



**PRACTICAL NURSING PROGRAM  
HANDBOOK**

**2017-2018**

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**STUDENT HANDBOOK AND CLINICAL RULES  
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## **INTRODUCTION**

The nursing faculty and the administration of the Emerald Coast Technical College (ECTC) wish to welcome you to the practical nursing program. A handbook has been created to facilitate your success in the program. The objective is that each student will utilize this handbook. You will find it to be a valuable reference tool throughout your course of study.

The program has been designed to provide a technical scope of practice in the field of nursing. The program has been developed and structured to include classroom lecture and clinical experience to prepare you for a career in practical nursing. It will require a personal commitment to learning and study. The faculty is here to instruct and assist you in your education and training. Please feel free to call on the faculty with any questions or concerns you may have. We hope you will find this to be a challenging and rewarding experience.

The practical nursing program of the ECTC functions under the adult and vocational programs of the Walton County School Board. The instructors are professional nurses and certified as teachers. The ECTC is accredited by the Council on Occupational Education.

The State Board of Education and the Florida Board of Nursing have approved this program. This entitles our graduates to be eligible to take the State Board of Nursing examination for practical nurses.

## **MISSION**

“We prepare and empower today’s students to meet the demands of an evolving and competitive global market.”

## **PURPOSE**

The practical nursing program is designed to provide students with the necessary instruction and clinical experience to prepare them to pursue a career and employment in the field of practical nursing after successful completion of the State Board of Nursing examination. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of nursing.

In addition, the program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

The purpose of the practical nursing program reflects the parent institution's purpose as evidenced by the desire to provide students with the training and education that is required to function successfully in the professional workforce.

## **PHILOSOPHY**

The philosophy of the practical nursing program is consistent with that of the ECTC. We believe that the process of teaching and learning is an ongoing experience. Teaching is most successfully accomplished by interacting with other individuals to attain the goal of learning. We believe that learning proceeds along a continuum from simple to complex. The nursing program's philosophy also reflects the parent institution's commitment to providing high-quality career training and education so that individuals have the skills needed to function effectively and productively in the local and global community.

The practical nurse provides holistic, client-centered care encompassing a continuum of illness to wellness throughout the life cycle. Practical nursing functions are accomplished by treating each person as an individual, working to maximize strengths, minimize weaknesses, and to restore the individual to an optimal state of health or provide a dignified death.

It is the responsibility of the practical nursing program to provide the art and science necessary to incorporate the nursing process and establish standards of care within the framework of the law and in accordance with the practices of the profession. The curriculum should integrate the essentials that will equip the practical nurse to provide safe, competent, basic therapeutic, restorative, rehabilitative, and preventative care that fosters optimum levels of health for individual patients wherever they are in their life cycle.

### **Objectives**

The student will:

1. Develop as a novice practitioner of Practical Nursing.
2. Attain a scientific foundation needed for the practice of Practical Nursing.
3. Acquire an appreciation for education as a continuing process and as individual responsibility.
4. Analyze the nature and causes and diseases and the range of effects which disease, injury, and disability have upon the physical, mental, and emotional health of individuals.
5. Develop an appreciation and understanding of the health care needs of patients.
6. Develop effective relationships between the students, patients, families, and members of the health care team.
7. Develop clinical skills needed to practice practical nursing safely.
8. Develop critical thinking skills within the limitations of practical nursing in order to give safe nursing care.
9. Function more effectively as a person as well as practical nurse by increased self-understanding, self-esteem, and self-awareness.

10. Merge into the health care team assuming appropriate responsibilities and understanding limitations.
11. Develop employability skills related to work habits, attitude, and methods of problem solving, and legal requirements.

**Florida Department of Education**  
**Student Performance Standards**

**Program Title: Practical Nursing**  
**PSAV Number: H170605**

**Course Number: HSC0003**  
**Occupational Completion Point: A**  
**Basic Healthcare Worker – 90 Hours – SOC Code 31-9099**

**Course Number: HCP0121**  
**Occupational Completion Point: B**  
**Nurse Aide and Orderly- 75 Hours (Articulated) – SOC Code 31-1014**

**Course Number: PRN0091**  
**Occupational Completion Point: C**  
**Practical Nurse 1 – 285 Hours – SOC Code 29-2061**

**Course Number: PRN0092**  
**Occupational Completion Point: C**  
**Practical Nurse 2 – 450 Hours – SOC Code 29-2061**

**Course Number: PRN0096**  
**Occupational Completion Point: C**  
**Practical Nurse 3 – 450 Hours – SOC Code 29-2061**

## **STUDENT ADMISSION REQUIREMENTS**

Students are admitted to the practical nursing program in May and October each year.

Prior to admission and/or Clinical students must:

1. Complete the application process which includes:
  - a. Completion of the Application for Admission form.
  - b. Provide a copy of a high school diploma or equivalent (GED) and requested transcripts.  
Provide a copy of your driver's license and social security card.
  - c. Complete the TEAS examination.
  - d. Complete the TABE examination, if required.
  - e. Complete an interview with nursing program faculty.

2. Provide proof of a physical exam with clearance from a qualified physician, chiropractor, PA or registered nurse practitioner.
3. Provide proof of completed immunization to seasonal Influenza, Measles, Mumps, & Rubella (MMR x 2), Hepatitis B\* and Varicella or be vaccinated. In lieu of vaccination for Varicella a student may provide written physician/PA/ ARNP documentation of Chickenpox disease or a positive Varicella titer. An updated Td is recommended, but not required.
4. Receive a Tuberculin skin test or chest x-ray (if there is a history of a positive Tuberculin skin test). The Tuberculin test should be recent and current to meet yearly clinical requirements.
5. National/State fingerprinting is required and must be obtained Through the Walton County School District (Automated Fingerprint-based Applicant Processing System). A background check is also required through an approved consultant firm for clinical facility site approval. If a student is dishonest on their nursing application and states they have not had a felony conviction and the background check shows otherwise the student will not be eligible to attend the nursing program and will be dismissed. The student will not be eligible for re-admission into ECTC's nursing program.
6. Obtain a CPR card. (A mandatory CPR class will be provided during the program, and this requirement can be met at that time.)
7. Complete urine drug screening as required. Additional drug screening may be required and will be at the discretion of the Instructor or designated clinical personnel. The student must agree to submit to this testing or be dismissed.

**\*Students must provide written proof of Hepatitis B vaccination or submit a waiver form to the nursing director.**

**COMMUNICATION:** ECTC's practical nursing program uses Remind as the communication method for students. Students will be required to join their class Remind group in order to communicate with their Instructors. Important information such as schedule changes or emergency information will be given through the Remind service. It is required that each student join.

Students will also need to join the ECTC student Remind group (text @66k8d to 81010) in order to receive important information from Mr. Morse/Director of ECTC.

**ATTENDANCE: ABSENCES AND TARDINESS:**

Students are required to be present in class, skills lab, and clinical in order to receive the necessary instruction and clinical experience. The student is responsible for all material

covered in class. Any material missed, due to an absence, must be made up by the student. Hours missed in theory and clinical must be made up hour for hour. The student is responsible for completing this make up work as assigned by the Instructor. The director must approve extensions.

The student is allowed forty-eight (48) hours of absences during the entire program. In addition, students must meet WCSD attendance requirements. The student may NOT MISS OVER 48 HOURS during the entire program. Absences of over 48 hours will be grounds for involuntary dismissal from the nursing program.

