

HILLSBOROUGH COMMUNITY COLLEGE
NURSING STUDENT POLICY MANUAL

2010-2011

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Disclaimer Clause:

The Nursing Program at Hillsborough Community College reserves the right to make changes in the regulations and policies announced in this handbook as circumstances arise.

If changes in this handbook are required during the academic year, the student will be given notice of those changes and asked to verify **by signature** that the required changes were received and understood.

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INTRODUCTION

This Student Policy Manual was developed by the nursing faculty of Hillsborough Community College to clarify policies and define regulations for students in the Nursing Program. It will help to assure that students will receive consistent and equitable consideration throughout the program. This manual is specific to the Nursing Program and supplemental to general college policies for students. These policies and regulations grew out of the need for the Nursing Program to implement a program which educates nurses who are both knowledgeable and responsible in nursing practice.

Each student will be informed of this manual at their program orientation, and be responsible for its purchase at the HCC Bookstore.

The Code of Ethics of the American Nurses' Association is used as the standard for ethical practice to assure that clients will be protected in accord with the purpose of the Florida Nurse Practice Act:

Purpose: Florida Nurse Practice Act

Chapter 464.002 - Florida Statutes 1997

The Legislature finds that the practice of nursing by unskilled and incompetent practitioners presents a danger to public health and safety. The Legislature finds further that it is difficult for the public to make an informed choice about nurses and that the consequences of a wrong choice could seriously endanger their health and safety. "The sole legislative purpose in enacting this chapter is to ensure that every nurse practicing in this state meets minimum requirements for safe practice. It is the legislative intent that nurses who fall below minimum competency or who otherwise present a danger to the public shall be prohibited from practicing in the state".

Code of Ethics

The Code of Ethics for Nurses was adopted by the American Nurses

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Association in 1950 and revised in 1960, 1976 and 1985. Its purpose is to serve as a guide to the ethical principles that govern a nurse's practice. (Code for Nurses, page 5)

The principles upon which the Code of Ethics is based have been translated into statements which will guide nursing students' conduct in clinical and classroom learning.

CODE FOR NURSES

- A. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- B. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
- C. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- D. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- E. The nurse maintains competence in nursing.
- F. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- G. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- H. The nurse participates in the profession's efforts to implement and improve standards of nursing.

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- I. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
- J. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- K. The nurse collaborates with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.

.....American Nurses' Association

Student Nurse Association

The student nurse association is your pre-professional organization. The purpose of the Student Nurse Association (SNA) is to provide an organization to aid in your professional growth. The SNA is involved in fundraisers, community services, and legislative policy throughout the school. Some of the community services that the SNA participated in, in the past are:

- adopting a needy family at Christmas
- health screening in the community
- providing food at thanksgiving to local churches, etc.,

When you join the HCC-SNA chapter you also become a member of the Florida Student Nurse Association and the National Student Nurse Association. It is recommended that you become involved in the SNA.

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NURSING PROGRAM PHILOSOPHY

The philosophy of the Nursing Program reflects the overall mission and goals of Hillsborough Community College. The beliefs of the faculty in relation to nursing include the concepts of the individual, society, health/illness, teaching/learning, nursing practice, and nursing education.

The faculty views an **individual** as a unique bio-psycho-social being who exists within the framework of family and society. We understand the individual to be in constant interaction with the environment. We believe the individual is a complex being who is constantly striving to meet physiological and/or psychosocial needs. Basic needs must first be met before higher level needs can be attained. In the process of growth and change, the individual progresses in developmental stages throughout the life cycle.

Society is a system that provides the framework for interactions to address individual's needs and goals. The individual is an integral part of society, a member of a family, and a member of the community. Society's structure and diverse cultures influence an individual's behavior.

The faculty believes **health** is a state in which individuals are in harmony with their environment and are able to adapt to internal and external stressors. Health exists as an optimal level of functioning that is unique for each individual. This level of health can be further described at any given time along the **health-illness** continuum, depending on the individual's ability to adapt to stressors.

Teaching/learning is an interactive process. The **teaching** process provides the learner with information, resources and guidance to facilitate individual learning needs. The faculty believes that **learning** is a goal directed, life-long process that changes behavior. This process occurs within the cognitive, psychomotor, and affective domains. The student is an active participant in this process and is responsible for his/her own

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learning. The faculty believes the role of teacher within this context is to provide a knowledgeable and stimulating environment that facilitates critical thinking and appeals to a variety of learning styles.

