



EMERALD COAST TECHNICAL COLLEGE

Main Campus & Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Mission Syllabus

Practical Nursing

Offered at Main Campus

Program Number: H170605 (PSAV)

Program Hours: 1350

Instructor(s):

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Program Description:

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. 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 program reflects Emerald Coast Technical College's mission as evidenced by the desire to provide students with the training and education that is required to function successfully in the professional workforce.

Prerequisites:

None

Occupational Completion Points:

OCP	Course#	Course Title	Length	SOC code
A	PRN0098	Practical Nursing Foundations 1	300	31-1014
B	PRN0099	Practical Nursing Foundations 2	300	29-2061
	PRN0290	Medical Surgical Nursing 1	300	29-2061
	PRN0291	Medical Surgical Nursing 2	300	29-2061
	PRN0690	Comprehensive Nursing and Transitional Skills	150	29-2061

Program Objectives and Outcomes:

1. DOE Health Science Core (Basic Healthcare Worker) Frameworks
2. DOE Articulated Nursing Assistant Frameworks
3. DOE Licensed Practical Nurse Frameworks which include:
4. Demonstrate knowledge of the healthcare delivery system and health occupations.
5. Recognize and practice safety, security, and emergency procedures.
6. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
7. Perform patient and personal care as it pertains to the practical nurse.
8. Provide patient-centered care for the geriatric population.
9. Assist with restorative (rehabilitative) activities.
10. Demonstrate organizational functions, following the patient plan of care.
11. Demonstrate computer literacy as related to nursing functions.
12. Use appropriate verbal and written communications in the performance of nursing functions.
13. Demonstrate legal and ethical responsibilities specific to the nursing profession.
14. Apply the principles of infection control, utilizing nursing principles.
15. Perform aseptic and sterile techniques.
16. Describe the structure and function of the human body in relation to health and disease.
17. Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
18. Describe human growth and development across the lifespan.
19. Demonstrate the performance of nursing procedures.
20. Demonstrate how to administer medication.
21. Demonstrate how to provide bio-psycho-social support.
22. Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
23. Implement education and resources for family wellness.
24. Participate in Community Health Awareness Forums.
25. Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine, or Integumentary disease/disorder.
26. Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
27. Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
28. Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
29. Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
30. Demonstrate how to care for pediatric patients, utilizing nursing principles.
31. Develop transitional skills.
32. Demonstrate employability skills specific to practical nursing.

Textbook:

Textbook name

Textbook name	ISBN #	Edition
Calculate with Confidence Drug Calculations	9780323396837	7th
Rosdahl Textbook of Basic Nursing textbook	9781975171339	12th
Taber's Cyclopedic Medical Dictionary	9781719642859	24th
LPN Notes	9780803657960	4th
Laboratory & Diagnostic Tests w/Nsg Implications	9780134704463	10th
Human Body in Health & Disease	9780323402118	7th
Nursing Care Plans: Nursing Diagnosis & Intervention	9780323428187	9th
Understanding Med/Surg Nursing	9780803694613	6th
Fundamentals of Mental Health Nursing	9780803669130	5th
Davis's Drug Guide for Nurses	9781719640053	17th

Online Resources:

Assessment Technologies Institute (ATI)

Program Syllabus

Entrance and Health Requirements: **Fees required will be paid by the student.**

Accepted students are required to complete a fingerprint/background screening through the Walton County School District and have a negative drug screen prior to attendance on school campus or clinical facilities.

The student must provide proof of two Measles, Mumps, Rubella (MMR) vaccines, Varicella vaccine, Hepatitis B vaccine (series of 3), Flu vaccine, and a negative Tuberculin (TB) skin test that has been completed within the last 30 days. If the student has a history of a positive TB test, they will need to provide proof of a negative chest x ray within the last 90 days from their physician. If a student chooses not to have the Hepatitis B vaccine a declination statement will need to be signed by the student.

A negative urine drug screen will be required after the summer break in July for nursing students who are returning for the new school year which generally begins in August.

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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.

- 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.
- 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.
- The student is responsible for the cost of any medical evaluation or treatment received during clinical rotations at any health care facility or agency.
- The student is responsible for demonstrating good health habits as a role model for patients.
- Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.
- 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.

Tools/Supplies/Materials:

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class daily. Safety equipment, specific to the nursing occupation, is provided, e.g., personal protective equipment. Each student purchases a nurse kit for use in the Skills Lab that includes safety goggles. In addition, students are required to purchase a stethoscope, wristwatch with second hand or digital seconds, pocket sized note pad, bandage scissors, and penlight for clinical experiences.

Grading Scale:

NUMERICAL EQUIVALENT OF GRADES:

100-94 = A

93-85 = B

84-77 = C

Below 77% is failing

Clinical:

Pass = P (77% or greater)

Fail = F (below 77%)

Evaluation/Assessment:

EXAMINATIONS:

The program examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. **An overall Block 1 course average of 77% is required to successfully pass and proceed to the next block. Thereafter, each individual sub-course must be passed with a minimum average of 77% to proceed to the next sub-course.** Students are eligible and encouraged to take the NCLEX-PN exam upon completion of the program.

