Bachelor of Science in Nursing
Student Handbook

2018/2019
This is to acknowledge that I have received my personal copy of the Nursing Department Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations. I understand that this form needs to be submitted to the Nursing Department prior to the first week of school.

I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in your student records.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I may not participate in any BSN nursing course with a clinical component until I have all my records on file in the nursing department (FL Registered Nurse License Physical/immunizations, CPR, drug screen, fingerprinting, proof of personal health insurance, and flu vaccine) and that these records must be kept updated, or I could be withdrawn from the course.

I understand I must retain an active Florida Registered Nursing license.

I understand that orientation to clinical facilities is mandatory. Absence for any reason will result in my being withdrawn from the course.

I understand that patient information that has been disclosed to me is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

I give the College permission to contact my employer after graduation and share my personal information to gather data for institutional research and reporting.

I understand that I may be exposed to bloodborne pathogens (potentially infectious disease causing materials) during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status: such as immunosuppression issues or pregnancy. If I wish to be accommodated, I must disclose my change in health status to the course coordinator and Nursing Department.

I understand the program offers on-line didactic lectures with clinical placement in four Florida counties: Indian River, Martin, Okeechobee, and St. Lucie.

_________________________________________  ___________________________________________
SIGNATURE                                  PRINT NAME

_________________________________________
DATE
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PREFACE

The Nursing Department Student Handbook is divided into three sections. Part I expresses the purpose of Indian River State College and the philosophy, purposes and objectives of the Bachelor of Science in Nursing program. These beliefs provide a basis for the curriculum and learning activities of the nursing programs. Part II describes the conceptual framework of the curriculum, the curriculum plan and course offerings along with corresponding descriptions. Part III describes the guidelines of the nursing programs and pertinent information, which serves as a guideline for nursing students upon entrance into the program and during their progression through the program.

The nursing student is subject to the guidelines presented in this handbook as well as the guidelines in the IRSC Student Handbook/Planner.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

EA/EO STATEMENT

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
(772) 462-7156
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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PART</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. STATEMENT OF PURPOSE</td>
<td></td>
</tr>
<tr>
<td>Health Science Division Purpose Statement</td>
<td>1</td>
</tr>
<tr>
<td>Nursing Department Purpose Statement</td>
<td>1</td>
</tr>
<tr>
<td>Nursing Department Vision Statement</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy of the BSN Program</td>
<td>1</td>
</tr>
<tr>
<td>II. CURRICULUM</td>
<td></td>
</tr>
<tr>
<td>Conceptual Framework of the Nursing Curriculum</td>
<td>2</td>
</tr>
<tr>
<td>Baccalaureate Degree Goals</td>
<td>3</td>
</tr>
<tr>
<td>BSN Program Outcomes</td>
<td>4</td>
</tr>
<tr>
<td>Six Student Learning Outcomes</td>
<td>4</td>
</tr>
<tr>
<td>Bachelor’s Degree Credit Requirements</td>
<td>6</td>
</tr>
<tr>
<td>III. GUIDELINES AND INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>7</td>
</tr>
<tr>
<td>Hurricanes</td>
<td>7</td>
</tr>
<tr>
<td>Student Accessibility Services</td>
<td>7</td>
</tr>
<tr>
<td>Core Performance Standards</td>
<td>7</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>9</td>
</tr>
<tr>
<td>Readmission/Transfer Regulation</td>
<td>9</td>
</tr>
<tr>
<td>Grading</td>
<td>10</td>
</tr>
<tr>
<td>Progression Guidelines</td>
<td>11</td>
</tr>
<tr>
<td>Program Expenses</td>
<td>11</td>
</tr>
<tr>
<td>Program Intervention Project for Nurses (IPN)</td>
<td>12</td>
</tr>
<tr>
<td>Impaired Practitioners Program of Florida</td>
<td>13</td>
</tr>
<tr>
<td>Student Drug Screen, Background Check, and Medical Records</td>
<td>14</td>
</tr>
<tr>
<td>BSN Dress Code</td>
<td>14</td>
</tr>
<tr>
<td>Classroom and On Campus Lab Standards</td>
<td>14</td>
</tr>
<tr>
<td>BSN Clinical Guidelines</td>
<td>15</td>
</tr>
<tr>
<td>Clinical Laboratory Standards</td>
<td>16</td>
</tr>
<tr>
<td>Class Cancellation</td>
<td>18</td>
</tr>
<tr>
<td>Security Precautions</td>
<td>18</td>
</tr>
<tr>
<td>Academic Student Support Services</td>
<td>18</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>19</td>
</tr>
<tr>
<td>Ceremonies, Honors, and Awards</td>
<td>19</td>
</tr>
<tr>
<td>Indian River State College Honor Society for Nurses</td>
<td>19</td>
</tr>
<tr>
<td>Graduation</td>
<td>19</td>
</tr>
</tbody>
</table>