Any student who misses 2 days within any calendar month will be counseled by the instructor or referred to Student Services to discuss corrective action measures in an effort to prevent attendance related issues from effecting program completion.

Students are expected to be on time for class and clinical. Tardiness will not be tolerated or excused. Each tardy (beginning 16 minutes after class/clinical time) will count as 1 (one) hour against the 48 allotted hours which can be missed.

If a student expects to be late to class or absent they must notify the instructor.

The student must notify the instructor in advance if the student will be absent from clinical. Students must notify the instructor if they will be tardy to a clinical assignment. No student will be allowed in clinical later that one hour after clinical is scheduled to begin. A student who does not show or does not call in for a clinical assignment will be failed for the day. If a student has 2 or more no call/no show clinical days it could result in dismissal from the program due to unprofessional conduct and will be determined by the Nursing program Director.

## **HOLIDAYS AND VACATIONS**

Holidays will be in accordance with the school board's calendar. The nursing program may choose to require students to attend class or clinical on a scheduled school holiday. Vacations will be in accordance with the PN program calendar.

## **HOURS**

Class hours for the PN Program are usually from 7:30 A.M. – 3:15 P.M. for the day class and 4:30 – 9:30 P.M. for the evening class. Time will be allotted for breaks and lunch. Clinical hours will be flexible to meet the needs of the program. However, in general, day clinical hours will be from 7:00 A.M. – 3:00 P.M. with a half-hour break at lunch. An occasional evening clinical may be required of the day students. Evening clinical hours will be from 4:30 P.M. – 10:30 P.M. An occasional day clinical may be required of the evening students. Day clinicals are 7:00 am – 3:00 pm.

The clinical day may include two 30 minute (minimum) conferences, one before and one after patient assignments is completed.

## **METHODS OF INSTRUCTION**



Methods of instruction used in the classroom setting will include lecture, large and small group discussions and/or cooperative learning activities, reading and writing assignments, test reviews, use of a variety of audiovisual aids and computers, demonstration and return demonstration, and any other instructional method deemed appropriate and effective by each instructor.

Methods of instruction used in the skills lab and in the clinical setting include demonstration and return demonstration, clinical simulation scenarios, patient care assignments, data collection and planning nursing care approaches prior to performing care, pre- and post-clinical conferences, observation experiences with summary reports of observation experiences, and student/instructor conferences.

## **GENERAL POLICIES**

### **DISMISSALS**

The school reserves the right to ask a student to withdraw from this program for any of the following reasons:

1. Unsatisfactory academic or skill performance—the instructor will have a verbal consultation with the student and keep a record. If the student is not capable of performing the skills required in the skills lab prior to clinical at the level that is expected the student will be dismissed from the nursing program. Students must be able to perform each skill required satisfactorily before being allowed to attend a clinical site. The counseling sessions will be scheduled as needed when grades fall below average or are borderline failing. Remediation may be required. All assignments in each course must be completed before moving on to the next course. The student is required to maintain a 77% average in each course. Additional grading guidelines will be listed on individual course syllabi. An exception to this policy is the Medical Math exam taken during HSC0003. The student must make an 85% on the Medical Math exam with no more than two attempts. If the student does not pass after the second attempt they will be withdrawn from the program. Clinical and theory classes are taken together. If you pass clinical and do not pass theory you have failed both. If you pass theory and fail clinical you have failed both.
2. Cheating and Plagiarism – Cheating of any kind will not be tolerated in the nursing program. If a student is found to be cheating it will be at the nursing Director's discretion to dismiss the student from the nursing program. Students who are dismissed for cheating will need to appeal to the Nursing Director for re-admission into the nursing program. It is at the Director's discretion to approve or not approve re-admission. Classes that have to be repeated due to being dismissed for a cheating expense will be a student's expense. Plagiarism will not be tolerated and students are expected to use proper citations when citing information that is being used in research papers that are assigned.
3. Unsatisfactory clinical performance which might seriously jeopardize the health and safety of a patient or client that includes repeatedly reporting to clinical

- without sufficient preparation for the clinical assignment, unsatisfactory care of a patient or skills which could result in harm to the patient, or presenting to clinical under the influence of a drug or alcohol. Presenting to clinical dressed unprofessionally or not following the clinical dress code. Unsatisfactory clinical performance also includes a student who is unable or unwilling to accept constructive criticism or satisfactorily follow-up on an instructor's direct request. Insubordination to the Nursing Instructor will not be tolerated. Students suspected to be under the influence of an illegal substance will be asked to submit to a drug screen at their own expense and if the results are positive they will be dismissed from the program. The Florida Board of Nursing Rules, including the Nurse Practice Act, will be followed.
4. Denial of admittance to a clinical site.
  5. Violation of attendance or tardiness policies or WCSO policies.
  6. Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
  7. Unprofessional Conduct - Nursing faculty and Administration may recommend that a student be placed on probation, sent home, or dismissed in the event of unprofessional conduct at school or in the clinical facility to include unprofessional behavior, dress code violations and/or ethical or social misconduct (to be determined by the instructors and Administration). Providing false information on applications, records or reports is grounds for dismissal. Creating a hostile environment that includes bullying, harassment either physical or verbal, graphic or written conduct that is sufficiently severe is grounds for dismissal. Students who are dismissed for unprofessional conduct will not be eligible for readmission.
  8. Specific Felony Violations that the Department of Health shall refuse to admit a Candidate for examination if the applicant has been:
    - a) convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss.801- 970 or 42 U.S.C. ss 1395-1396.
    - b) been terminated for cause from the Florida Medicaid Program
    - c) been terminated for cause by any other State Medicaid Program
  9. Convicted of a felony and/or DUI

## **DRUG TESTING**

Drug and alcohol testing may be required at any time during the program, according to the instructors or administrator's discretion. Affiliating health care facilities are drug free worksites and request testing prior to first clinical day and as warranted, based on conduct in the clinical setting.

## **WITHDRAWAL**

If a student withdraws from the program due to illness or other emergency reasons and is otherwise in good standing, he/she may be granted an honorable incomplete status. He/she must reapply for admission within one year of the date that the incomplete status was granted. A student who fails a course or whose absences total greater than forty-eight (48) hours and has been withdrawn from the program may reenter another class if

the space is available, and/or at the discretion of the nursing faculty. This must occur no later than one year after the withdrawal. After more than a one year absence from the program, the student must start over at the beginning of the program.

The student must complete the following steps in order to withdraw from this program:

1. Notify the Director of the Nursing Program, financial aid, and the counseling office.
2. Complete an exit interview.

## **READMISSION**

In order to be considered for readmission, a student must have followed the appropriate channels as outlined under the withdrawal heading.

Students desiring reinstatement into the program should:

1. Write a letter of reapplication to the Director of the Nursing Program prior to the expected date of entry.
2. Schedule an appointment with Admissions.
3. Complete WCSD application requirements prior to reinstatement.

Students will be readmitted to the practical nursing program at the discretion of the nursing director. A student may be required to repeat a previously passed nursing course if the passing grade falls below 77% and/or if he/she is unable to demonstrate retention of the required nursing knowledge and skills of that course. If only a portion of a course was completed prior to withdrawal, the entire course of study must be repeated. The grade earned on the repeated course will be the grade that will appear on the final transcript.

