Medical Surgical I and II, If any one of the courses is failed the student must repeat the whole semester.

THIRD TERM COURSE DESCRIPTION AND REQUIREMENTS

PRN 0100C – MATERNAL AND NEWBORN NURSING

COURSE DESCRIPTION:

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized.

THEORY COURSE REQUIREMENTS:

1. Successful meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all required assignments.
 - a. Medical Diagnosis Facts Sheets assigned by the professor.
 - b. Case Studies.
 - c. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of program.
6. Complete Maternal ATI proctored examination.

SKILLS REQUIREMENTS:

1. Successfully meet all skills objectives.
2. Complete all skills with a satisfactory ("S") evaluation.
3. Complete all skills competency test for Maternal/ Newborn Nursing.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory ("S") evaluation.
3. Complete all required clinical assignments.
 - a. Clinical Assignment Report Sheet for All assigned patients.
 - b. Medication Facts Sheet for all assigned patients.
4. Actively participate in pre and post conferences.
5. Meet attendance standards of program for clinical rotations.
6. Complete nursing progress notes

PRN 0110C – PEDIATRIC NURSING

COURSE DESCRIPTION:

This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized.

THEORY COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the theory portion of the course with a grade of 77% or better.
3. Complete all required assignments.
 - a. Medical Diagnosis Facts Sheets assigned by the professor.
 - b. Case Studies.

- c. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of program.
6. Complete Pediatrics ATI proctored examination.

SKILLS REQUIREMENTS:

1. Successfully meet all skills objectives.
2. Complete all skills with a satisfactory (“S”) evaluation.
3. Complete all skills competency test for Pediatric Nursing.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
 - a. Clinical Assignment Report Sheet for all assigned patients.
 - b. Medication Facts Sheet for all assigned patients.
3. Actively participate in pre and post conferences.
4. Meet attendance standards of program for clinical rotations.
5. Complete nursing progress notes

PRN 0933C – TRANSITION TO GRADUATE

COURSE DESCRIPTION:

This course provides comprehensive on-site clinical experience for the nursing student. Providing patient care as a member of the health care team in a health care facility (under the supervision of nursing faculty), the student adds to the experience already acquired the application of knowledge and the practice of skills that have been learned throughout the entire program. During this course, the student returns to the campus at regular intervals for a clinical overview and summary, review of competency assessments and NCLEX review. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed.

THEORY COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the NCLEX-PN review portion of the course with a grade 77% or better.
3. Complete all required assignments:
 - a. Medical Diagnosis Facts Sheets assigned by the professor.
 - b. Case Studies.
 - c. Pharmacology Math Exercises.
4. Actively participate in class.
5. Meet attendance standards of program.
6. Complete a final Pharmacology Math Exam with an 85% or greater.
7. Complete a final skills lab station exam with a satisfactory grade.
8. Complete ATI Comprehensive Predictor Final examination.

CLINICAL COURSE REQUIREMENTS:

1. Successfully meet all course objectives.
2. Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
3. Complete all the required clinical assignments.
 - a. Clinical Assignment Report Sheet for all assigned patients.

- b. Medication Facts Sheet for all assigned patients.
- 4. Actively participate in pre and post conferences.
- 5. Meet attendance standards of program for clinical rotations.
- 6. Complete nursing progress notes.

REQUIREMENTS FOR MEDICATION FACTS SHEET

Medication Facts Sheets will be required on all three semesters of the program.

Specific Medication Facts Sheets Forms are available and are to be utilized by the student and submitted to supervising faculty member by established time frame.

Medication Facts Sheets are due prior to the student's arrival at the nursing unit for clinical rotation or otherwise directed by faculty.

Students will not be permitted to administer medications unless he/she demonstrates that the required Medication Facts Sheets were completed and that sufficient knowledge about the medication to be administered is demonstrated.

In the event a student fails to submit the Medication Facts Sheets to the supervising faculty member by the established deadline, the student will receive a failure to prepare for clinical (FPC) which may result in a clinical failure for the day. The student will give up the patient assignment and function in the role of a nursing assistant. The student must have a thoroughly prepared Medication Facts Sheets for the next clinical day.