**APPENDICES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Medical Records Confidentiality Form</td>
<td>23</td>
</tr>
<tr>
<td>B. 2018 National Patient Safety Goals</td>
<td>25</td>
</tr>
<tr>
<td>C. Code of Academic and Clinical Professional Conduct</td>
<td>27</td>
</tr>
<tr>
<td>D. Insurance Guidelines</td>
<td>29</td>
</tr>
</tbody>
</table>
The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 1/18.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
PART I

STATEMENT OF PURPOSE

Health Science Division Purpose Statement

Refer to the IRSC Health Science Student Handbook/Planner on the IRSC website at www.irsc.edu.

Nursing Department Purpose Statement

The Indian River State College Nursing Department is committed to meeting the educational needs of future and current professional and vocational nurses within an ever-changing healthcare system. Faculty facilitates student achievement utilizing various teaching modalities. In our effort to serve the diverse communities and cultures within the four-county area, we provide:

- Quality student-centered learning to promote student success
- Innovative, multi-dimensional learning experiences
- Partnerships within the community that promote cultural enrichment and opportunities to strengthen involvement in local, national and global health issues
- Commitment to excellence in nursing education, practice and life-long learning

Nursing Department Vision Statement

Aspiring to be a model of nursing excellence by transforming students through nursing education

Philosophy of the BSN Program

We believe:

- Nursing is a humanistic, scientific discipline that encompasses evidence based practice and critical thinking to improve the quality of the human experience.
- The art and science of nursing embodies the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness.
- Nursing education focuses on articulating relationships between the following concepts: context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care and teamwork.
- In a commitment that facilitates a spirit of inquiry, human flourishing and fosters development of professional identity and nursing judgment.
- In a culture of excellence that provides individualized, safe care for patients, families and communities.
Conceptual Framework of the Nursing Curriculum

The conceptual framework upon which the nursing curriculum was developed is based on six integrating concepts as defined by the National League of Nursing (2010). The concepts are 1) context and environment; 2) knowledge and science; 3) personal development; 4) quality and safety; 5) relationship-centered care; and 6) teamwork. These concepts are basic to the understanding of nursing and the complexity of the profession.

The six concepts are integrated throughout the program and do not stand alone. This represents the faculty’s beliefs based upon the three types of apprenticeship described by Patrice Benner. These apprenticeships are cognitive (knowledge, practice know-how, and ethical comportment and formation). This fits in to Benner’s view of the nursing metaparadigm, nursing, health, situation, and person.

Nursing
“Nursing is a science that studies the relationship between mind body, and human world’s...nursing is concerned with the social sentient body that dwells in finite human worlds; that gets sick and recovers; that is altered during illness, pain, and suffering; and that engages with the world differently upon recovery” (Benner, 1999, p. 315).

Health
“Health, as well-being, comes when one engages in sound self-care, and feels cared for-when one trusts the shelf, the body, and others” (Benner & Wrubel, 1989, p. 161).

Situation
“The term situation is used as a subset of the more common nursing term environment because the former term connotes a peopled environment. Environment is a broader more neutral term, whereas situation implies a social definition and meaningfulness” (Benner & Wrubel, 1989, p. 80).

Person
“A self-interpreting being, that is, the person does not come into the world predefined but gets defined in the course of living a life” (Benner & Wrubel, 1989, p. 41).

References
In addition to the conceptual framework and threads described above, courses will include

- Advanced knowledge, skills, and values necessary for positions of responsibility in variety of healthcare settings.
- Application of research principles and evaluation of scientific literature.
- Principles of leadership and involvement in the ever-evolving aspects of the nursing profession.
- Integration of appropriate technology into decision-making processes.
- Demonstration of personal and professional ethical responsibilities in managerial and organizational decisions.

**Baccalaureate Degree Goals**

Building on the skills, knowledge, and experiences of the Associate Degree Nurse, the Baccalaureate-prepared nurse utilizes an evidence-based practice model. This model uses the best scientific evidence, based on clinical experience and research, while incorporating patient preferences and values in the practice of professional nursing care. BSN graduates exhibit leadership and act as change agents in the ever-evolving nursing profession. They utilize appropriate technology in the decision-making and critical thinking processes that are the foundations of professional nursing care. BSN nurses demonstrate personal and professional ethical responsibilities in all direct patient care, managerial, and organizational decisions.