A letter of recommendation from the previous instructor/s will be strongly considered when allowing a student to reenter the program. Evidence of a change of behavior (e.g., letters of reference, employment records, and probationary period) must be demonstrated if the student was previously unable to meet school/program requirements and/or received an unsatisfactory grade on the basis of unsafe nursing care or inappropriate behavior. Students who meet the readmission requirements are readmitted on a space available basis only.

If admission procedures and testing have been changed prior to the request for readmission, or if twelve months have passed when readmission is requested, the student will be required to repeat the admission procedures and the entire program of study. Any new application requirements must be completed prior to reinstatement.

Students who are re-admitted will have their hours pro-rated at 4 hours per month left to complete the program. Ex: If a student has 6 months to complete the program on re-admission they will be given a “bank” of 24 hours to use for absenteeism. (6mo x 4hr = 24 hr)

## **TRANSFER POLICY**

Transfer students are accepted into the Practical Nursing Program on a space-available basis primarily at the beginning of a block. However, a student may be required to repeat particular classes if courses are not transferable or if the student did not show successful completion or retention of the material in specific courses. The student can enter at the beginning of a block if the student can provide documentation of completion of courses as sequenced at ECTC. A minimum final grade of 85% will be required on courses accepted in transfer. These documents will be reviewed by the Program Director and credit hours will be transferred into clock hours using the following scale: one credit in lecture equals 15 clock hours; one credit in laboratory equals 30 clock hours, and 1 credit in clinical activities equals 45 clock hours.

Students who transfer from another program will have their hours pro-rated at 4 hours per month left to complete our program. Ex: If a student has 6 months to complete the program when transferring they will be given a “bank” of 24 hours to use for absenteeism. (6 mo x 4 hr = 24 hr)

To transfer into the program the applicant must:

1. Have been enrolled in nursing courses (including clinical experiences) at another institution.
2. Make a formal application to the Emerald Coast Technical College Nursing Program.
3. Request transcripts be sent to the Nursing Department for evaluation.
4. Make an appointment for an interview with the Program director.
5. Provide copies of the previous program’s syllabi to demonstrate the content of the courses taken.
6. At the discretion of the Nursing Director, students may be required to take the Medical Math and Medication Administration tests and make an 85 % after no more than two attempts. In addition, a student may be required to complete an ATI test or tests in major courses completed and reach Level 2 proficiency within two weeks of admission.
7. Satisfactorily demonstrate specified skills in the Lab within two weeks of admission.
8. Present copies of current CPR certification.
9. Submit results of a physical examination and lab reports.
10. Request admission into the ECTC Practical Nursing Program no longer than one year from withdrawing from the previous nursing program.
11. Have left the previous program in good standing.

## **STUDENT INSURANCE**

The Walton County School Board will obtain professional liability coverage insuring the Emerald Coast Technical College's Practical Nursing Program employees and students

with limits of liability coverage in the amount of not less than \$1 million for each occurrence and \$3 million annual aggregate.

Health care insurance with emergency coverage or student accident coverage is recommended and should be obtained by the student.

## **STUDENT HEALTH REQUIREMENTS**

Each student is responsible for his/her own health and any problems related to his/her health. A student cannot attend class or clinical if they have a medical condition that would interfere with providing safe nursing care to assigned patients or would cause exposure to others. Admission to the clinical facility is at the discretion of the instructor in cooperation with the nurse manager or educational coordinator of the facility.

1. A physical examination is required to enter the program. If a student is diagnosed with or has a reoccurrence of a mental or physical condition while in the program that may place the safety of patients, self, or others in jeopardy, he/she must report this condition to the program director immediately. A statement from the attending health care provider must be provided by the student to the program director attesting to the student's ability to continue in the program. A further referral to the Florida Board of Nursing's Intervention Project for Nurses may be necessary.
2. A follow-up evaluation of major injuries, illnesses, or conditions will also be required upon entry and after any change in physical/mental status. The student will be required to have physician clearance to return and provide a return to school slip from the physician or healthcare provider managing this condition.
3. A student may not participate in a clinical setting if he/she has any health restrictions that would require a reduced patient load or that would place the safety of the patient or student in jeopardy, such as reduction in ability to lift.
4. A student may not participate in a clinical rotation if they are denied admittance to a facility based on a previous criminal history. This will result in dismissal.
5. Students may not take any medication that is prescribed or not prescribed, before or during clinical, that may alter his/her thinking and functioning ability and places the safety of patients, self or others in jeopardy. The student should discuss these medications with their health care provider and with the instructor prior to clinical. Students are not allowed to bring over the counter medications (OTC) with them to a clinical setting. The student should notify the instructor of any OTC medications taken.
6. The student is required to report any exposure to a communicable disease (home, community, and health care facility) to the nursing director immediately. A student with an infectious illness should also report this immediately to the nursing director and instructor.
7. A student who is pregnant must immediately report this information to her instructor. A statement from the attending physician or prenatal clinic attesting to the safety of the student's continuing in the program including activity restriction/s will be required. The student will be required to submit a note from the physician stating she may continue in the nursing program at each monthly check up. All efforts will be made to offer the student a safe environment. The student also must accept the responsibility for her own well-being in avoiding unsafe situations.

8. The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.
9. An accident report will be completed for any accident/injury occurring to a student while on campus or in the clinical facility. The student is responsible for reporting the accident to their assigned instructor as soon as possible. The student may also be required to undergo a substance abuse test for the presence of alcohol, drugs, or other controlled substances following an injury occurring at the clinical facility.
10. Students may have to undergo a substance abuse test when a medication or handling discrepancy occurs or when medication may have been stolen or improperly used at the hospital involving students or others working in the area to which students have been assigned. Students may also undergo a substance abuse test at random intervals; when students appear to be unfit for duty as a result of the use of drugs, alcohol, or other controlled substances; or when there is reasonable cause or suspicion to believe that students are under the influence.
11. The student is responsible for the cost of any medical evaluation or treatment received during clinical rotations at any health care facility or agency.
12. An annual PPD tuberculin skin test (or chest x-ray) is required, as is an update of immunizations when applicable. If a student has a positive PPD tuberculin skin test, then a negative chest x-ray is required prior to admission to the program or clinical facility. Other vaccine requirements may be added by clinical facilities.
13. The student is responsible for demonstrating good health habits as a role model for patients.
14. Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.
15. The student is required to notify the nursing Director of any changes that occur in their health status or if the student begins taking any additional medications that are not listed on the physical examination form that is turned in at the beginning of the program.

**As a nursing student, you must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids.**

**1. Sudden Illness or Exposure to Communicable Disease.** You are responsible for your own health care. Should you contract a communicable disease or be exposed to same via body fluids or other means, you must report such exposure or condition to your clinical instructor or preceptor **immediately**. Should immediate assessment and treatment be deemed necessary (including emergency care), you must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

**2. Accident.** Should you become injured in a clinical facility or traveling to/from a clinical facility, you must assume the costs and responsibility for diagnosis, treatments (including emergency care), and/or appropriate interventions as a result of the accident. Further, you must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

3. **Chronic Illness.** You are responsible for informing your instructor(s) of any health condition which increases your potential risk, i.e., pregnancy, allergies and/or autoimmune disease. You must also report any health condition (including prescription medications or other treatment) which may potentially harm a client (for example, a febrile illness or infectious skin lesion) or otherwise render you unfit for providing nursing care.