The faculty believes **nursing** is an essential health care profession that focuses on the art and science of caring. It is designed to assist individuals and groups with promoting, maintaining, and restoring health to the optimum level attainable.

Nursing is a dynamic interactive process that is concerned with the individual, a holistic being, throughout the lifespan. Nursing respects human dignity, individual differences and the client's right to self-determination.

Nursing practice is based on a unique body of knowledge derived from the behavioral, social, and natural sciences which when combined with affective, cognitive and psychomotor skills, provides a holistic approach to health care along the health/illness continuum. This practice encompasses the roles of provider of care, manager of care, and member within the discipline of nursing. The entry level professional Nurse practices these competencies within the framework of Professional Behaviors, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing care.

The faculty believes **nursing practice** utilizes the nursing process, a systematic decision-making method which includes assessment and analysis of a data base, identification of needs and selection of appropriate nursing diagnosis, the setting of goals with clients, planning, implementing, and evaluating those goals. This process assists individuals, families and members of the community in the promotion, maintenance, and restoration of health.

The faculty believes the **practice of the Associate Degree (AD) graduate** provides nursing care in both acute and extended care settings. The Hillsborough Community College graduate nurse is prepared to assume the roles of a provider of direct client care, manager of a group of clients, and participant member within the

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discipline of nursing.

The faculty believes **nursing education** is best accomplished in institutions of higher learning that offers general education courses and allows for mobility within the profession by recognizing previous learning and promoting continued growth through articulation to institutions of higher learning. The faculty further believes **nursing education** is an active teaching/learning process that progresses from comprehension, to application, to analysis and synthesis of theoretical concepts. The faculty utilizes current findings of health-related research that contributes to the advancement of nursing care in class theory presentations.

In summary, this philosophy provides the foundation for the delivery of the ADN nursing program. Centering on these major concepts the faculty shares and guides students' educational experiences toward professional nursing.

PURPOSE and PROGRAM OUTCOMES

The Associate Degree Nursing Program is specifically designed to offer the basic student, Licensed Practical Nurse (LPN), and Paramedic the opportunity to attain the role, responsibilities, and accountability of the Associate Degree practitioner. Graduates of this program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) qualifying examination which leads to designation as a Registered Nurse.

Congruent with the mission and goals of the College, the nursing program prepares the student to pursue a career directly upon graduation from the program. This means that the program outcomes of the Associate Degree Nursing Program prepare an individual to:

1. receive an Associate of Science Degree.
2. successfully sit for the examination for licensure as a

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- registered nurse.
3. function as a beginning practitioner of nursing within structured health care settings both acute and long-term.

EDUCATIONAL OUTCOMES

At the end of the Associate Degree Program, the graduate will be able to assume the roles of a provider of direct client care, manager of a group of clients, and participate as a member of the health care team:

1. Utilize the nursing process to provide comprehensive and compassionate care to individuals and groups including members of culturally diverse groups, across the lifespan.
2. Apply principles of critical thinking to the nursing process in the application of a specific body of nursing knowledge.
3. Utilize communication skills appropriately when interacting with clients, families and health team members.
4. Incorporate knowledge from the behavioral and natural sciences including nutrition and pharmacology.
5. Incorporate principals of teaching/learning when encountering a client with a knowledge deficit.
6. Manage, organize and coordinate the care of a group of clients who require assistance in meeting identified health needs and delegate appropriately and responsibly to others.
7. Demonstrate responsibility for continued growth and accountability while providing care within the legal and

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ethical framework of the discipline of nursing.

8. Use current technology to implement and improve client care and advocate for and respect the client's individuality and right to self-determination.

Student Employment

A nursing student shall practice nursing as a student within the meaning of Chapter 464 Florida Statute only within the courses of an approved program in which the student is enrolled and under the supervision of program faculty.

Core Performance Standards for Progression & Graduation

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants must possess:

1. Sufficient visual acuity, as needed in the accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from clients and members of the health-care team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, Doptone, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and families from diverse backgrounds to communicate their needs promptly and effectively, as may be necessary in the individual's interest.
5. Sufficient intellectual functions to plan and implement care for individuals.
6. Sufficient ability to think critically, as to identify cause and effect relationships in clinical situations.