Name of Student: _____ Date: Submitted: _____

Name of Resource: _____ Page Number(s): _____

Purpose of Medication Sheet: To give directions in collecting the most important information related to the medication that the student will administer.

Generic Name:	Classification:
Trade Name:	Other:

1. <u>Indications:</u> 2. <u>Mechanism of Action:</u> 3. <u>Therapeutic Effects:</u> 4. <u>Contraindications/Precautions:</u> 5. <u>Pharmacodynamics:</u> <u>Onset:</u> <u>Peak:</u> <u>Duration:</u> <u>Metabolism:</u> <u>Excretion:</u>	6. <u>Adverse Reactions/Side Effects:</u> 7. <u>Routes of Administration:</u> 8. <u>Average Dosage:</u> 9. <u>Interactions:</u> <u>Drug:</u> <u>Food:</u> 10. <u>Lab Test Considerations:</u>
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11. Nursing Implications

REQUIREMENTS FOR CASE STUDIES

Case Studies will be required throughout the second and third trimester of the program. (Medical-Surgical Nursing, Maternal and Newborn Nursing, Pediatric Nursing and Transition to Graduate). Case Studies in the second and third semester will be presented by the student orally. Oral Case Studies will take place with supervising Faculty.

Specific Case Studies forms are available and are to be utilized by the student and submitted to supervising faculty by established time frame.

In the event a student fails to submit the written Cases Studies to the supervising faculty member by the established deadline, the student will receive a failure to prepare for clinical failure for the day. The student will give up the patient assignment and function in the role of a nursing assistant.

REQUIREMENTS FOR MEDICAL DIAGNOSIS FACTS SHEET

Medical Diagnosis Facts Sheets will be required throughout the second and third semester of the program. (Medical-Surgical Nursing, Maternal and Newborn Nursing, Pediatric Nursing and Transition to Graduate). Medical Diagnosis Facts Sheets in the second and third semester will be presented by the student orally. Oral Medical Diagnosis Facts Sheets will take place with a supervising Faculty. Medical Diagnosis Facts Sheets prior to the student's actual arrival on the nursing unit for clinical rotation or otherwise directed by faculty.

Specific Medical Diagnosis Facts Sheets forms are available and are to be utilized by the student and submitted to supervising faculty member by established time frame.

Students will not be permitted to deliver patient care without a formal, written Medical Diagnosis Facts Sheet.

In the event a student fails to submit the written Medical Diagnosis Facts Sheets to the supervising faculty member by the established deadline, the student will receive a **failure to prepare for clinical (FPC) which may result in a clinical failure for the day**. The student will give up the patient assignment and function in the role of a nursing assistant. The student must have a thoroughly prepared plan of care for the next clinical day.

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING
MEDICAL DIAGNOSIS FACTS SHEET**

Student Name: _____ Date: _____ Patient Initials & Room #: _____

Medical Diagnosis: _____

Definition:	
Etiology (Cause):	
Pathophysiology:	

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING
CONTINUATION: MEDICAL DIAGNOSIS FACTS SHEET**

Student Name: _____ Date: _____ Patient Initials & Room #: _____

Medical Diagnosis: _____

Assessment & Diagnostics:	
Clinical Manifestations S/S:	
Medical & Surgical Management:	

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING
CONTINUATION: MEDICAL DIAGNOSIS FACTS SHEET**

Student Name: _____ Date: _____ Patient Initials & Room #: _____

Medical Diagnosis: _____

Pharmacological Management:	
Nursing Management or Nursing Interventions:	
Patient Education:	
Nursing Diagnosis:	
Maslow's Hierarchy of Needs:	

REQUIREMENTS FOR CLINICAL ASSIGNMENT REPORT SHEET

Clinical Assignment Report Sheets will be required on all three semesters of the program. Student will submit Clinical Assignment Report Sheets based on Maslow's Hierarchy of Needs.

The Clinical Assignment Report Sheet is aimed to help students during the data collection process and will be used to develop plans of care specific to each individual patient.

In the event a student fails to submit the Clinical Assignment Report Sheet to the supervising faculty member by the established deadline, the student will receive a failure to prepare for clinical (FPC) which may result in a clinical failure for the day. The student will give up the patient assignment and function in the role of a nursing assistant. The student must have a thoroughly Clinical Assignment Report Sheet for the next clinical day.

FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING PROGRAM
STUDENT CLINICAL ASSIGNMENT REPORT

PROFESSOR: _____

STUDENTS: _____ DATE: _____

PATIENT INITIALS: _____ SEX: M F RM#: _____ WT: _____

AGE: _____ ADMISSION DATE: _____ CODE STATUS: _____

ALLERGIES: _____ LANGUAGE: _____

MEDICAL DIAGNOSIS/SURGERY: _____

DEFINITION OF MEDICAL DIAGNOSIS: _____

Vital Signs: Time: _____ Temp. _____/B/P _____/RR _____/P _____/Pulse Ox _____

Time: _____ Temp. _____/B/P _____/RR _____/P _____/Pulse Ox _____

Blood Glucose: Time: _____ BS: _____/coverage: _____

Time: _____ BS: _____/coverage: _____

Foley (Urinary Catheter): Size: _____ Urine Description:

Tubes (Enteral/Drainage): _____

Activity: _____ Diet:

IV Access Date: _____ Site Care Date:

IV Solution & Rate:

Dressing/Date & Time:

Oxygen/Respiratory Therapy: _____

Safety Precautions: _____

Tests/ X-rays/ Procedures and Date (s):	Preparation:	Results:

Intake:	Output:	Special Needs:
Oral:	Voiding:	
IV:	Foley:	
Other:	Other:	
Total:	Total:	

CLINICAL FINDINGS/ PATIENT PROBLEMS

(What you observed and assessed):

Neuro:

Cardio:

Resp:

GI:

GU:

Skin:

Needs (Maslow):

Nursing Diagnosis: _____

Related to: _____

As Evidenced by: _____

REQUIREMENTS FOR CLINICAL SKILLS COMPETENCY CHECKLIST

Clinical Skills Competency Checklists will be required on all three semesters of the program.

Clinical Skills Competency Checklists will be completed by supervising faculty during clinical rotations upon direct observation of the student performance.

Clinical Skills Competency Checklists will be completed by supervising faculty during skills lab.

REQUIREMENTS FOR SKILLS STATION COMPETENCY TEST

Skills station competency test will be required on all three semesters of the program. These tests will be completed under the direct supervision of a faculty in the skills lab setting.

The student must achieve competency by receiving a satisfactory rating in order to advance in the term.

FLORIDA NATIONAL COLLEGE

Name _____ Instructor _____

PRACTICAL NURSING SKILLS CHECK-OFFS – PAGE ONE

PROCEDURE FOR FUNDAMENTALS OF NURSING	INSTRUCTOR	DATE
Proper hand washing technique		
Use of universal precautions		
Correct disposal of biohazardous materials		
Make an unoccupied/occupied bed		
Properly identify patients		
Give patient bed bath		
Assist with shower or tub bath including specialty tubs		
Assist patient with sink, tub, shower or bed shampoo		
Shave patients		
Groom patients, including hair, skin, foot and nail care		
Assist with and/or administer oral hygiene, including denture care		
Assist patient with toileting, including bedpan and urinal		
Assist patient with bedside commode		
Give perineal care *		
Administer back rub.		
Assist patient to dress		
Use proper body mechanics		
Safely transport and transfer patients (to wheelchair and stretcher)		
Adjust bed and side-rails.		
Lift, hold, and transfer patients utilizing good body mechanics.		

Intake and Output Measurement		
Turn and position patient.		
Documentation		
Use mechanical lift, utilizing good body mechanics.		
Observe, record, and report patient's emesis		
Providing bowel and bladder training		
Emptying urinary drainage		
Monitor & assist with care of catheters & cath. draining systems		
Collecting clean-catch (midstream-voided) urine specimen.		
Collect, strain, and/or test routine urine specimen.		
Collect timed urine specimen.		
Take and record accurate temperature		
Take and record accurate pulse		
Take and record accurate respirations		
Take and record accurate blood pressure		
Measure and record patient's height and weight.		
Admit a patient.		
Transfer a patient.		
Discharge of patient.		
Maintain patient-belongings list.		
Assist patient in passive range-of-motion exercises		
Apply anti-embolic hose		
Administer an enema		
Assist with ostomy care.		