Graduates of the Bachelors of Science in Nursing program are able to demonstrate the following learning outcomes:

- Develop the knowledge, skills, attitudes, and values necessary for nursing positions of responsibility in a variety of health care settings.
- Demonstrate advanced professional and educational capabilities utilizing appropriate interpersonal, written communication, and critical thinking skills required for successful performance and progress in the health care profession.
- Apply principles of research and evidence-based practice to evaluate scientific literature related to nursing and health care as a foundation for lifelong learning.
- Exhibit leadership and act as a change agent in the ever-evolving aspects of the nursing profession.
- Integrate appropriate technology into the decision-making process of nurses.
- Demonstrate personal and professional ethical responsibilities in all managerial and organizational decisions.
- Demonstrate activities of being a nurse scholar.
### BSN Program Outcomes

#### End of Program Student learning Outcomes

<table>
<thead>
<tr>
<th>BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Flourishing - Incorporate the knowledge and skills learned in didactic and clinical courses to help patients, families and communities continually progress toward fulfillment of human capacities.</td>
</tr>
<tr>
<td>Nursing Judgment - Make judgements in practice, substantiated with evidence, that synthesizes nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families and communities.</td>
</tr>
<tr>
<td>Spirit of Inquiry - Act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research and using available evidence as a foundation to propose creative, innovative or evidence-based solutions to clinical practice problems.</td>
</tr>
<tr>
<td>Professional Identity - Express one’s identity as a nurse through actions that reflect integrity; a commitment to evidence-based practice, caring, advocacy and safe, quality care for diverse patients, families, and communities; and a willingness to provide leadership in improving care.</td>
</tr>
</tbody>
</table>

Rev. 12/7/2017

#### Six Student Learning Outcome

1. **Integrating Concept: Context and Environment**
   **Student Learning Outcome**
   Formulate a unique leadership model in practice environments, including designing health prevention and promotion models.

2. **Integrating Concept: Knowledge and Science**
   **Student Learning Outcome**
   Apply critical thinking skills and principals of evidence-based research to evaluate scientific literature related to nursing and health care as a foundation for lifelong learning.

3. **Integrating Concept: Personal/Professional Development**
   **Student Learning Outcome**
   Demonstrate ethical professional behaviors of: caring, integrity, respect for diversity, and patient centeredness in all managerial and organizational decisions.
4) **Integrating Concept:** Quality and Safety  
**Student Learning Outcome**  
Formulate methods to ensure nurses’ involvement in the design selection, implementation, and evaluation of information technologies to support patient care.

5) **Integrating Concept:** Relationship Centered Care  
**Student Learning Outcome**  
Share responsibility to communicate effectively and collaboratively in response to conflict resolution and moral and ethical challenges. Engage in lifelong learning, derive meaning from others work, and learn from experiences within the health care community.

6) **Integrating Concept:** Team Work  
**Student Learning Outcome**  
Clarifies roles and integrate the contribution of others who play a role in helping the patient/family achieve health goals; participates in designing systems that support effective teamwork.
BACHELOR’S DEGREE PROGRAM IN NURSING
BACHELOR OF SCIENCE IN NURSING
S0060 – 121 CREDITS

Today’s challenging and demanding health care environment requires highly adaptable employees with a broad base of knowledge and leadership skills. Professional nurses must be effective in leading an increasingly diverse group of employees and managing complex resources within the health care industry.

The Bachelor of Science Degree in Nursing will provide access to upper-level courses to residents of the Research Coast who already have an Associate in Science Degree in Nursing. These Baccalaureate courses will allow nurses to further their career by providing them with an educational background and practical experience to become qualified nurse leaders.

To view the Bachelor of Science in Nursing curriculum, visit www.irsc.edu and click on the catalog at the top of the page. Click on Bachelor Degree Programs in the left hand column. Then click on Nursing under Bachelor of Science.
PART III

GUIDELINES AND INFORMATION

Admission to the Nursing Programs

Individuals interested in the Bachelor of Science in Nursing program can obtain information on the application procedure from Educational Services at any campus site. The BSN is appropriate for graduates of an Associate Degree in Nursing program with an active unrestricted Florida Registered Nursing License who desire to continue their education to the Bachelor’s level. An applicant must have a minimum GPA of 2.5. Falsification of information in the application process may result in rejection or invalidation of the application.

Hurricanes

As hurricanes are a possibility in our area, students are advised to monitor the IRSC radio station, WQCS, 88.9 FM or the IRSC website www.irsc.edu for status reports regarding Indian River State College closings and openings. If the College is closed, some classes may have to be rescheduled and/or additional days may be added. Additional information is available in area newspapers during hurricane season.