**Note: You must notify the Program Director when using any prescription drugs, with the exception of antibiotics and contraceptives, as medications may affect behavior. Notification is required at any point in the program.**

**If your health status (physical or mental) is, in the opinion of the faculty/preceptor, impaired in the delivery of care, you may be required to submit proof of medical assessment and/or interventions as determined by the Program Director. Should you be unable to meet the program standards, you may be dismissed from the program. You may appeal the dismissal through the appropriate channels within 24 hours.**

### **TELEPHONES, BEEPERS AND TELEPHONE CALLS**

Per the WCSD Handbook, personal telephones or other electronic wireless communication devices may not be used during the normal instructional school hours. However, the adult student may use the devices during breaks and lunch break ONLY. If devices or telephones ring or are used inappropriately during the school day, they will be subject to confiscation and will be returned upon completion of the school day.

The student should have the wireless communication device turned off during times of testing and other student evaluations and must be placed in the communication device holder which is provided in each classroom.

Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.

No personal calls are to be made or accepted during class or clinical hours. Phone calls that need to be made during class time may be done at allotted break times. If there is an emergency and family must get in touch with you while you are, e.g., in a clinical rotation at the hospital, then and only then may they call the facility. The student should notify their family members that when they call they will have to ask for the instructor. The instructor will then take the message and relay it to the student.

**Clinical facilities do not allow their employees or students to have wireless communication devices due to possible violation of HIPPA laws. Students who are non-compliant with this policy can jeopardize the nursing program's ability to attend clinical at the clinical facility which would be detrimental to the entire**

**nursing program. Cell phones or wireless communication devices are not allowed during clinical and should not be carried by a student while in the clinical setting. A student found to have a cell phone/wireless communication device in their possession (in personal belongings or on their person) while in a clinical facility will receive a written warning and a failing grade for the day and be sent home. Hours will be subtracted from the student's absentee hours and will need to be made up. A second offense will result in automatic probation of the student for non-compliance handbook and clinical rules, a third offense will result in automatic dismissal from the nursing program.**

## **SOCIAL NETWORKING AND INTERNET SITES**

In accordance with HIPPA, the school policy on cheating and the code of professional conduct, students are not permitted to discuss **ANY** aspect of the nursing program or clinical experience on social networking sites (i.e. Facebook, MySpace, Twitter etc.). Students found to have breached this policy can be dismissed from the nursing program at the discretion of the nursing Director.

## **SMOKING**

No smoking of traditional cigarettes or vaporizer cigarettes is permitted in any Walton County School Campus building or clinical site. Students are not allowed to smoke in burgundy scrubs or white uniforms as this may affect the health and well being of patients that they are taking care of or staff nurses that have breathing or asthma conditions.

If a student's uniform smells of smoke or a student is found smoking at a clinical site or clinical simulation, they will be failed for the clinical day and sent home of which their hours will be subtracted from their absentee bank. Students must follow the school's smoking policy while on campus.

## **MEALS**

Students may bring their own food or beverage, purchase school provided lunches or leave campus to purchase food during the assigned lunch period. However, only thirty (30) minutes are allotted for meals. Students are expected to be back in class after thirty minutes. There are NO excuses.

**Students are not allowed to leave the clinical facility for meals.** There will be thirty (30) minutes allotted for meals. They may bring their own food or eat in the clinical site's cafeteria, if available. Once students arrive at clinical they are not allowed to return to their vehicles. Student need to bring all necessary items for clinical in with them including lunches, monies, supplies, etc. at the beginning of the shift.

## **BREAKS**

Breaks are given in the classroom and clinical setting at the discretion of your instructor. In the clinical setting, patient care must be at a safe stopping point for a student to go to a



break or meal. Students are to notify the instructor prior to leaving the clinical area for breaks or meals. Patient care always takes priority.

### **SCHOOL VISITORS**

No visitors are allowed without prior consent from Administration. This includes classroom and clinical settings. All visitors must report to the office in the main building.

### **STUDENT COUNSELING**

The Emerald Coast Technical College (ECTC) provides vocational counseling to students to assist them in making sound career plans by helping the students to understand their abilities and interests as well as explaining the educational programs which are offered by the school.

The counselors are also present to aid the students in locating financial assistance if needed.

Students who require assistance with basic skills can utilize the Career Lab in the School to aid them in improving the needed educational skills.

### **INSTRUCTOR/STUDENT CONFERENCE/S**

Conferences with instructors may be scheduled after class. At no time are students allowed in the Instructor's Office without the presence of their assigned instructor. If at any time there is a problem with a student, the instructor will first verbally counsel the student, aside from other students. If the problem does not cease or another occurs, then the student and instructor will have a written counseling session with the instructor and Director present. In the event that the instructor is the Director, he/she will have another witness present during the counseling session. The witness may be another teacher in the nursing department, and/or, e.g., the director or guidance counselor of ECTC. The written counseling session will be included in the student's record. If excessive counseling sessions occur (e.g., two verbal or 2 written sessions), then the student will be placed on a probation. If the student requires one more counseling session after being placed on probation, the student can be dismissed from the program at the Director's discretion. A student can be counseled for any act in which the instructor or Director believes to be a violation of the rules and regulations of the program or WCSD. These include an unsafe act of a student that places the patient or student at risk for injury; insubordination; or any other act which is deemed by the instructor or Director to be a problem issue which needs to be addressed. If a major infraction occurs, the student may be dismissed without three written sessions. Offenses requiring severe consequences (zero tolerance) are noted in the WCSD Code of Conduct. In addition, see pp. 9-10 in this handbook related to other examples of instances dismissal is required without counseling sessions. A student who is dismissed will not be eligible to reenter the program.

### **STUDENT GRIEVANCE PROCEDURE AND DUE PROCESS**

The following information is provided to students as referenced in the Walton County School District Student Code of Conduct. Students should consult the Student Code of Conduct for additional information. This handbook is available in student services and is available online at [www.walton.k12.fl.us](http://www.walton.k12.fl.us) and on the ECTC website at [www.ectc.edu](http://www.ectc.edu).

“A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal’s decision to the Superintendent. Before any punishment is issued to a disciplinary referral, the school administrator MUST afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in notice to the parent (if applicable). The Walton County School District adheres to the guidelines established by the Florida Educational Equity Act. This act requires that each district of public education operate in a way that does not discriminate against students or employees on the basis of race, national origin, sex, or disability.

### **DISCRIMINATION**

Where applicable, this program will follow guidelines established by the Florida Educational Equity Act, and will operate in a way that does not discriminate against students.

### **DRESS CODE AND GROOMING POLICIES**

**Dental hygiene, clean hair and nails, along with general cleanliness are not options but are requirements.**

Students must follow the Walton County School District (WCSD) and ECTC Secondary Student Code of Conduct related to dress and grooming while in the classroom. **The following articles of clothing are not allowed: jeggings or spandex pants, pants that drop below the waist, holes in garments above the knees, V-neck or sleeveless shirts, heellies (shoes with wheels), shoes with cleats or bedroom shoes, pajamas, hats in the school building, items that worn together are indicative of gang membership, garments containing a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products.** Students should not wear gauges or other types of enlarging devices in his/her ears, as well as, refrain from any type of facial piercing or ostentatious tattoos. **No visible body piercing other than earrings are allowed.** All female students must wear bras at all times. Shoes must be worn at all times. The dress and personal appearance of students should be a positive reflection on the family, student, school, and community. Dress appropriate to business and industry is expected.