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PRACTICAL NURSING SKILLS CHECK-OFFS – PAGE TWO

PROCEDURE FOR FUNDAMENTALS OF NURSING	INSTRUCTOR	DATE
Collect stool specimen.		
Assist patient with sits bath.		
Care for patients with nasal, gastrostomy, and/or IV tubes.		
Collect sputum specimen.		
OBTAIN AND TEST A DROP OF BLOOD FOR SUGAR		
OBTAIN AND MAINTAIN BLS SKILLS OF BASIC RESCUER OR HIGHER (CARD)		
Perform postmortem care.		
Apply protective devices as directed (e.g., vest and belt)		
Apply comfort devices (e.g., foot-board, overbedcradle, alternating pressure mattress)		
Assist patient to dangle, assist patient in ambulation		
Assist patient with the use of crutch, cane, or walker.		
Assist patient in using wheelchair		
Assist patient with care and use of prosthetic/orthotic devices.		
Set up isolation unit		
Isolation procedures with food tray, garments & other materials.		
Collect specimen from patient in isolation.		
Adapt safety principles related to the elderly		
Reality Orientation Techniques and Validation Therapy.		
Care for patients with special needs with impaired hearing,		
Care for patients with special needs with impaired vision, immobility		
Assist patient with feeding		

PHARMACOLOGY		
Accurate dosage calculation		
Administration of topical medication.		
Administration of inhalants.		
Administration of oral medication.		
Administration of sublingual medication.		
Administration of rectal medication.		
Administration vaginal medication.		
Administration of eye medications, ear drops and nose drops.		
Intramuscular injection		
Z-tract injection		
Intradermal injection.		
Subcutaneous injection.		
Instillation bladder medication.		
Document medication administration/patient's response		
Use of medication resources appropriately		

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PRACTICAL NURSING SKILLS CHECK-OFFS – PAGE THREE

PROCEDURE MEDICAL-SURGICAL NURSING	INSTRUCTOR	DATE
MAINTAIN ENTERAL FEEDING TUBES		
Assist with physical examination and diagnostic procedures		
Instruct patients in breathing exercises		
Set up vaporizer/humidifier		
Administer and maintain oxygen.		
Observe intravenous infusions and report adverse reactions		
Care of intravenous insertion site including change dressing		
Remove IV needles or catheter from peripheral veins		
Hang bags of hydrating fluid		
Apply principles of medical and surgical asepsis		
Apply and remove sterile gloves and gown.		
Apply sterile dressing.		
Open sterile equipment and supplies.		
Maintain sterile field		
CLEAN AND DISINFECT EQUIPMENT		
MONITOR CHEST DRAINAGE SYSTEM		
MONITOR PATIENTS FOLLOWING SPECIAL PROCEDURES (E.G., I.V.P., MYELOGRAM, MRI, CAT-SCAN)		
APPLY BANDAGE		
APPLY BINDERS		
APPLY BRACE		

APPLY SPLINTS		
CARE FOR PATIENT IN SKIN AND SKELETAL TRACTION		
CLEAN TONG/PIN SITE		
CHANGE CLEAN DRESSING		
INSERT URINARY CATHETER		
OBTAIN SPECIMEN FROM PATIENT WITH INDWELLING CATHETER		
MEASURE URINE SPECIFIC GRAVITY		
REMOVE RETENTION CATHETER		
CHANGE OSTOMY APPLIANCE		
CONNECT NASOGASTRIC TUBE TO SUCTION MACHINE		
REMOVE NASOGASTRIC TUBE		
ADMINISTER GAVAGE FEEDING		
PERFORM NEUROLOGICAL CHECKS		
GIVE ENEMA		
LOGROLL PATIENT		
COLLECT STOOL SPECIMEN		
COLLECT SPUTUM SPECIMEN		
TEST STOOL FOR OCCULT BLOOD		
PERFORM NASO-ORAL-PHARYNGEAL SUCTION		
PERFORM TRACHEOSTOMY CARE		