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FINANCIAL AID

Students who desire financial aid must apply each academic year. Financial Aid offices are located on each campus. A student should visit the Financial Aid office at the campus (s)he will be attending in order to obtain financial aid information.

Various scholarships are available for nursing students. Please see a counselor at either the Dale Mabry Campus or the Plant City Campus for further information.

NON DISCRIMINATION STATEMENT

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes

Special Assistant to the President for Equity and Special Programs

Dr. Gwendolyn W. Stephenson District Administrative Center
39 Columbia Drive, Room 718

Tampa, Florida 33606 Telephone: 813-253-7043

Email: jholmes16@hccfl.edu

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MEDICAL INSURANCE

All students are strongly encouraged to check his/her personal health insurance policy to ensure that s(he) is covered by the policy for illness or injury resulting from the clinical experience. Emergency care for a student injured in the clinical setting is addressed in this document under the section titled **"Emergency Treatment in the Clinical/Practicum Setting"**.

EMERGENCY CARE IN CLINICAL SETTING

Student Medical Expenses

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate **RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment**. The student is **LIABLE** for any medical expenses incurred in the clinical setting from any emergency medical treatment administered.

(Student will sign an informed consent form concerning this statement which is included in the inform consent package for the program)

PROFESSIONAL LIABILITY INSURANCE

Students are assessed a lab fee for each clinical/practicum course to provide for professional liability insurance.

DRUG TESTING POLICY

When in attendance at a clinical affiliate for purposes of clinical education, students will be required to abide by the policies and procedures of the affiliate as well as those established by the College. Please be advised that some affiliates may require a student to submit to a drug test which is required for its employees. Failure to submit to the test will not result in program dismissal unless refusal results in the student's inability to complete the Program's terminal competencies for clinical performance.

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INFECTIOUS DISEASES

Students performing in the clinical facilities must understand that they may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

Hillsborough Community College **recommends** that all Health Science program students obtain the Hepatitis B vaccine prior to entering the clinical experience portion of the program.

Proof of vaccination from Hepatitis B **may be required before participating at certain clinical affiliate sites**. All hospital policies and procedures supersede College policy regarding prevention of infectious diseases and, in accordance with the Affiliation Agreement between the College and the hospital/agency, the student must abide by those policies and rules.

Students understand and assume the risks involved in the clinical portion of Health Science Programs at Hillsborough Community College, especially the risk of contracting Hepatitis B through human blood spills, Tuberculosis, HIV (AIDS) and other related infectious diseases while participating in the required clinical experiences.

VETERAN'S BENEFITS

The Nursing Program is approved for veteran's benefits. However, the short college terms (summer) may not yield full-time student status. The veteran benefit student should see the veteran's representative at the onset of the Program to review the program of studies with relation to possible veteran's benefits to be received.

ATTENDANCE POLICY

1. Students are required to attend **all** clinical/lab sessions. Three lates totaling 45 minutes or more constitutes one

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absence. Students are required to attend all assigned clinical days. If a student must be absent one clinical day due to illness, the clinical instructor will determine the need for make-up time. If a student can meet all clinical learning objectives without the make-up day, then none will be required. If clinical objectives cannot be met, then a make-up day is required. The day must be spent in a bedside nursing situation not an observational experience. If a student misses two clinical days, make-up time is required. Students who are absent more than 2 days will be advised to request a withdrawal or leave of absence due to medical problems.

2. If an absence occurs you must: a) Notify the clinical unit where assigned within 15 minutes prior to the beginning of the shift; and b) notify the clinical faculty member within 15 minutes after the shift has started. It is the student's responsibility to make arrangements for a make-up day.
3. All students, including those receiving V.A. benefits, must comply with attendance requirements established by the instructors.