Satisfactory Progress:

After the Block 1, students must maintain an average of 77% on the lesson exams in each sub-course to be eligible to take the final exam. After the final exam is completed a 77% overall average is required to pass the block course and progress in the program. When a student is absent from class, the student must make up all tests or class work missed on the **first day** they return to class or a grade of zero will be awarded. Students will be provided with detailed

assignment sheets and a specific syllabus for each course of study. Complete mastery of an area must be achieved before proceeding further. A student is not allowed to progress in the program if they have not passed each sub-course within a block course at the time it is offered. Students are responsible for maintaining a sufficient rate of progress throughout the course.

Block Course – PRN0098 – Practical Nursing Foundations 1

Sub – Courses: Health Care Basics, Nursing Fundamentals A, Nutrition, Geriatrics, Structure & Function

Block Course – PRN0099 – Practical Nursing Foundations 2

Sub – Courses: Growth & Development, Mental Health Concepts, Community Health & Family Wellness, Nursing Fundamentals B, Pharmacology

Block Course – PRN0290 – Medical Surgical Nursing 1

Sub- Courses: Cardiovascular System, Respiratory System, Musculoskeletal System, Endocrine System, Integumentary System, Sensory System, Lymph Immune System, Pre-op/Post -op & Fluid & Electrolytes

Block Course – PRN0291- Medical Surgical Nursing 2

Sub- Courses: Gastrointestinal System, Neurological System, Urinary System, Reproductive System, Oncology/HIV/AIDS

Block Course – PRN0690 – Comprehensive Nursing & Transitional Skills

Sub – Courses: Maternal Newborn, Pediatrics, Leadership, Transitional/Employability Skills

****Assessment Technologies Institute (ATI)**

The Practical Nursing program participates in an online learning system through ATI as an adjunct to the nursing curriculum. As part of the student’s progression towards graduation and a successful NCLEX exam the students will be required to complete the ATI Virtual review, which will begin five weeks prior to graduation. In order to be considered for pinning or graduation the student must complete the ATI Virtual Review through the 75% mark which includes Fundamentals, Pharmacology, Medical Surgical, Maternal Newborn, Nursing Care of Children, and Mental Health. Once the student has completed Mental Health (75% mark) and the instructor receives official notification from ATI (weekly progress reports are received on Thursdays each week) the student will become eligible for pinning and graduation.

To be eligible to sit for the NCLEX PN exam the student must achieve the Greenlight status from ATI (before or after pinning/graduation). When the Greenlight, status is achieved by the student and notification is received from ATI, the student’s information will be sent to the Board of Nursing. If the student is unsuccessful in achieving the Greenlight status after their third comprehensive predictor assessment attempt and are awarded the 100% completion mark from ATI, the student will become eligible to sit for the NCLEX-PN exam at that time. If the student must renew the Virtual Review after pinning/graduation it will be at the student’s expense. The current fee is \$100 which will be paid to ATI.

Instructional Delivery Methods:

Lecture, power points, audiovisual, team projects, skills demonstration with return demonstration.

Conferences and Assistance:

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. If 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 or placed on probation for any act in which the instructor or Director believes to be a violation of the rules and regulations of the program or WCSSD or constitutes a violation of the patient’s safety. 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 counseling notices or probation.

Students who are having difficulty completing a lab assignment are encouraged to seek help from an instructor as soon as possible. The student is responsible for scheduling additional practice time as needed. These practice times are not to be scheduled during regularly scheduled lab hours.

Classroom:

761 N. 20th Street DeFuniak Springs, Florida 32433 Building 400
Room 101, 106, and 108

Office Location:

761 N. 20th Street DeFuniak Springs, Florida 32433 Building 400
Room 114

Office Hours:

Regular office hours for the instructors are Mon. – Thur., Day: 8:00 a.m. -5:00 p.m. and Mon. – Thur. Eve: 1:00 p.m. – 9:00 p.m., or as scheduled by appointment.

Attendance:

The instructors will arrange individual class, lab, and clinical hours. Students are required to be present and on time for class, lab practice, 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. The student is responsible for completing this make up work that is assigned by the instructor within two weeks of the time missed.

The day student is allowed forty-eight (48) hours and evening student sixty (60) hours of excused absences during the entire program. However, the student cannot be absent for an entire course of study or clinical. The student may not miss over 48/60 hours during the entire program. **Absences of over 48 hours for day students and over 60 hours for evening student will be grounds for dismissal from the program.**

If a student expects to be late to class or absent the instructor must be notified. The student must also notify the instructor in advance if they will be absent from clinical.

All hours missed whether theory or clinical must be made up within two weeks. Students are required to make-up each hour missed in the classroom after class hours or on Friday. Students will be provided make-up work as assigned by the instructor.

If you are absent for five consecutive days, you will be withdrawn after the fifth day as per school board policy.