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PRACTICAL NURSING SKILLS CHECK-OFFS – PAGE FOUR

PROCEDURE FOR MEDICAL-SURGICAL NURSING		
Irrigate urinary catheter		
Maintain continuous urinary bladder irrigation		
Irrigate ear		
Irrigate eye		
Irrigate nasogastric tube		
Irrigate vaginal canal		
Irrigate wound		
Irrigate oral cavity		
Irrigate colostomy		
PROCEDURE FOR MATERNITY & NEWBORN		
Provide care for maternal/newborn patients		
Assist with admitting patient to labor and delivery.		
Monitoring contractions.		
Monitoring fetal heart rate.		
Recognizing signs of fetal distress.		
Assist with preparing patient for Caesarean		
Suction infant's respiratory passage with bulb syringe		
Identify infant using mother's bracelet		
Weigh and measure infant		
Carry infant		
Feed infant		
Bathe infant		

Collect urine specimen from infant.		
Provide post-partum care		
Perform post-partum perineal care		
Assist in breast care		
Assist mother with infant care		
Assist with circumcision.		
Apply dressing to circumcision site.		
Clean infant genitalia and diaper.		
Discharge obstetric patient.		
PEDIATRIC NURSING		
Adapt nursing care for the pediatric patient.		
Apply safety principles for the pediatric patient.		
Prepare patient and family for the hospital experience.		
Implement prescribed nutritional requirement.		
Provide diversion and recreational activities.		
Safely administer medications to pediatric patient.		

REQUIREMENTS FOR ATI EXAMINATION

ATI Examinations will be required on all three terms of the program.

In the event a student fails to complete the ATI Examinations by the established deadline, the student will not be able to advance to the next term.

ATI TEST PASSING SCORES

FUNDAMENTAL: LEVEL 2 OR GREATER

MEDICAL SURGICAL: LEVEL 2 OR GREATER

MATERNAL NEWBORN: LEVEL 2 OR GREATER

PEDIATRIC: LEVEL 2 OR GREATER

PHARMACOLOGY: LEVEL 2 OR GREATER

MENTAL HEALTH: LEVEL 2 OR GREATER

PARKING

Free parking for Florida National College students is available for all students at all three locations of the College. **A parking decal must be visible on all cars parked in any of the College's campuses.**

Free parking decals are available to all students. Failure to have a visible parking decal may result in cars being towed away at the owner's expenses.

LIBRARY FACILITIES

Practical Nursing Students are encouraged to utilize the college library and check books out that will provide them with additional and/or current medical knowledge.

Florida National College Library exists chiefly to support the curriculum offered by FNC. Its responsibilities include assisting faculty and students in locating research materials as well as instructing them in the effective resources, which include multimedia resources and Internet access, full text online periodicals, and access to full online books.

Over 29,628 items in the library collection are housed at the Hialeah Campus Library, at the South Campus Resource Room, and the Training Center. Internet access passwords to the full text online periodicals database and online books are given out at orientations and Library research training seminars. The library website is available at www.fnc.edu (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are schedule to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty, and staff in the use of the library during scheduled hours.

Students are required to abide by established college policies and procedures relative to the operation of the library at all times.

ADHERENCE TO CLINICAL FACILITY / HOSPITAL POLICIES, PROCEDURES AND CORE VALUES

As students of Florida National College's Practical Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National College Practical Nursing Program, but also the policies, procedures and core values of the clinical facility / hospital in which clinical rotations take place.

A student who is in violation of a Program or hospital policy will receive an advisement and guidance report. Any subsequent misconduct may lead to dismissal from the program.

PROTOCOL FOR IMPLEMENTING NEW PROCEDURES

The Program Director of the Practical Nursing Program will review all new school procedures with the students verbally in addition to providing the students with the copy of the new and/or revised procedure statements.

CRIMINAL BACKGROUND CHECKS

In compliance with Florida National College administrative policy, all students accepted to the Practical Nursing Program will be required to undergo a criminal background check. This background check will be conducted by a third party company contracted to that effect by Florida National College.

The background check will be performed upon payment of such by the student through the Bursar's office. The Practical Nursing Program will obtain the necessary consent forms, etc, for the student.