WITHDRAWAL DATES

The last day for withdrawal from classes in a term has been established by a college-wide policy. The formula used is as follows: The total number of class and clinical days is identified for the particular course. Any withdrawal must be done before 70 percent of the total number of classes and clinicals have been completed. (Rule 6A-14.0301, Florida Administrative Code)

If a student withdraws from a course, they must withdraw with a passing grade. If a student has a "D" or "F" theory average or was unsatisfactory in clinical performance at the time of withdrawal, the course faculty member will send a letter to the

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Dean of Health, Wellness, & Sports Technologies stating the student's status at the time of withdrawal. If the student withdraws with an unsatisfactory average or clinical performance in the repeated course, (s) he will be dropped from the program.

GRADING POLICY

1. Please refer to the current college catalog for the college policy regarding incomplete work at the end of an academic term. Note: There may be no incompletes for clinical courses.
2. Clinical performance will be evaluated as "Satisfactory" or "Unsatisfactory" as determined by meeting clinical objectives. If the clinical grade is unsatisfactory, the course grade will be "F". Students must pass both clinical and theory to complete the course successfully. One grade is awarded.
3. A student will be dismissed from the Nursing Program if (s) he does not obtain a grade of "C" or higher in all nursing and general education courses which are required in the Nursing Program.
4. A student may repeat a nursing or general education course one time. If a student fails to obtain a grade of "C" or above for the course a second time, (s) he will be permanently dismissed from the program.
5. A Nursing Program student who receives two or more grades of less than a "C" in program required courses in the same semester will be permanently dismissed from the program.

GRADING SCALE

91 - 100 = A (Excellent)
85 - 90 = B (Good)

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80 - 84 = C (Average)

70 - 79 = D (Failure)

CHEATING, PLAGIARISM POLICY

The attributes of honesty, personal integrity and accountability are expected in the nursing profession.

Students shall not attempt to deceive or mislead an instructor from their assessment of an honest and equitable grade. All forms of academic dishonesty including, but not limited to, cheating on examinations, plagiarism and falsification of information will call for discipline and may result in termination from the nursing program.

CLINICAL CONDUCT

A student may be terminated from the Nursing program for inappropriate behavior. Some examples are, but not limited to:

1. Endangering a clients life or jeopardizing their safety.
 - a. Attending clinical while under the influence of any substance affecting a student's ability to respond in a reasonable and acceptable manner.
 - b. Performing unsafe care, thereby, causing physical injury or emotional stress to the client.
 - c. Failing to maintain patient confidentiality.
2. Falsifying any information concerning the client, staff, peer group or clinical assignment.
3. Inability to perform skills learned in skills laboratory.
4. Removing any items from a patient's room or hospital without permission.

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5. Aggressive or dishonest behavior.

FITNESS POLICY

Nursing Program policies related to fitness for performance:

1. **Physical Examination:**

The student must have a physical health update form completed prior to enrolling for the second academic year. These forms will be given to the student at the end of the first academic year.

2. **Communicable Diseases:**

Students participating in the Nursing Program may come in contact with patients with various types of communicable diseases such as hepatitis, AIDS, tuberculosis, as well as others. Students will be required to complete nursing care activities involving all patients.

3. **Pregnancy Policy:**

The Nursing Program at HCC allows a female student the option of informing the Program officials of her pregnancy. If she chooses to voluntarily inform program officials of her pregnancy, it must be in writing and indicate the expected date of confinement (delivery). We must have a note from her obstetrician that she is physically able to do clinical rotations in the hospital during her pregnancy without accommodation. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. If the student chooses to disclose her pregnancy, she will have the option of continuing in the educational program without modification or interruption. An additional option for the declared pregnant student may include a leave of absence from the Program, student must return to the program

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the next time the course is offered or her leave of absence will be considered a withdrawal. The Program allows the pregnant student to make an informed decision based upon her individual needs and preferences.

4. Other:

The performance of the tasks related to the Nursing Program profession includes potentially strenuous physical skills including heavy lifting and carrying techniques.

If any medical condition exist which may limit activities in the clinical setting, such as; a cast, crutches, wheelchair or other short-term condition that temporarily limits mobility, dexterity and/or acuity, the student may be asked to withdraw from the program until such condition is corrected. Hospitals and affiliates protocols require that all health care workers be physically and emotionally stable to provide care to clients. Administrators of these affiliate facilities have the authority to refuse students when the safety of client care provided may be compromised.