### **LABORATORY PRACTICE AND CLINICAL**

Following the demonstration and practice of the assigned skills, the student must demonstrate the knowledge of assigned skills using mannequins. Students must demonstrate the individual skills satisfactorily in order to pass the laboratory skills component.

Students requiring additional practice to return the demonstration correctly will be asked to do so during their personal time.

Students will not be allowed to perform individual skills independently in the clinical setting until an instructor has checked them off. In addition, as worded in facility contracts, "a student can not provide any treatment to a patient without the instructor being present with the student." Any student who fails to follow this rule will be failed for the clinical day. Additional disciplinary action may be necessary including probation or dismissal from the program.

## **CLINICAL**

Clinical experiences will be obtained from area hospitals, nursing homes, and other community facilities. Some clinical assignments will require students to travel out of town in order to provide the clinical experience that will be needed.

During clinical experiences in which the student has a specific patient(s) to care for, the student will be instructed and required to create and complete a nursing plan of care. This plan of care will be written for the patient(s) that they are assigned to in that clinical experience for that week. The completed Nursing Plan of Care must be turned in to the instructor in the classroom on the assigned day. In addition, on each clinical day, the student will be required to complete a partial, nursing plan of care for each assigned patient using the Patient Data form. Clinical rotations may vary according to the days of the week on which they occur. Examples of clinical days are on Monday and Wednesday, Monday and Friday, Tuesday and Thursday or more than two days in one week. The days and/or times of clinical rotations may have to be changed depending upon the clinical schedules of other nursing programs and/or a change in the hospital schedule or census. Every effort will be made by the instructors to notify students as soon as possible concerning any schedule changes.

## **PROFESSIONAL APPEARANCE, BEHAVIOR, DRESS CODE, AND GENERAL INFORMATION IN THE CLINICAL SETTING**

The uniform is to be worn with pride and dignity. All regulations are based on safety, asepsis, professional appearance and behavior.

1. The student will be neat, clean, and well groomed at all times. Adequate mouth care, use of deodorant, and clean clothes and shoes should be addressed at all times.
2. All uniforms will be purchased from the contracted uniform apparel company. The student must follow the agreed upon styles and also purchase pre-approved, customized items (patches, name pins). All uniforms will be white. Uniform tops will have burgundy trim on the sleeve. Female students are to purchase two white women's zip tops, two white unisex pants as well as one white lab coat. All uniform tops must be long enough to cover the entire buttocks. Male students are to purchase two men's zip tops, two white unisex pants as well as a lab coat.

- Scrubs (burgundy, two tops and two pants) will be required in the skills lab setting and will be ordered through the school approved vendor at the student's expense. These scrubs will also be worn at appropriate clinical times such as school screenings etc.
3. All uniforms should be ironed and appear neat. The Instructor may send noncompliant students home.
  4. The male student is required to wear a white T-shirt under their uniform shirt. Mustaches or beards must be kept neatly trimmed. Sideburns can be no longer than earlobe length.
  5. For the female student, if a dress is worn, then a full slip should be worn along with white hose. The dress uniform of the female student should fall below the knee. If pants are worn, all white crew length socks or white hose must be worn. The length of the slack should fall at or just below the ankle or lie at least one inch above the floor. White underwear should be worn at all times under a white uniform. No colored underwear is allowed.
  6. Shoes must be all white leather. No open toed shoes, clogs, sling backs, or any form of shoe which exposes the foot may be worn. Socks must be all white and cover the ankle.
  7. All students are to wear the personal school issued nametag on the left side of the uniform. If a student arrives at clinical and does not have the required name tag they will be sent home and receive a fail for the day. The school issued name tag will be worn as is issued with no holders or badge reels. When the lab coat is worn, the student's nametag must be visible on the outside of the coat on the left side. The school patch is worn approximately two inches from the shoulder seam on the left sleeve of the uniform.
  8. Make up should be conservative. Cosmetics are used conservatively. Strive for the "natural look". This means minimal eye makeup. No fragrances are to be worn, to include, perfume, cologne, after-shave, fragrant lotions or bath gel, etc.
  9. Hair should be kept up off the collar and away from the eyes and face in a conservative style. Hair color should be of a natural color for the student with no vibrant coloring or highlighting - if you are unsure ask the Program Director before coloring. Hair should be confined without adornment in a manner that reflects a professional image and does not interfere with patient care. Hair should not touch the collar or shoulder area or fall forward onto the face when bending over. No hair ornaments or bows. The clinical instructor may use discretion to determine if the hair arrangement/confinement is appropriate for the clinical setting. Headbands must be no wider than ½ inch and all white.
  10. A plain wedding band with no stones is the only jewelry that may be worn. No other jewelry may be worn with the uniform. No pierced jewelry may be worn. This includes earrings, nose piercings, cheek piercings, lip piercings, or tongue rings which are not allowed. Fingernails should be clean, short, and well manicured. Artificial nails and nail polish are not allowed in the clinical setting.
  11. Gum may not be chewed in the clinical setting.
  12. Uniforms are not to be worn while shopping, visiting, or any other leisure activity.
  13. The following is required at each clinical: a black pen, wrist watch with second hand (watch should be white, black, silver, or yellow with no stones on the dial or band) or digital seconds, pocket size note pad, bandage scissors, stethoscope, penlight, and name tag. A student will not be allowed to participate in clinical

- activities if he/she comes without his/her nametag. If you come without your supplies you will lose one letter grade on that day of clinical. It is the discretion of the clinical instructor to dismiss any student from the clinical facility if he/she is not following the above-required regulations. Time missed due to inappropriate dress code will be subtracted from the allotted forty-eight (48) hours for the program and will have to be made up by the student.
14. The student must maintain a professional attitude. Dignity, poise, calmness and Consideration is expected.
  15. The student must insure the patient's privacy by proper management of the chart and clinical folder and using all measures to maintain confidentiality. HIPAA (Health Insurance Portability and Accountability Act) standards and safeguards will be followed at all times. Students must keep confidential all information which relates to or identifies a particular patient, including, but not limited to name, address, medical treatment or condition, financial status, or any other personal information which is deemed to be confidential in accordance with state and federal laws and standards of professional ethics. All school documentation should be turned in to the instructor at the end of the clinical shift. Any notes taken by the student on their personal paper needs to be placed into a shred container before leaving the clinical site or given to the nursing instructor if a shred container is not available. A student found in violation of HIPAA rules will be counseled by the nursing director and at their discretion the student can be dismissed from the nursing program.
  16. Students may not answer the telephone in the nursing unit **unless given permission by the instructor.** Clinical facility reference books are not to be removed from the nurses' units or agency libraries.
  17. Students may not receive personal calls nor have visitors at the hospital during clinical hours.
  18. **Visible tattoos must be completely covered or concealed during all clinical hours including clinical simulation and skills labs.**
  19. A urine drug screen is required for all students assigned to clinical rotations. Drug screen testing may also be ordered at any time on an as needed basis and at the discretion of the Instructor, Director or designated clinical personnel.

### **CRIMINAL RECORDS CHECK**

Students must undergo fingerprinting and a background screening prior to attending class and clinical. Clinical facilities reserve the right to deny a student admission to clinical nursing courses based upon results of the records check. This would include if the check reveals that the student has been convicted of a misdemeanor or felony crime that would not be suitable for a student providing care. Students currently serving under any court imposed order of supervised probation, work-release or parole in connection with any felony conviction(s), plea agreement or any agreement will be denied admission to a clinical site.

