



MISSION STATEMENT

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

Mission Syllabus

Practical Nursing

Offered at Main Campus

Program Number: H170607 (PSAV)

Program Hours: 1350

ECTC Director:

Wyndy Crozier, Principal

Nursing Director:

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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	ISBN #	Edition
Burton: Fundamentals of Nursing Care	978-1-7196-4455-6	4 th
Dahlkemper: Caring for Older Adults	978-0-8036-8992-3	7 th
Davis Nursing Skills Videos for LPN	978-1-7196-4661-1	4 th
Scanlon: Essentials of Anatomy and Physiology	978-0-8036-6937-6	8 th
Castillo: Dosage Calc 360	978-1-7196-4647-5	3 rd
Castillo Calculating Drug Dosages	978-1-7196-4122-7	2 nd
Watkins: Pharm Clear & Simple	978-1-7196-4474-7	4 th
Gorman: Mental Health Nursing	978-1-7196-4560-7	6 th
Polan: Journey Across the Life Span	978-1-7196-4591-1	7 th
Davis Advantage for LPN/LVN Completer Set ACC	978-1-7196-4780-9	
Linnard-Palmer: Safe Maternal & Pediatric Nursing Care	978-0-8036-9734-8	2 nd
Dahlkemper: Nursing Lead Management & Prof Prac LPN/LVN	978-1-7196-4148-7	7 th
Williams: Davis Advantage Und Med-Surg Nursing	978-1-7196-4458-7	7 th

Online Resources:

Kaplan Complete Program for the NCLEX-PN

Nursing Central by Unbound Medicine

- Davis's Drug Guide
- Davis's Laboratory & Diagnostic Test
- Disease and Disorders, 4th Edition
- Taber's Medical Dictionary, 24th Edition
- Nurse's Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales
- Nurse's Handbook of Health Assessment
- Taylor's Clinical Nursing Skills Handbook
- NCLEX-PN Quest
- PRIME PubMed Search, Journals and ForYou

Kahoot!

Program Syllabus

Student Admission Requirements:

All entrance and health requirement fees required are required to be paid by the student.

Background Check: Accepted students are required to complete a National/State fingerprint/background screening through the Walton County School District (Automated Fingerprint-based Applicant Processing System). A background check may also be required through an approved consultant firm for clinical facility site approval. 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. If a student is dishonest on their nursing application and states that 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.

Drug Screening: 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. 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.

Students may be required 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.

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.

Immunizations: 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. *If a student chooses not to have the Hepatitis B vaccine, a declination statement will need to be signed by the student. The student will need to receive a Tuberculin skin test (PPD) or chest x-ray (if there is a history of a positive Tuberculin skin test). The Tuberculin test should be within the last 90 days to meet yearly clinical requirements.

Physical Exam: A physical examination with clearance from a qualified physician, PA or APRN 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.

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%)

Academic Progression and Retention in the Program:

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; Pharmacology; Medical/Surgical Nursing; Maternal/Newborn Nursing; Mental Health; and Nursing Care of Children. 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. Deadlines for non-proctored assessments will be assigned by the instructor and if the student fails to complete the non-proctored assessments by the morning of the due date assigned the student will not be allowed to return to class/clinical until they complete their assignment(s). Proctored exams for Fundamentals, Maternal/Newborn Nursing, Mental Health, and Nursing Care of Children will be given and worth 10% of the final grade for the course. The following points will be awarded based on the student's score and how close they score to the national average for that exam:

- Within 3 points of the national average: 10 points
- Within 5 points of the national average: 8 points
- Within 10 points of the national average: 6 points
- Within 15 points of the national average: 4 points
- Anything over 16 points from the national average: 2 points

The specialty area proctored exams will be given at different times during the nursing program after the non-proctored practice assessments are completed. In addition, any student who scores less than 50% in any area of a specialty proctored 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 student 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

Instructional Delivery Methods:

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.

Attendance: Absences and Tardiness

Students are required to be present in class, skills lab, and clinical 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 and within a 2-week period. 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 EXCUSED absences during the entire program. In addition, students must meet WUSD 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 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) will count as 1 (one) hour against

the 48 allotted hours which can be missed. If more than 5 minutes late to a **clinical setting**, the student is dismissed for the day. Two or more missed clinicals may result in dismissal from the nursing program under the discretion of the Nursing Director. Students who have been dismissed based on violations of ECTC's Tardy or Attendance requirements will not be able to return to the ECTC Nursing Program. Admittance to another ECTC program will be at the discretion of the College Director. Students who are tardy more than two times will receive verbal counseling from the instructor or program director and a Student Academic Progress Report will be completed. If a student has 5 or more Student Academic Progress Reports completed in the program, then the student may be dismissed from the program at the discretion of the Director of Nursing or the Director of the college. 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. 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 is grounds for involuntary dismissal from the program due to unprofessional conduct and will be determined by the Nursing program Director. 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.

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 Nursing Director present. If the instructor is the Nursing Director, he/she will have another witness present during the counseling session. The witness may be another instructor 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 Nursing Director's discretion. A student can be counseled or placed on probation for any act in which the instructor or Nursing Director believes to be a violation of the rules and regulations of the program or WCSD 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 Nursing Director to be a problem 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.

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. 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 nursing Director's discretion to approve or not approve re-admission. Classes that must be repeated due to being dismissed for a cheating, will be at the student's expense.

3. 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.
4. 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.
5. Denial of admittance to a clinical site.
6. Violation of attendance or tardiness policies or WCSO policies.
7. Health problems or conditions that may prevent the student from successfully completing the objectives of the program.
8. 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, violation of the WCSO or ECTC Code of Conduct, 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.
9. 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
10. Convicted of a felony and/or DUI

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 director and 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 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:

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 ECTC 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 an allotment of 24 hours to use for absenteeism. (6mo x 4hr = 24 hrs)

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 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. Transcripts 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 an allotment of 24 hours to use for absenteeism. (6 mo x 4 hr = 24 hrs)

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.
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.