In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will not longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National College and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

ILLEGAL DRUG USE SCREENING

In compliance with Florida National College administrative policy, all students accepted to the Practical Nursing Program will be required to undergo an illegal drug use screening. This illegal drug use screening will be conducted by a third party company contracted to that effect by Florida National College.

The illegal drug use screening will be performed upon payment of such by the student through the cashier's office. The Practical Nursing Program will obtain the necessary consent forms, etc, for the student.

In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National College and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

HAZING

Hazing, an initiation process into an organization or club which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.

COURSE CANCELLATION

The Florida National College Practical Nursing Program reserves the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment and to make changes in the schedule as circumstances require. Course cancellations will be announced before the first day of class.

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING PROGRAM
ETHICAL AGREEMENT**

This agreement is both a contract and a code of conduct for the Practical Nursing student while in the clinical setting, lecture, skills lab, and any other time the Practical Nursing student is under the auspices of Florida National College. These rules are designed to benefit Florida National College Practical Nursing Program and its students and faculty, as well as patients, hospitals staff, and other individuals who are exposed to students during the course of their enrollment.

Because the nursing program is unlike any other program at Florida National College, expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner benefiting the nursing profession, because the nursing program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of Florida National College Practical Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the Practical Nursing Program, then the Student Grievance Procedure, as stated in the Florida National College Practical Nursing Program Student Handbook, will be initiated.

In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the Florida National College Practical Nursing Program Student Handbook. All such provisions of the Florida National College Practical Nursing Program Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. Sexual harassment. No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendo or inappropriate comments shall occur while in the laboratory or clinical setting or during lecture.
2. Inappropriate language. No student shall use foul or vulgar language while in the lab or clinical setting or during class.
3. Illicit substances. No student shall have in their possession, or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during lecture, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent when attending clinical, lecture, or lab setting and sent immediately for drug testing. May not return to class until negative drug test is obtained.
4. Weapons. No student shall have in their possession any knives, guns, or other lethal weapon while in the lab or clinical setting, or during lecture. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.
5. Leaving the clinical area. No student will leave their assigned area unless authorized by the instructor.

6. Patient assessments. Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor.
7. Inappropriate behavior. Students will not direct disrespectful or abusive behavior toward any college guest, faculty, Florida National College Practical Nursing Program employee, Florida National College Practical Nursing Program student, or employee of any hospital of other health care facility. Instructors and health care facility employees will be treated with the respect their positions deserve and the student will abide by any rules governing a facility's staff. "Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.
8. Disputes. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who is the first link in the chain of command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
9. Practicing nursing. Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved schools of nursing. Nursing students may not practice nursing outside the clinical setting and without an instructor available. Observational experiences do not constitute nursing practice.
10. Confidentiality. The undersigned hereby acknowledges his or her responsibilities under Florida Law to keep confidential the identities and identifying information regarding any and all clients encountered in the clinical area. No student shall divulge the names of any patient or client, orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient or client.
11. Medical records. Florida National College Practical Nursing Program Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audio-taping and removing medical records from any hospital department are strictly prohibited.
12. Violations of this Agreement. Any violation of the foregoing Ethical Agreement will result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Florida National College Practical Nursing Program Student Handbook. In addition, the student may receive a failing grade on the clinical evaluation and a failure to meet course requirements. If a student violates the "Ethics Agreement" of the Nursing Program the situation in question will come before the Florida National College Practical Nursing Program Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate college administrator.
13. Disciplinary action by the college. If a student is suspended or otherwise formally disciplined by Florida National College Practical Nursing Program, the student is subject to permanent dismissal for the Florida National College Practical Nursing Program. At the termination of the disciplinary period, however, the student may petition the Nursing Program for re-admission.

(Print) Student Name

Student Signature

Agreed to this on _____ day of _____ 20____.

**FLORIDA NATIONAL COLLEGE
PRACTICAL NURSING PROGRAM**

Student Orientation Handbook Acknowledgement

Please sign and return this acknowledgement form directly to the assigned program representative at the end of your orientation session.

TO: THE SCHOOL OF PRATICAL NURSING

This is to certify that I have received my personal copy of the Student Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby agree to abide by all established policies and procedures, while a student in the Florida National College Practical Nursing Program.

Printed Name of Student

Signature of Student

Date