Per Florida Statutes and the Florida Board of Nursing, individuals convicted of certain felony crimes will not be able to apply for licensure and will not be suitable to attend class or clinical, e.g., 1) crimes against the person (such as battery or assault),

2) crimes based on dishonesty or untruthfulness (such as theft or embezzlement), and  
3) drug and other substance abuse-related crimes. Individuals convicted of other crimes may also be unable to attend a clinical site. This is at the discretion of the CEO of the clinical site.

## **STUDENT CLINICAL ASSIGNMENTS**

Students may be assigned to any clinical agency used by the nursing program for clinical experience. Preparation by the student for clinical experiences is essential. The instructor is obligated to protect patient safety, which includes sending unprepared students home. Being more than one hour late to clinical is considered a sign of unpreparedness and unprofessional and will result in the student being sent home and receiving a fail for the day.

Students are to report to the designated meeting place upon arrival to the clinical facility or agency to await further instructions from the instructor. Students may not go to the patient care area without the instructor.

Student assignments will only be made by the instructor. Additional assignments may only be made by the instructor. An assignment sheet will be available for students in the pre-conference room or nursing unit.

Students are not to provide direct patient care to patients who have not been assigned to them unless permission is granted by the instructor. A report on assigned patients should be received prior to providing direct care.

The instructor is present to assist in any care and observe skills as needed. **A student cannot provide any invasive or complex treatments (dressing changes, etc.) to a patient without the instructor being present with the student.** Students should always be accompanied by an instructor when performing an invasive procedure even after successfully completing the procedure for the first time in the clinical setting. The exception to this rule is with fingerstick blood glucose (FSBG) monitoring. Once the student has been successfully checked off on correctly performing the fingerstick glucose test in each clinical setting (if different machinery), then that student may perform this procedure without the instructor present and only when they have a fellow ECTC nursing student with them when performing this glucose test.

Any problems during the clinical observation or clinical assignments should be addressed with the instructor immediately. The instructor will follow up through the proper channels. This is neither the student's role nor responsibility. Students failing to follow this chain of command will be counseled and final action may include dismissal.

If there are any changes in status or lab values, or significant (abnormal) vital signs are observed during patient care, then the student is to immediately notify the assigned nurse and instructor.

Students are required to complete their assignments prior to leaving their units for the day. They are also required to be at a safe stopping point to participate in breaks or lunch. The students are required to report to their assigned patient's staff nurse and instructor before leaving the floor for breaks, meals, or at the end of the shift. The

instructor, and in some cases the charge nurse, should know where the students are at all times. At the end of the shift the student is to give a brief summary of the events to the staff nurse who is assigned that patient. This report should be given to the instructor prior to the staff nurse.

In post conference a short summary of events will be discussed, and time will be allotted for any questions by the students. Additional educational activities or learning opportunities will be provided or discussed as the instructor deems necessary.

### **WITNESSING OF FORMS IN THE CLINICAL SETTING**

Students are **not allowed** to witness any documents in the clinical facility.

### **STUDENT REMEDIATION**

If a student appears to need remediation in the clinical setting, that student will be assigned to the laboratory in school for practice on his/her own time. When this occurs, the student must then go through a skills practicum again with the instructor to be allowed to perform this skill again in the clinical setting and pass clinical. The student must make an appointment with the instructor for this practicum. A student may be dismissed from the program if they cannot successfully demonstrate a particular skill.

### **EMPLOYMENT DURING SCHOOL TENURE**

It is not recommended that a student work within eight hours of a clinical rotation day. Full time employment during the student's school tenure is highly discouraged and not recommended.

### **STUDENT RECORDS**

All official student records are maintained according to School Board policy and laws governing confidentiality and access to individual records. Unofficial records of practical nursing students will be kept in individual file folders in the Nursing Director's office in a locked filing cabinet.

Transfers of records or release of information in records can only be done with a release form signed by the adult student.

## **GRADES**

**The grading scale for Practical Nursing students is as follows:**

**A 94-100**

**B 85-93**

**C 77-84**

-----below 77% is failing

**D 70-76**

**F 69 and below**

**Clinical are based on pass or fail status**

**P = Pass**

**F = Fail**

## **PROGRESSION AND RETENTION IN THE PROGRAM**

Students must maintain an average of 77% on the lesson exams to be eligible to sit for the final exam. Once 77% is achieved on the lessons exams and the student completes the final exam the grades will be calculated according to the rules stated on each course syllabus. The student must maintain a 77% average for the course to progress in the nursing program. The only exception is the Medical Math component. The student must make an 85% on the Medical Math exam, with no more than three attempts in HSC0003. Another medical math exam will be given prior to the Preceptorship experience and requires a 94% score after no more than 2 attempts. When a student is absent from class, the student must be prepared to make up all tests or class work missed on the first day they return to class or a grade of zero will be awarded. An instructor may elect to give an essay exam as a make up test.

## **LATE ASSIGNMENTS**

All assignments are due on the date designated by the instructor. A letter grade will be lost for each day that is missed for submitting the assignment.

A student is not allowed to progress in the program if they have not passed each course at the time it is offered. The student must reapply, within one year, to take a class they have failed. A student may not reapply if there has been more than a one-year period since failing that specific course. Upon completion of all theory and clinical experiences with a passing status, the student is eligible to graduate from the Practical Nursing program.

## **ACHIEVEMENT/ASSESSMENT TESTING**

Throughout the program the student will access a web based, computerized assessment testing service. This comprehensive assessment and review program includes both



proctored and non-proctored assessments covering the following specialty areas: Fundamentals of Nursing; Nutrition; Pharmacology; Medical/Surgical Nursing; Maternal/Newborn Nursing; Mental Health; Nursing Care of Children, and Management. Completion of additional Modules may also be required. Testing in some of these areas will be part of the student's final course grade. The student will be required to take ATI non-proctored exams as assigned by their instructor and score a 100% on the practice B exam and a 94% on the practice A exams by the dates assigned. Deadlines for non-proctored exams will be assigned by the instructor and if the student fails to complete the non-proctored exams by the morning of the due date the student will not be allowed to return to class/clinical until they complete their ATI assignment. In addition, any student who scores less than 50% in any area of an exam will be required to remediate by looking up the below average component/s and writing the correct response for the missed item/s. This written assignment must also be turned in to the assigned instructor by the due date given. If the students fails to turn in their remediation by the assigned deadline they will not be allowed to return to class/clinical until their remediation is completed.

This program also provides review modules for streamlined remediation for the major nursing specialty areas, and ensures that all content areas are mastered. It is designed - by the testing company - to increase the student's pass rates on the licensure exam. Non-proctored assessments may be accomplished in the privacy of a student's home, in the classroom on the laptop or scheduled in the Computer Lab. In addition, a Comprehensive Predictor Exam and Exit Critical Thinking Assessment will be taken by the students near the end of the program.

If necessary, other national achievement tests may be administered, as time allows, during the school year. If additional tests are administered, additional fees may be required.

**ATI Capstone, ATI Virtual Review, and ATI Comprehensive Predictor Exam - Requirements for becoming eligible to sit for the NCLEX-PN exam:**

**Capstone Course** : Final semester students are paired with an ATI online educator to guide them through a pre-set calendar for 7-10 weeks of content review before sitting for the ATI Comprehensive Predictor at their school. Each individual student has a personalized plan based on the content knowledge determined from the assessments.