Student Accessibility Services

Student Accessibility Services exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success. The Student Accessibility Services (SAS) office obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations, and ensures the provision of services. A counselor in the Educational Services Division works with eligible students with disabilities to provide specialized equipment, readers, note takers, tutors, scribes, interpreters, and alternative testing. Students with disabilities are encouraged to contact the SAS Office at www.irsc.edu. Click Students. Scroll down and click Student Accessibility Services or call 772-462-7782 in order to make arrangements for services.

Core Performance Standards for Admission and Progression

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in considering application to the nursing programs, interested students need to be aware that for progression and completion of a nursing program the nursing faculty will evaluate the following areas of competency: emotional, perceptual, cognitive, functional, and physical.
No area hospital will accept a student with physical restrictions for clinical patient care experiences. All health care agencies reserve the right to refuse any student without reason.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all-inclusive)</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Ability to cope with stress. High degree of flexibility.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm manner.</td>
<td>Explain treatment procedures, initiate health teaching, documents and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces. High degree of flexibility.</td>
<td>Move around in patient rooms, work spaces, and treatments areas; administer cardiopulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment; position patients/clients.</td>
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<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, insert a catheter.</td>
</tr>
<tr>
<td>Strength/Stamina</td>
<td>Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours).</td>
<td>Adapt to shift work. Lift without restrictions, from standing positions. Students with weight restrictions cannot be accepted into clinical courses.</td>
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* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.

Advisory – latex based products are used in all health care facilities.
Professional Behavior

All IRSC students agree to conduct themselves in an honest and honorable manner. Any student found guilty of cheating and/or plagiarism will receive an “F” in the course and/or be dismissed from the program. They are reported to the Vice President of Student Affairs for disciplinary action up to and including expulsion from the College.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

Readmission/Transfer Regulation

Written request to be readmitted/transfered into the BSN program should be addressed to the Department Chair. Students requesting readmission/transfer must complete the Nursing Department Readmission/Transfer Request Form, and submit a copy of their transcript. Transfer students will also need to provide a letter from the Associate Dean of Nursing at their current Nursing Program indicating they are in good standing and are eligible to continue at the current school. The Nursing Department Chair, based on the following will make approval of a readmission/transfer request:

1. Students requesting to transfer into the BSN program; students who withdraw for personal/health reasons; students who withdraw with an average grade below 76%; or students who have failed or who have received a “D” in nursing, general education and/or science related courses will be readmitted/transfered subject to the following:

   A. Completion of readmission form and date of application.
   B. Documentation of any required remediation.
   C. Completion of health requirements, current CPR card, updated drug and criminal background check, updated immunization history and physical. Must be repeated if student is out of the program longer than six months.
   D. Documentation of minimum GPA of 2.5 (overall cum).
   E. Documentation of attendance history.
   F. Documentation that advised remediation or resolution of barriers to academic success has been accomplished or a written plan has been submitted.
   G. Space availability.

2. Students who have failed the clinical part of any nursing course (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transfered into the BSN program.
3. Students may repeat one nursing course. For purposes of re-entry, a course withdrawal with an average grade below 70% is considered a course failure if the student has completed 75% of the course. A student may only register for the same nursing course twice. A second nursing course failure will require that the student be withdrawn from the nursing program. The student will not be eligible for re-entry at the point of withdrawal.

4. Any BSN student who has been out of nursing classroom and/or clinical courses for two or more years or who is unable to complete the total program within four academic years must re-apply to the program as a new student.

5. Courses eligible for transfer credit in the BSN program must have a minimum grade of “C”, been completed within the past two years and contain the same information as the parallel course at IRSC.

6. Students may request a grade of “I” if more than 75% of the course has been completed. Course requirements must be completed within 4 months or grade will convert to an “F”.

Grading

1. Letter grades of A, B, C, D, and F are given in the Nursing Department as in the College. An “I” (for incomplete) may be given in special circumstances when at least 75% of the course objectives have been met and the students average is at least 70%.

2. Letter grades range (non-negotiable)
   A  90 - 100  (4 quality points/semester hour)
   B  80 - 89  (3 quality points/semester hour)
   C  70 - 79  (2 quality points/semester hour)
   D  60 - 69  (1 quality point/semester hour)
   F  below – 60  (0 quality points/semester hour)

3. The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted.

4. Final grades are posted on the College website at the end of each semester.

5. Calculated grades will NOT be rounded to the next whole number. Minimum satisfactory grade for all nursing courses is a 70.0.

6. It is the student’s responsibility to check his/her registration documentation for orientation dates and to be present at course orientations in the BSN program. Failure to attend an orientation for any course will result in withdrawal from the course.
Progression Guideline

Grading practices and policies in the Department of Nursing reflect the high level of competence required for the nursing profession.