A letter from the student's health care provider stating the student is allowed to perform the clinical task associated with the nursing program must be submitted to the Dean of Health, Wellness, & Sports Technologies before the student will be allowed to attend the clinical setting. This information will be retained in the student's file.

CLINICAL UNIFORM POLICIES

The following policies apply to students in uniform. Students are not permitted on clinical units unless they are wearing the appropriate nursing uniform.

1. Personal cleanliness is essential. In good grooming the elimination of offensive odors is essential. No

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perfume/cologne is permitted.

2. Hair must be neat, clean, and styled off the face to conform to hospital infection policies, and of a natural color as proscribed in hospital policy handbook. Hair must be worn away from the face and secured so that it cannot become an infection control issue when students are in the clinical setting and during special ceremonies. Hair fashions must be of conservative style.
3. Beard and mustache are to be neatly trimmed.
4. Fingernails should be approximately fingertip length and clean. Acrylic nails are not permitted per CDC recommendation.
5. Conservative makeup may be worn.
6. Chewing of gum is not permitted.
7. Anytime the uniform is worn, the regulations regarding hair and jewelry apply.
8. The port-wine warm-up jacket with HCC emblem on the left sleeve two inches below shoulder seam is to be worn in the clinical agency to secure client assignments. (NOTE: Male students may wear a white lab coat).
9. The picture ID and nametag must be worn on the left, upper chest area.
10. The full uniform worn in the clinical setting includes:
 - a) Watch with second hand, bandage scissors, pen light, stethoscope.
 - b) Clean, closed heel and toe white shoes, leather or leather-like are to be worn. No canvas shoes are to be

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worn. No color trim is permitted. White socks only.

- c) No jewelry except for a plain wedding band, a wrist watch, one pair only of small post earrings of gold or white metal are acceptable if one has pierced ears. No hoops or dangles are permitted. No chains about the neck may be worn.
- d) No fanny packs may be worn.

Female Students:

A **Port-wine polo** is to be worn with a white skirt (knee length) or slacks properly fitted, freshly laundered and ironed. The top of the HCC emblem is to be two inches below the left shoulder seam on the left sleeve.

White hose are required with a skirt; white socks may be worn with slacks.

Male Students:

White trousers, freshly laundered and properly fitted.

A Port-wine polo is to be worn. The HCC emblem is worn on the left sleeve, two inches below the shoulder seam.

- 11. While representing HCC when visiting the hospital for assignments, the Port wine warm up jacket, with conservative clothing is to be worn (no denim jeans, shorts, or legging). Tennis shoes and thongs are not to be worn. Flats are acceptable.
- 12. Exception to uniform dress - in some specialty areas, exceptions may be made to the standard uniform. These changes will be indicated by the nursing faculty. Students are to arrive at the hospital in full uniform. If a change in uniform is required, it is to be done in the appropriate area in the agency.
- 13. Needed supplies may be purchased through the HCC bookstore.
- 14. Head covering for religious observation may be worn. It can

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be either white or black and cannot interfere with vision. In some areas where infection control may be an issue, students may be required to remove it for patient protection

CLINICAL NURSING POLICIES

Students are to abide by all policies of the assigned clinical facility.

Students are not to leave the hospital during clinical hours.

GENERAL POLICIES AFFECTING STUDENT PERFORMANCE IN THE CLINICAL LABORATORY:

1. Students may perform the following procedures only under the direction of the instructor or R.N. preceptor:
 - a) Start and discontinue intravenous solutions (isotonic) with angiocaths, or scalp vein (minicath) needles as regulated by hospital policy only (except on children under 12 years of age).
 - b) With direct supervision, add IV medications (antibiotics, vitamins, KCl) to IV solutions.
 - c) Collect blood specimens: client must be co-identified by R.N. and requisition signed by R.N. and student.
 - d) Prepare and administer steroids (oral or IM), insulin, anticoagulants, narcotics, digitalis preparations, or drugs being administered for the first time by the student. ALL narcotic drugs must be co-signed by a licensed nurse.
 - e) Prepare fractional dosages.
 - f) Insert or remove nasogastric tubes for diagnostic and/or therapeutic purposes.
 - g) Perform postural drainage (clapping and vibration).

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2. Students **may not** perform the following procedures:

a) Give any medications IV push.