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.

Meeting Times:

Day Class Theory: Monday-Thursday 8:00 am – 4:00 pm

Day Class Clinical: (Varies) 7:00 am – 3:30 pm
Evening Class Theory: Monday–Thursday 4:00 pm – 9:00 pm
Evening Class Clinical: (Varies) 4:00pm – 9:00 pm

Meals:

Students may bring their own food or beverage 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.

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 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 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 5 minutes 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 Director.

The student nurse 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 always. Adequate mouth care, use of deodorant, and clean clothes and shoes should always be addressed.

2. All uniforms will be purchased from the contracted uniform apparel company. The student must follow the agreed upon styles and purchase pre-approved items. Students are to purchase one white top, one Caribbean blue top, two Caribbean blue pairs of scrub pants, as well as one white lab coat. All uniform tops must be long enough to cover the entire buttocks.
3. Scrubs will be required in the skills lab setting and will be ordered through the school approved vendor as part of the student lab fees. These scrubs will also be worn at clinical times such as school screenings etc.
4. All uniforms should be ironed and appear neat. The Instructor may send noncompliant students' home.
5. The male student is required to wear a white T-shirt under their white uniform shirt. Mustaches or beards must be kept neatly trimmed. Sideburns can be no longer than earlobe length.
6. 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. The length of pants 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.
7. 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.
8. All students are to wear the personal school issued nametag on the right 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 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 right side so that the school embroidery is visible on the left side.
9. 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)
10. 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 your instructor before coloring.
11. 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.
12. 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.
13. Gum may not be chewed in the clinical setting.
14. Uniforms are not to be worn while shopping, visiting, or any other leisure activity.
15. The following is required at each clinical: a black pen, wrist watch with second hand (watch should be white, black, or silver with no stones on the dial or band) or digital seconds (Smart Watches of any kind are **NOT** allowed at clinical due to HIPAA), 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 and will have to be made up by the student on campus.
16. Visible tattoos must be completely covered or concealed during all clinical hours including clinical simulation and skills labs.

Student Clinical Assignments:

1. 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 fifteen minutes 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.

2. 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. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Students are expected to conduct themselves in a professional manner during all clinical experiences. Students are always to be polite and respectful 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. The student must maintain a professional attitude. Dignity, poise, calmness, and consideration, and professionalism is expected. 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.
10. 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.

11. Clinical facility reference books are not to be removed from the nurses' units or agency libraries.
12. 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.
13. 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 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.
14. 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.
15. Students are not allowed to witness any documents in the clinical facility.
16. 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.
17. Students who do not follow the guidelines and rules listed in this syllabus under *student clinical assignments* 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.
18. Students may check-out a school-issued iPad to be used at clinical, the iPads should only be used during paperwork time or during post conference. You cannot bring your iPad on to the floor at a clinical site, it should be kept in your clinical bag and put away until post conference. iPads can only be used for Nursing Central access. Any student using a school-issued iPad is bound by the ECTC acceptable use policy. Downloading games, texting, or taking photos with the iPad is strictly prohibited. All activity on the school-issued iPads is monitored by the WCSD IT Department, and any student found in violation of the above will be dismissed from the nursing program at the discretion of the nursing director. The student is fully responsible for an iPad they check out for use and will be required to reimburse ECTC for any loss, damage, or theft of school property.

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 uniform 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.

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

1. 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.
2. 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.
3. 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.
4. 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.
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
6. 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.
7. 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.
8. 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.
9. The student must sign a release of responsibility (declination) form if they choose not to be immunized with the Hepatitis B Vaccine.
10. 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.
11. 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.
12. The student is responsible for the cost of any medical evaluation or treatment received during clinical rotations at any health care facility or agency.

13. 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.
14. The student is responsible for demonstrating good health habits as a role model for patients.
15. Standard precautions are mandatory and are to be practiced by all students in laboratory and clinical settings.
16. 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 auto-immune 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, except for 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.

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

Safety:

1. Safety is priority one. Make learning safe, fun, and enjoyable!
2. The program follows the CDC guidelines.
3. Touch free temperature and hand sanitizing stations have been installed.
4. 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.
5. All equipment and manuals have a place, return them to the proper location.

6. Everyone must complete the safety lectures/labs prior to clinical assignments.
7. 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.
8. 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.
9. 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.
10. 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.
11. If you are not comfortable or confident with any lab or project, stop and notify instructor.

Wireless Communication devices and telephone calls

Per the WCSS 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 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 HIPAA 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 ECTC Handbook and clinical rules, a third offense will result in automatic dismissal from the nursing program.

Social Networking and Internet Sites

In accordance with HIPAA, 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, Twitter, Instagram, TikTok etc.). Students found to have breached this policy can be dismissed from the nursing program at the discretion of the nursing Director.

Emergency Procedures:

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

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

To graduate and receive a certificate of completion, the practical nursing student must have successfully completed all course work requirements, clinical requirements, and must have attended the required number of both theory and clinical 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.

Emerald Coast Technical College Practical Nursing Program

Student Notification of Student Program Syllabus and Clinical Rules

I, _____, a student in the Practical Nursing Program at the Emerald Coast Technical College, have received a copy of the Practical Nursing Syllabus agree to abide by all guidelines and clinical requirements. It is my responsibility to be aware of the student program syllabus and rules contained herein at all times and abide by them.

Student

Date

Director

Date

Communicable Disease Statement and Waiver of Liability

During your course of study, you may encounter 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 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.

Student's Signature

Date

Director's Signature

Date