Comprehensive Predictors (proctored and practice assessments): These are assessments that offer each student their individual probability of passing the NCLEX-PN® on the first attempt

“Green Light” NCLEX-PN Review includes:

**Customized Live NCLEX-PN® Review Course:** An in person, three day NCLEX-PN® review class, taught on site at Emerald Coast Technical College SCHOOL OF NURSING. The curriculum can be tailored to address the needs of the group identified by the results of the Comprehensive Predictor or provide an overview of content areas included on the NCLEX.

**Virtual ATI:** After the Live Review is completed, through collaboration with a virtual coach, students are engaged in a personalized, assessment-driven NCLEX review in an

online classroom that provides students access to a variety of on-demand resources. Students receive feedback and encouragement from their own personal online coach. NCLEX pass rates when receiving the ‘Green Light’ to test are greater than 98%.

Students are REQUIRED to complete all areas of the ATI Review (Capstone, Virtual Review, and Live Review) prior to becoming eligible to sit for the NCLEX PN Exam. When the ATI Mentor/coach gives the student the "green light" to test the student's name will be sent into the Florida Board of Nursing which will make them eligible to sit for the NCLEX-PN exam. Names will not be sent in to the FL BON until the "green light" is received. Students will be allowed to participate in the graduation and pinning ceremony if their ATI reviews are incomplete at the time of graduation.

Students that do not have internet access at home may use the computers in student services, the media center (when available) or in the classroom when the Instructor allows. It is their responsibility to complete all on-line assignments as necessary.

### **WALTON COUNTY STUDENT CODE OF CONDUCT AND DRESS CODE**

Practical Nursing Program students are required to follow the Walton County Student Code of Conduct where applicable and sign the agreement that they have received and read the WCSD’s Student Code of Conduct and District Internet Policies.

### **INTERNET & TECHNOLOGY**

Practical Nursing Program students are expected to follow the Acceptable Use Policy (AUP) for the Walton County School District Network and Internet and sign the agreement stating they have read, understand, and agree to abide by the provisions of the Network and Internet Acceptable Use Policy. See WCSD Code of Conduct.

### **GRADUATION**

In order to graduate and become certified in practical nursing the student must have successfully completed all course work and clinical and must have attended the required number of hours in the program.

A graduation/pinning ceremony will be held for each class at the completion of the program. A specified amount of time is allocated towards the graduation ceremony, and it is included in the required number of hours in the program so attendance is mandatory. Students will be recognized for their achievement and presented with a Certificate of Completion and school pin by the Administration and nursing faculty of the school. All components of the ceremony and program, or any changes to the ceremony and program, must be approved by the Director of the Nursing Program.

Students will be required to follow an established dress code at graduation. All female students will be required to wear a cap and dress uniform. All male students will be required to wear a white dress shirt, solid black tie, white lab jacket and white uniform pants.

## **PROGRAM OUTCOME/FOLLOW-UP**

Students will be followed after graduation to obtain the following outcome information:

- 1) Employment status: place of employment, position, and rate of pay
- 2) Licensure status
- 3) Other information as required by Council on Occupational Education (COE)

## **LICENSURE**

Upon completion of the nursing program the student is eligible to apply for the National Council State Board of Nursing (NCSBN) Examination for Practical Nursing or (NCLEX-PN). The candidate for licensure will schedule the test date with a testing center at his/her convenience.

The procedure is as follows:

1. Submit an application for licensure with fees to the board of nursing where you wish to be licensed and practice. See websites below.
2. Meet all the board of nursing's eligibility requirements to take the NCLEX-PN exam.
3. Complete the required ATI Capstone Course, Live Review, Virtual Review, and receive the "green light" to test from the ATI Mentor/Coach.
4. Register and pay for the NCLEX examination with Pearson VUE. See website listed on page 26.
5. Receive eligibility from your board of nursing. Once you have been made eligible and received your ATT (Authorization to Test) from Pearson, you may schedule your examination online using the Pearson VUE website or by phone. In addition, if you wish to work as a graduate practical nurse (GPN), you must have received both an eligibility letter from the board of nursing and an ATT from Pearson.

Information concerning instructions and forms for filing the necessary applications to take the NCLEX-PN examination in Florida and Alabama can be found at the websites 1) and 2) listed below. In addition, test plan information and Pearson VUE information can be obtained by viewing 3) and 4) below.

- i. Florida Board of Nursing:  
[www.doh.state.fl.us/mqa/nursing](http://www.doh.state.fl.us/mqa/nursing)  
[http://www.doh.state.fl.us/mqa/nursing/ap\\_licensure-RN-LPN.pdf](http://www.doh.state.fl.us/mqa/nursing/ap_licensure-RN-LPN.pdf)
- ii. Alabama Board of Nursing:  
[www.abn.state.al.us/](http://www.abn.state.al.us/)  
[https://www.alabamainteractive.org/cgi-bin/abn/exam\\_license/examlicense.cgi](https://www.alabamainteractive.org/cgi-bin/abn/exam_license/examlicense.cgi)
- iii. NCSBN:  
for information on test plan [www.ncsbn.org](http://www.ncsbn.org) or  
<https://www.ncsbn.org/1287.htm>

iv. Pearson VUE:

[www.pearsonvue.com](http://www.pearsonvue.com)

[http://www.pearsonvue.com/nclex/bulletin\\_08.pdf](http://www.pearsonvue.com/nclex/bulletin_08.pdf)

The Florida legislature has mandated that all applications for a nursing license must undergo a criminal records background check through the Florida Department of Law Enforcement (FDLE). The Florida Board of Nursing may or may not grant a license, depending on the circumstances, and reserves the right to deny or grant a request.

**Emerald Coast Technical College  
Practical Nursing Program**

This is to acknowledge that I have received a copy of the Practical Nursing Program Student Handbook. The Handbook has been reviewed with me by nursing faculty and I agree to abide by the contents therein.

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**Student Printed Name**

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**Student Signature**

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**Date**



# **EMERALD COAST TECHNICAL COLLEGE**

## **CLINICAL RULES**

Students will report to the clinical facility prior to the beginning of the assigned shift at the time and place designated by the clinical instructor. Health requirements must be completed before beginning clinical. The clinical facility administrative staff will make the final determination to allow or deny a student entry into their facility. Tardiness will not be tolerated. Students should park in areas designated by the clinical facility.

Uniforms, including shoes, will be neat, clean and must meet the uniform requirements as specified in the student handbook for each clinical. Shoes must be all white leather. Socks must be all white and cover (crew length) the ankle. All uniforms must be ironed. The length of the slack should fall at or just below the ankle or lie at least one inch above the floor. The nametag is a part of the uniform and is to be worn at all times and is part of the uniform. Patient care is not performed while wearing the lab coat. The lab coat is worn to and from clinical. An all white sweater may be worn with the uniform if needed. The Instructor will send noncompliant students home.

The student will bring the following items to each clinical: a black pen, wrist watch (white, silver, or gold with no stones on the dial or band) with second hand or digital seconds, pocket size note pad, bandage scissors, stethoscope, penlight, LPN Notes and goggles (in student's skills lab bag).

No fragrances are to be worn, to include, perfume, cologne, after-shave, scented hair spray, fragrant lotions or bath gel, etc. No heavy makeup will be allowed while on duty. Hair should be kept up off the collar and away from the eyes and face in a conservative style. Hair ornaments must be small with no bows, pearls, stones, scarves, or fancy combs. Headbands must be no wider than ½ inch and all white.