Students in the BSN Nursing program are subject to all rules and regulations as described in the IRSC College Catalog. In addition to the general requirements, nursing students must meet the academic requirements of the nursing department.

1. Students must earn a “C” or better in all nursing and science courses in order to remain in the program.

2. Students are to regularly review their graduation audit record and Guided Pathway with Educational Services Staff prior to each semester to ensure their completion of program and course requirements.

3. Students should notify the Nursing Department in writing prior to withdrawal from any required course.

4. Request for reinstatement into the program will be subject to the regulations for readmission presented in this handbook.

Program Expenses

A list of approximate cost is located on the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. Click Nursing (B.S.N.). In the Start Here box, select Program Expenses. In addition to these costs, the candidate should allow for room and board, computer/laptop, transportation and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.
IRSC Nursing Programs Intervention Project for Nurses (IPN)
Internal Administrative Regulation

IRSC Health Science “Substance Use/Abuse Regulation” will be followed. The following pertains specifically to IPN involvement:

Students may be referred to the IPN program by the Nursing program faculty. This referral will be the decision of the Dean, Chair, and Faculty involved with the referral. The following guidelines will be followed.

If a student is in, enters, or enrolls in the IPN program through other avenues other than the Nursing program referral, the student is responsible to notify the Dean and Department Chair immediately. This is congruent with current IPN regulations.

The Nursing program decision regarding the ability for the student to continue in the Nursing program supersedes any IPN recommendation. The Nursing program will evaluate the IPN recommendations and render a decision based on the resources of the Nursing program, the probability of the student’s ability to meet the educational objectives of the program, and the plan recommended by the IPN.

1. Direct communication and correspondence (written and oral) between IPN and the Nursing program will occur either with the Dean or Department Chair of the Nursing program.
2. Faculty will receive input concerning IPN involvement with the student on a conflict, need to know basis. All communication and knowledge of the student’s IPN involvement is confidential; all parties involved are responsible to insure this confidentiality.
3. The student enrolled in a specific plan with IPN must adhere and complete all aspects of the plan in order to continue in the Nursing program. If the IPN plan is not followed, the student will face immediate dismissal from the Nursing program with return regulation voided. This decision is made by the Dean, Department Chair and involved Faculty. The decision is final and not appealable.
4. It is the student’s responsibility to notify the Dean and Department Chair of all aspects of the IPN plan and any changes or revisions as they occur. The Department Chair will immediately notify the appropriate faculty of plan and changes, as needed.

Attachment: IPN Referral Process Flow Chart

Rev. 8/02
Impaired Practitioners Program of Florida
IPN Referral Process

Referrals
Primary Sources:
Employers/EAP, BON, AHCA,
Treatment Providers, Self

IPN Office

Agency Investigation
Analysis Data Collection
(Review of Documentation)
Inappropriate Referral
No Further Action

Final Review

Telephone Intervention
Onsite Intervention

Evaluation with IPN Approved Provider

No Further Action

Treatment

Post Treatment Evaluation
(Fitness to Practice Evaluation)
IPN Advocacy Contract Executed

Monitoring Minimum 3-5 years Includes:
Monthly and bimonthly progress evaluations
Structured nurse support groups

Employer Reports
Meeting Verification Forms
Random Drug Screens

Successful Completion
Extended Monitoring

Note:
Should an IPN participant fail to satisfactorily continue treatment, the IPN provides this information to the AHCA immediately to ensure the health safety, and welfare of the citizens of Florida
Student Drug Screen, Background Check, and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records.

Refer to the IRSC website at www.irsc.edu. Click on Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening Requirements.

Bachelor of Science Dress Code

The personal appearance and demeanor of the Nursing students at IRSC reflect the College and the Nursing program standards and are indicative of the student’s interest and pride in the profession. Students must appear neat and professional at all times and practice appropriate hygiene. Students will not be permitted at community agencies, patient care areas, or observational experiences unless they are in professional attire. Violation of the dress code will be dealt with on an individual basis. A student may be dismissed for inappropriate attire.

- The IRSC picture name badge will be worn and be visible at all times when the student is in clinical.
- Students going to agencies for clinical experiences wear laboratory coats with name tag and proper business attire (no jeans or shorts).
- Proper personal hygiene, including mouth care, must be practiced.
- Body art, piercings, or tattoos are not professional and should not be visible.
- Students are required to dress professionally when representing IRSC on any campus or at any clinical site or community agency.

Classroom and On Campus Lab Standards

1. Prompt and regular attendance is expected on all class and clinical days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to clinical facilities is mandatory.

2. Students are to notify the instructor in advance of any absence. Absence may result in counseling, probation or dismissal from the program.