Exception: Can administer a heparin flush while under the direct supervision of the instructor or unit R.N.

b) Start a blood transfusion or discontinue same, verify identification of client's blood for transfusion or in any way become involved in the procedure except to observe the client during the procedure and report and record significant observations.

c) Take verbal orders, phone orders from physicians, or accept verbal or phone laboratory reports.

d) Act as witness to the signing of documents (surgical permits, wills, etc.).

e) Debride wounds when this involves the use of forceps, scissors, and/or surgical knives.

f) Insert or remove intestinal decompression tubes, or small bore feeding tubes with stylets.

g) Carry narcotic keys or have access to narcotic storage areas.

3. The student is responsible for contacting an instructor any time (s)he encounters a new experience.

4. Any exceptions will be identified by course policy.

GENERAL POLICIES

1. Eating, drinking, and smoking are **not** permitted in the classrooms, learning laboratory, student study areas or

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clinical facilities.

2. Students are responsible for reading notices and assignments placed on designated nursing bulletin boards.
3. Students will be assigned to hospitals or other health agencies by nursing instructors within the first week of class. Students are responsible for transportation to and from the clinical agencies.
4. Students must have permission from their instructor to attend clinical laboratory if they have a cold, elevated temperature, sore throat, intestinal upset, or undiagnosed skin problem.
5. Children of students are not to attend class.
6. Beepers or portable telephones must be on silent mode in the classroom or clinical area.
7. Students must obtain permission from the instructor in order to audiotape lecturer.

ADMINISTRATIVE PROCEDURES

DISMISSAL

- A. A student will be dismissed from the NURSING PROGRAM, if (s)he does not obtain a grade of "C" or higher in each nursing and non-nursing course, earned after admission to the nursing program. The non-nursing courses include elective, select category, and general education courses.

A student must complete each non-nursing program requirement with a grade of "C" or better prior to the last academic term of the program.

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- B. The Dean of Health, Wellness, & Sports Technologies will notify the student by letter of his/her dismissal. The letter will notify the student of the need to make an appointment with the Dean of Health, Wellness, & Sports Technologies to receive an educational plan. The educational plan will identify specific date(s) on which a student must indicate his or her intent to seek readmission to the program. The student must complete the educational plan if (s)he wishes to be considered for readmission at a later date.
- C. A copy of the educational plan will be placed in the student's Admissions, Registration and Records folder and a copy retained in the office of the Dean of Health, Wellness, & Sports Technologies.
- E. A student dismissed from the nursing program as a result of an unsatisfactory grade may complete any non-nursing course(s) in which s(he) was in progress at the time of dismissal.
- (1) If a student fails an eight week nursing course (s)he cannot continue in the next eight week nursing course unless readmission to the program has been granted.
- F. A NURSING PROGRAM student who receives two or more grades less than "C" in program requirement courses and/or general education courses, and/ or select category, or elective courses in the same term will be permanently dismissed from the program.

READMISSION: DISMISSAL DUE TO ACADEMIC FAILURE

- A. A student who has been dismissed from the nursing program may apply for readmission to the Nursing program only one time. An exception may be made for the student who must withdraw due to serious personal illness. They may seek

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readmission one time only by applying **in writing** to the Dean of Health, Wellness, and Sports Technology.

- B. The student must apply in writing to the Dean of Health, Wellness, & Sports Technologies by the deadline date established in the student's educational plan. However, the readmission date cannot exceed one calendar year (12 months) from the date of dismissal. The student who does not comply with the established deadline date will be required to seek any future re-entry into a program by making application for readmission through the application pool. Students who must seek re-admission through the application pool will be admitted in accordance with the administrative policies and procedures for first time program applicants.
- C. The student must provide evidence that (s)he has successfully completed the educational plan given by the Dean of Health, Wellness, & Sports Technologies at the time of dismissal in order to be considered for readmission.
- D. The Dean of Health, Wellness, & Sports Technologies will grant readmission to the student whose educational plan has been completed. Readmission to the program and a particular course within the program shall be on a space available basis on either the Plant City or Dale Mabry Campus. Student assignment will be dependent upon the location of the vacant seat.
- E. If denied readmission by the Dean of Health, Wellness, & Sports Technologies, the student may petition the Health Sciences Appeals Committee for consideration for readmission. The petition must be filed within the deadline date included in the denial letter.
- F. If readmitted, the student will be notified in writing by either the Dean of Health, Wellness, & Sports Technologies or the Chairman of the Nursing Appeals Committee. The conditions of readmission will be stated in the letter.