Male students will be clean-shaven, and are required to wear a plain white T-shirt under their uniform shirt. Mustaches or beards must be kept neatly trimmed. Sideburns can be no longer than earlobe length. Female students should wear a full white slip with white hose if the dress uniform is worn. Female students must wear white undergarments. No colored underwear is allowed. Hair ornaments must be small with no bows, pearls, scarves, colored stones, or fancy combs. No open toed shoes, clogs, sling backs, or any form of shoe, which exposes the foot, may be worn.

No jewelry will be worn except a plain wedding band. Earrings, nose rings or piercings, tongue rings, lip rings or piercings, cheek piercings, or other visible body rings are not allowed in the clinical setting. Visible tattoos must be covered or concealed during clinical hours including clinical simulation and skills lab.

Fingernails will be clean, short, and well manicured. Artificial nails and nail polish are not allowed in the clinical setting. Chewing gum is not allowed.

There will be no smoking while on duty or in uniform. The student may not receive personal phone calls during clinical and may not bring a cell phone into the facility unless it is given to the instructor **before** the clinical day begins. Student's that are found to have a cell phone device in their possession within the facility will be dismissed from clinical, receive a fail for the day, and time will be deducted from their hour bank. Student's need to give their family members and child caregivers their instructor phone numbers to get in contact with the student in the event of an emergency. The instructor will notify the student as soon as they receive notification of an emergency. The student may not have any visitors during clinical hours.

Students are expected to conduct themselves in a professional manner during all clinical experiences. Students are to be polite and respectful at all times to patients, staff, instructors, and fellow students. The student should not address any problems encountered with staff. Any problems with staff during clinical or observation rotations should be brought to the attention of the instructor so that they can be addressed by the instructor through proper channels.

Staff in clinical observation areas have the authority to dismiss a student from that clinical observation at any time that it is deemed appropriate because of student behaviors. Students should be aware that their performance might affect not only their clinical experience but also that of students who follow them. Remember you are a representative of Emerald Coast Technical College and the school district.

A phone tree will be set up for each clinical group. Students are **required** to call their Instructor prior to the beginning of the clinical day if they will be absent or tardy. If a student is more than one hour late for clinical they will not be allowed to stay and will be sent home and hours will be subtracted from their absentee hour bank. If the student does not show and does not call in, they will receive a failing grade for the clinical day.

Student assignments will be made in advance and given to the student at or before pre-conference. These assignments will also be posted, ensuring confidentiality and privacy, on the unit for staff reference. Students **are not** to provide direct patient care to patients who have not been assigned to them. Only the Instructor may make additional assignments. Students are to go to an assigned charting area to collect data on their patient. Do not congregate at the nurse's station. If a student must use a chart, notify a member of the staff and leave a note in the chart wheel/area stating where the chart is.

The student will insure the patient's privacy by proper management of the chart and using all measures to maintain confidentiality. HIPAA regulations are to be followed by all students. Any student violating HIPAA policies will be dismissed from the program.

Students are to be fully prepared for all clinical rotations. The student is responsible to know how to perform every procedure that has been taught up to the date of the current clinical. This may require extra lab time on the student's part.



Students are expected to complete their assignments prior to leaving the unit for the day. If a student is having difficulty completing the assigned tasks, the Instructor should be notified of the difficulty early enough in the shift so that assistance can be provided if needed. Do not agree to do a task if you know you cannot follow through with it.

The Instructor is present to assist in any care and observe skills as needed. An Instructor should always accompany students when performing **any treatment/s or invasive procedure/s** for the first time in the clinical setting **and must always accompany students for all future treatments and invasive procedures** with the exception of the fingerstick blood glucose procedure. Once the student has demonstrated this procedure successfully, the student can perform future fingerstick blood glucose testing **when accompanied by a fellow student or Instructor**. (NOMC requires an Instructor to be present with the student for every accucheck in their facility).

Before leaving the unit for breaks, meals, and at the end of the assigned shift, the student is responsible for reporting to the nurse in charge of the patient assigned to his/her care **and to the Instructor**. This report should include the general condition of the patient, any pertinent observations made, the progress made in the patient's care, and the answers to any questions that may be asked by the person to whom the report is being made. Students are required to be at a safe stopping point to participate in breaks or meals. The Instructor or charge nurse should know where the students are at all times. The student may not leave the assigned unit without contacting the Instructor.

Any problems, including safety issues, during the clinical observation or clinical assignments should be addressed with the Instructor **immediately**. The Instructor will follow up through the proper channels. If there are any changes in status, lab values, or significant vital signs are observed during patient care, the student is to immediately notify the assigned nurse **and Instructor**.

Students must write legibly when documenting. The Instructor must be present with the student when documenting in the facility's medical record.

The student should limit what they bring to the clinical areas in addition to the required items. A wallet in the pocket is always safer than bringing a purse or book bag.

In post conference, a short summary of events will be discussed. Time will be allotted for student questions and/or discussion of any issues the Instructor deems necessary to discuss.

Students who become pregnant or have other health concerns, including physical or mental, must notify the director as soon as possible. It is the student's responsibility to keep up with all health requirements that are due, e.g., updated IPPD or next vaccine.

Clinical facilities reserve the right to deny a student admission to clinical nursing courses based upon the results of the background records check. Students currently serving under any court imposed order of supervised probation, work-release or parole in connection with any felony conviction(s), plea agreement or any agreement will be denied admission to a clinical site.

Students who do not follow the guidelines and rules listed in the 2014/2015 Clinical Rules will be subject to disciplinary action to include, at minimum, a failure for the day, or at maximum, dismissal from the program. Further legal action may also be required.

**REMEMBER:** THE KEY WORD FOR ALL CLINICAL EXPERIENCES IS  
**SAFETY!**

# Emerald Coast Technical College Practical Nursing Program

## Student Notification of Clinical Rules

I, \_\_\_\_\_, a student in the Practical Nursing Program at the Emerald Coast Technical College have received a copy of the Clinical Rules and agree to abide by them. It is my responsibility to be aware of the clinical rules at all times and abide by them.

|   |                                    |
|---|------------------------------------|
| _____<br><b>Student</b>                           | _____<br><b>Date</b>               |
| <u>Trecia Meadows, MSN, RN</u><br><b>Director</b> | <u>May 16, 2017</u><br><b>Date</b> |

## Communicable Disease Statement and Waiver of Liability

During your course of study, you may come into contact with patients who have communicable diseases, including patients who are HIV positive, have tuberculosis, or who have hepatitis. You may be exposed to blood or other potentially infectious materials. You also may be exposed to ionizing radiation or hazardous chemicals. You will be expected to assume the responsibility for using standard precautions and required protective equipment with all patients at all times to minimize the risk of disease transmission. You will be expected to comply with safety and training requirements of the participating clinical facility and the nursing program.

I understand that compliance with safety and training requirements is mandatory and the failure on my part to comply may result in my dismissal from the nursing program. I assume the risk (including financial responsibility) of infection inherent in the profession I have chosen. In addition, I hereby release and hold harmless the clinical facility and nursing school, and the trustees, directors, officers, faculty members, clinical agencies, administrators, employees, servants, and agents, from any and all liability resulting there from.

**I have read and understand the statement above. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.**

|  |                             |
|--|-----------------------------|
| _____<br>Student's Signature                           | _____<br>Date               |
| <u>Trecia Meadows, MSN, RN</u><br>Director's Signature | <u>May 16, 2017</u><br>Date |