3. Students are requested to provide appropriate family members, friends, schools, baby sitters, etc., with a detailed accounting of their schedules, including course names, room numbers, assigned facility, etc., in case of an emergency. The Department of Nursing cannot, and will not, handle routine calls and messages for
students. Please direct family members, etc., not to call the College except for a true emergency.

4. Children are not allowed in the classroom, clinical, or lab areas.

5. On campus uniform for the BSN program is professional dress.

6. Smoking is prohibited in all educational facilities, doorways, walkways, and stairwells and within 500 feet of a building entrance.

7. Students must adhere to the concept of confidentiality regarding nursing tests/examinations. Information about the nature of or items on any exam may not be shared with other individuals.

8. Students making poor progress in a course, and who have irregular attendance, will be given written notice of unsatisfactory progress and may be required to meet with the Dean or department chair.

9. Students who fail to meet the course objectives due to absences will be required to repeat the course.

10. Students may withdraw from any course and have a “W” recorded for that course provided certain conditions are met: the withdrawal must occur before 75% of the course is completed and the withdrawal must be officially completed through the Educational Services Division. Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade.

11. Access on Indian River State College computer equipment of materials of a sexual or ethnically derogatory nature is in violation of the College policy on non-harassment which assures a positive learning environment. Violation will result in disciplinary action.

BSN Clinical Guidelines:

1. Students are required to complete clinical hours in NUR 4636C Community Health and NUR 4827C Leadership.

2. All students must have a valid home state Florida RN license while enrolled in the Bachelor of Science in Nursing Program.

3. Clinical placement is in the four-county areas of Indian River, Martin, Okeechobee, and St. Lucie. Students may request clinical placement outside of the four county area in the state of Florida. Contracts outside of the four county area may take 6 - 12 months for approval.
4. The facility for clinical placement selected by the student must be approved by the course faculty member. In addition, there must be a current contract with Indian River State College.

5. It is the student's responsibility to identify a clinical facility and obtain a facility contract. Every effort will be made to work with the student in obtaining a site/contract, but students should be aware this may not transpire and other accommodations may be necessary.

**Admission Guidelines:**

Active, unrestricted home state of Florida Registered Nurse License while enrolled in the Bachelor of Science in Nursing Program.

Florida residency declaration for Tuition Purposes

GPA of at least 2.5

Completed A.D.N. program from an accredited institution.

**Clinical Laboratory Standards**

1. Students are expected to exhibit conduct in accordance with the Code for Nurses at all times (See Code for Nurses in Appendices). A student may be given a failing grade in a clinical component if the student does not meet the course competencies.

2. Students must adhere to the concept of confidentiality regarding the patients and their records. Information about patients may not be shared with other persons nor with staff who are not assigned to their case. Patients or hospital records may not be photocopied. Students are not allowed access to patients' records other than those of assigned patients.

3. Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and health care institution. Agencies have the right to refuse a student’s clinical participation at their site.

4. Students must hold and maintain current CPR certification at all times. (i.e., BLS-C). CPR certification must be valid from the first day of a semester to the end of a semester and submitted to the nursing office prior to registration or a hold will be placed on the student file preventing registration.
5. Students are required to utilize course packets and are required to specify their learning objectives and actively participate in self-evaluation.

6. Students should have reliable transportation and be willing to attend clinical in any facility in the four-county area. There is no guarantee students will be assigned to a facility close to their home.

7. Clinical assignments will be made by the clinical instructor. Students are expected to prepare thoroughly prior to the clinical experience. Lack of preparation can constitute unsafe practice.

8. The instructor may confer with the health care agency staff on the progress of each student as necessary. Written objectives for the clinical courses are shared with agency staff.

9. Written evaluations are discussed with and signed by each student near the end of the semester. Clinical evaluations will be conducted at other times as deemed appropriate by the instructor. These will be kept in the student’s file in the IRSC nursing office.

10. Orientation to each clinical facility is provided and attendance is mandatory. Orientation may be on a day other than a scheduled clinical day. Absence for any reason will result in withdrawal from the course.

11. Students are required to notify instructors of absence from a clinical laboratory at least one-half hours before scheduled time of arrival per course policy, or as required by clinical agency. Failure to notify faculty in advance of an absence will result in counseling and probation, or dismissal from the program. Students must speak to faculty. Notification of the floor is not sufficient.

12. Make-up work for absences will be assigned at the discretion of the clinical instructor.

13. Students will not be called from the unit to the telephone unless there is an emergency.

14. No cell phones, cameras, or recording devices are allowed on the nursing unit.

15. Students are requested to take as little money, keys, notebooks, etc. as possible into the agency and to store things at the agency in the designated place.