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- G. If readmitted, a student may repeat a nursing, general education, elective, or select category course one time. If the student fails to obtain a grade of "C" or above for the same course for the second attempt, s(he) will be permanently dismissed from the program.

READMISSION: VOLUNTARY WITHDRAWAL

- A. A student who does not successfully complete the first term of the Nursing program and voluntarily withdraws from a program required course or the program must seek readmission to the program as a new student.
- B. A student who voluntarily withdraws from a program required course or the Nursing program after successful completion of the first or subsequent terms may apply for readmission to the same program only one time.
- C. A student who voluntarily withdraws must notify the Dean of Health, Wellness, & Sports Technologies in writing of his/her withdrawal on the same date that s(he) submits the official college course withdrawal form. The Dean of Health, Wellness, & Sports Technologies will acknowledge the withdrawal in writing. The letter will also indicate the deadline for the student to notify the Dean of his or her intent to re-enter the program.
- D. In order to seek readmission, the student must apply in writing to the Dean of Health, Wellness, & Sports Technologies by deadline date established in the student's confirmation of withdrawal letter from the Dean. However, the readmission date cannot exceed one calendar year (12 months) from the date of dismissal. The student who does not comply with the established deadline date will be required to seek any future re-entry into a program by making application for readmission through the application pool. Students who must seek re-admission through the application pool will be admitted in accordance with the administrative policies and procedures for first time program applicants.
- E. Readmission will be granted to the student who voluntarily withdraws from the Nursing program and meets all of the guidelines as set forth in this procedure for seeking readmission.

- F. A student who voluntarily withdraws from a program required course or the Nursing program, was readmitted, and again finds it necessary to voluntarily withdrawal due to extenuating circumstances such as serious illness or death of an immediate family member, may petition for readmission to the Health Sciences Appeals Committee. A student may apply for readmission to the Health Sciences Appeals Committee only one time.

PINNING CEREMONY

During the last semester, faculty will provide information concerning the pinning ceremony. Nursing pins are to be bought through the campus bookstore.

GRADUATION

An application for graduation must be completed on or before the published deadline date (see college calendar in front of HCC catalog). A \$10 application fee is required. After paying the \$10 fee, the student must see an advisor to complete a graduation work-up sheet. A copy of the graduation work-up sheet must be received in the Division of Health Sciences office before the student completes the final term. A letter is sent to the State Board of Nursing by the Dean of Health, Wellness, & Sports Technologies when the student has completed all program requirements. The State Board of Nursing will mail a confirmation and the Educational Testing Services will mail a card for admission to the licensure examination. Once the student has received both the card from the State Board of Nursing and Permission from the Education Testing Center they are entitled to work as a graduate nurse (G.N.).

CAREER OPPORTUNITIES

Career opportunities for both men and women are available in such health care facilities as hospitals, doctor's offices,

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out-patient clinics and in the area of home health care. Additional training and/or experience, may be required to enter such specialty areas as surgical care, critical care and burn units.

IMPORTANT INFORMATION:

FUTURE APPLICATION FOR FLORIDA NURSING LICENSE

When you make application for your Florida license to practice nursing, you will be required to complete a section on the application relative to a prior arrest record. You will be requested to answer the following question:

- Q. Have you ever been arrested - regardless of adjudication - for any offense other than a minor traffic violation?

If you answer yes, you must provide the following information:

- a) date of arrest
- b) state and county
- c) country outside of the U.S.
- d) charges
- e) disposition
- f) letter of reference from Dean/Program Manager

You must have arrest and court records of final adjudication for each offense sent to the State Board of Nursing. Your application will not be considered complete until these records are received. If the records are no longer available, you will be responsible for having certification of their unavailability sent directly from the arresting jurisdiction.

If you have questions concerning any past arrest record and whether or not such might prevent you from becoming a licensed nurse, please direct your questions to the:

Florida Board of Nursing
4052 Bald Cypress Way, Bin C02
Tallahassee, Florida 32399-3252, Telephone: 850-245-4158

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