Meeting Times:

Day Class theory: Mon – Thur, 8:00 am – 4:00 pm Day Class clinical
–Varies – 7:00 am – 3:30 pm Evening Class theory: Mon–Thur, 4:00
pm – 9:00 pm, Evening Class clinical – Varies – 4:00pm – 9:00 pm

Lab Equipment:

You will be assigned specific equipment for your labs. The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area and lab areas clean and orderly while performing assignments. Return all software, equipment, and lab components to the proper storage area before departing at the end of the period. The classroom lab will be cleaned and secured at the end of each project or period whichever comes first.

Lab 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 the simulation lab. In addition, as worded in facility contracts, "a student cannot 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. **If a student receives three clinical failures, they will be dismissed from the nursing program.** Failures include no call, no shows, violation of clinical rules, or practicing out of their scope of student nursing which places the patient at risk.

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

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 than 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 Director of ECTC or the Nursing Director.

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

- The student will be neat, clean, and well-groomed always. Adequate mouth care, use of deodorant, and clean clothes and shoes should always be addressed.
- All uniforms will be purchased from the contracted uniform apparel company. The student must follow the agreed upon styles and 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.
- All uniforms should be ironed and appear neat. The Instructor may send noncompliant students' home.
- 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.
- 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 always be worn under a white uniform. No colored underwear is allowed.
- 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.
- 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.

- 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. (Patients and hospital staff may have allergies)
- 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.
- 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.
- Gum may not be chewed in the clinical setting.
- Uniforms are not to be worn while shopping, visiting, or any other leisure activity.
- 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 (Smart Watches of any kind are NOT allowed at clinical), 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. Time missed due to inappropriate dress code will be subtracted from the allotted forty-eight (48) hours for day student and (60) hours for evening students and will have to be made up by the student on campus.
- The student must maintain a professional attitude. Dignity, poise, calmness, and consideration, and professionalism is expected.
- The student must ensure the patient's privacy by proper management of the chart and clinical folder and using all measures to maintain confidentiality. Health Insurance Portability and Accountability Act (HIPAA) standards and safeguards will always be followed. 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.
- 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.
- Students may not receive personal calls nor have visitors at the hospital during clinical hours.
- Visible tattoos must be completely covered or concealed during all clinical hours including clinical simulation and skills labs.

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 conduct and will result in the student being sent home and receiving a fail for the day. Hours missed will be deducted and will have to be made up on school campus.

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 from the nursing instructor.

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 equipment), 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.

Students that are assigned to provide bathing of a patient must always have another ECTC nursing student present with them. This is a safety rule that protects the patient and student. Failure to comply with this rule could result in verbal counseling, written counseling, probation, or dismissal.

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 always. 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.

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

****Any violation of Patient Safety Standards may result in immediate dismissal from the ECTC Practical Nursing Program.***

Safety:

- Safety is priority one. Make learning safe, fun, and enjoyable!
- The program follows the CDC guidelines.
- Touch free temperature and hand sanitizing stations have been installed.
- Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a nursing student action. Notify the instructor and the patient's nurse immediately.
- All equipment and manuals have a place, return them to the proper location.
- Everyone must complete the safety lectures/labs prior to clinical assignments.

- Hand washing is the single most effective method to prevent the spread of infection and must be practiced regularly by students as instructed in theory.
- All students must adhere to Standard Precautions while in the Lab and during Clinical assignments. The student is to apply the necessary personal protective equipment (PPE) such as gloves, masks, eye protection, and/or gowns when performing or practicing assignments depending upon the task and degree of exposure anticipated. The student is to dispose of all contaminated PPE as instructed in theory or according to agency/facility policy in clinical.
- Contaminated needles or sharps shall be placed into a sharp's receptacle immediately after use. Contaminated needles shall not be recapped or removed. Recapping or needle removal must be accomplished using a mechanical device or a one-handed technique.
- Students are at an increased risk for exposure to diseases and environmental stressors while in the Lab or on Clinical assignments. The student must assume responsibility for all personal health care costs that may occur. The student agrees to provide documentation to the nursing department for their personal file that such medical follow-up has occurred. Students are encouraged to have health insurance for the course of the program to cover expenses for follow-up of untoward events.
- If you are not comfortable or confident with any lab or project, stop and notify instructor.

Wireless Communication devices 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

The student should have the wireless communication device including smart watches turned off during times of testing and other student evaluations.

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 including smart watches of any kind are not allowed during clinical and should not be carried or worn by a student while in the clinical setting. A student found to have a cell phone/wireless communication device or smart watch in/on 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 of handbook and clinical rules, a third offense will result in automatic dismissal from the nursing program.

Dismissal

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

- 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. 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.

- 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 must 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.
- 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.
- Denial of admittance to a clinical site.
- Violation of attendance or tardiness policies or WCCSD policies.
- Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
- 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. Acts of insubordination to nursing faculty or clinical staff. Students who are dismissed for unprofessional conduct will not be eligible for readmission.
- 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
- Convicted of a felony and/or DUI

Emergency Procedures:

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are in each area.
- An Automatic External Defibrillator (AED) is in the administration office in building 100 and near the restrooms in building 400.
- A Bleeding Control Station is in Building 400 near the restrooms.
- A Walton County School Resource Deputy (SRD) is on campus M-Thur.