16. Student must notify instructor if leaving clinical setting.

17. In courses that contain a clinical component, students must receive a passing grade in both theory and clinical in order to pass the course.
18. Should a student be involved in an accident or injury to self or to a patient, a College accident report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the College health nurse must also be notified immediately.

Class Cancellation

The College may need to cancel classes in cases of severe weather or an emergency situation. Students are advised to listen to WQCS, 88.9 FM and to monitor the College website www.irsc.edu for official information on any college-wide closings/class cancellation.

Security Precautions

We ask that you be cognizant of these “common sense” security precautions while on any IRSC campus or clinical site:

1. Always be safety conscious. Be aware of your surroundings.
2. Stay in well-lit areas. Make it a point to walk in main walkways with other students and use the buddy system whenever possible.
3. Don’t enter elevators with someone who looks out of place or behaves suspiciously.
4. Don’t go into stairwells alone.
5. Keep your keys in your hand while you walk to your car. Always make sure your car is locked, and check the back seat before entering the vehicle.
6. Keep the door locked if you are in a room alone and ask who is there before opening a door.
7. Make sure a close friend, roommate or relative knows where you are going and when you are expected back.
8. If you feel that you are being followed or threatened, go immediately to a place where there are other people.
9. All suspicious persons and activities should be immediately reported. Students should immediately speak with their teacher or report to the Student Affairs Office at the Main Campus or Main Office at the branch campuses.

Students can also use the Code Blue Telephones located at the Main Campus, Chastain Campus and St. Lucie West Campus.

Students can also Dial #77 on any office phone at the Main Campus to report suspicious activity or dial 462-4755.

Academic & Student Support Services

The Nursing Department has four committees for which student representation is sought: curriculum, student affairs, learning resources, and evaluation. Students interested in serving on a committee should contact their faculty.
Financial Aid

Various scholarships and loans are available through the IRSC financial aid office. Students are advised to check with that office for a complete listing and for deadline dates. A number of scholarships are targeted specifically for nursing students.

Ceremonies, Honors, and Awards

The Annual IRSC Awards Ceremony is held during the Spring semester of each school year to honor students who have excelled in some manner during their study at IRSC. The awards offered are listed in the IRSC Student Handbook/Planner.

Commencement Exercises are held each year on the dates specified in the IRSC College Catalog. Caps and gowns to be worn at commencement are obtained from the IRSC Bookstore. Graduating students are recognized at the Commencement Ceremony for high academic achievement.

Indian River State College Honor Society for Nurses

The faculty at IRSC has formed an Honor Society for Nurses. Students are invited to join based on academic achievement. Being inducted into an honor society as a student signifies that the student has demonstrated the potential for excellence and leadership. In approximately two years, the Honor Society will be eligible to become a charter chapter of Sigma Theta Tau International Honor Society of Nursing. The purposes of the Honor Society are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment to the ideals and purposes of the profession.

Graduation

1. To qualify for graduation, the BSN student must have:
   a. Earned a “C” or better in all nursing and science courses.
   b. Successfully completed the IRSC requirements for the B.S. Degree as described in the IRSC College Catalog.
   c. Completed the IRSC application for graduation and paid the application fee.

2. Upon graduation from IRSC, the BSN student will be granted a Bachelor of Science Degree.
APPENDICES
Department of Medical Records:

As part of the Bachelor’s of Science in Nursing program at Indian River State College, I am required to do case studies. As such, I may need access to all records, including past medical records. I am aware that ALL hospital and patient records are confidential in nature and I will maintain confidentiality at all times. Failure to maintain confidentiality may result in my immediate dismissal from the program.

Student Signature ___________________________ Date ____________

Nursing Instructor ___________________________ Date ____________
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# 2018 Hospital National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

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This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.
# 2018 Nursing Care Center
## National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

<table>
<thead>
<tr>
<th>Identify residents correctly</th>
<th>Use at least two ways to identify patients or residents. For example, use the patient’s or resident’s name and date of birth. This is done to make sure that each patient or resident gets the correct medicine and treatment.</th>
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<tr>
<th>Use medicines safely</th>
<th>Take extra care with patients and residents who take medicines to thin their blood. Record and pass along correct information about a patient’s or resident’s medicines. Find out what medicines the patient or resident is taking. Compare those medicines to new medicines given to the patient or resident. Make sure the patient or resident knows which medicines to take when they are at home. Tell the patient or resident it is important to bring their up-to-date list of medicines every time they visit a doctor.</th>
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<th>Prevent infection</th>
<th>Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning. Use proven guidelines to prevent infections that are difficult to treat. Use proven guidelines to prevent infection of the blood from central lines. Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.</th>
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<tr>
<th>Prevent residents from falling</th>
<th>Find out which patients and residents are most likely to fall. For example, is the patient or resident taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls for these patients and residents.</th>
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<tr>
<th>Prevent bed sores</th>
<th>Find out which patients and residents are most likely to have bed sores. Take action to prevent bed sores in these patients and residents. From time to time, re-check patients and residents for bed sores.</th>
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Code of Academic and Clinical Professional Conduct*

As an IRSC Nursing Student, I pledge to:

1. Actively promote and encourage the highest level of legal and ethical principles in academic and clinical situations.

2. Strive for excellence in all aspects of academic and clinical performance.

3. Promote life-long learning and constantly strive to improve the quality of nursing care.

4. Maintain and promote integrity, truthfulness and honor in the performance of all academic and clinical responsibilities.

5. Treat others with respect in all areas of the clinical and academic setting.

6. Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to facilitate the education of nursing students.

7. Cooperate in every reasonable manner with the academic and clinical faculty and clinical staff to ensure the highest quality of patient/client care (and use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.)

8. Encourage mentorship and cooperation with other IRSC nursing and allied health students, as one means to meet the academic and clinical needs of students.

9. Advocate for the rights of all patients/clients.

10. Provide care to clients in a reasonable, compassionate, considerate, knowledgeable, and professional manner.

11. Refrain from performing any technique or procedure, including medication administration, for which I am unprepared by education or experience and/or without faculty or preceptor approval.

12. Accept the moral and legal responsibility for my actions.

13. Refrain from misrepresenting my position as a nursing student.

14. Refrain from any action or omission of care on campus or in the clinical setting that creates unnecessary risk of injury to self or others.

15. Maintain confidentiality in all aspects of patient care including the avoidance of unauthorized duplication of the patient/client’s medical record.

16. Serve all patients/clients impartially and accept no personal compensation from those entrusted to my care as a nursing student.
17. Always communicate academic and clinical information in a truthful and accurate manner.

18. Refuse to engage in unauthorized research.

19. Ensure that there is full disclosure and that proper authorizations are obtained from patients/clients involved in all areas of research including, but not limited to, clinical trials and investigative studies.

20. Ensure that informed legal consent of the patient/client has been obtained to perform clinical procedures.

21. Abstain from the use of alcoholic beverages, narcotics or illicit/controlled substances in the academic and clinical setting.

22. Strive to encourage rehabilitation services for students suffering from substance abuse.

23. Refrain from the possession of unauthorized firearms, explosives, dangerous chemicals, or other weapons on campus on in the clinical practice setting and immediately report any violations to the appropriate authorities.

24. Cooperate with authorities in the identification of those in violation of this Code of Academic and Clinical Professional Conduct and immediately report any violations to appropriate authorities.

25. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

References

Rockland Community College of the State University of New York, Suffern, NY. Student Rights & Responsibilities (1993)

Viterbo College, LaCrosse, WI. Code of Conduct for Students (1997)
University of Southern Mississippi – Gulf Park Campus, Long Beach, MS. Professional Conduct Policy (1997)

Queens College, Charlotte, NC. Honor Code (1997)
Charity Hospital School of Nursing – Delgado Community College, New Orleans, LA. Nursing Student Handbook (1997)

*Modified from the NSNA Code of Ethics approved at NSNA House of Delegates, April 13-15, 2000 in Salt Lake City, Utah.
Indian River State College
Nursing Program Health Insurance Guideline

Indian River State College and partnering clinical sites require all health science students to have personal health insurance throughout the program. Students will be asked to show proof of personal health insurance at the beginning of each semester/nursing course. While enrolled in a nursing course, if a student has a change in health insurance coverage, he/she is responsible for providing the Nursing Department a copy of the new health insurance policy.

If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which may result in termination from program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at (772) 462-7825 for more information.

All students will submit to the Nursing Department a copy of their health insurance card (must have student's name on card). If the insurance card is not in the student's name, a letter of coverage from the insurance provider will be required in addition to a copy of the insurance card. The letter of coverage from the health insurance provider must include the following information: student's name, insurance policy number, the name of the insurance provider, and telephone number of the provider.

By signing this document, I acknowledge that I have read this and I agree to comply with all terms and conditions. I am aware of the health insurance guidelines for students, I understand the terms, and I will agree to abide by those guidelines. I understand that I must have personal health insurance and the policy must be active for the entire time I am enrolled in the Nursing Program. Failure to have personal health insurance, while enrolled in a nursing clinical course, will result in my inability to attend clinical, course failure and/or dismissal from the Nursing Program.