Bachelor of Science in Nursing
Student Handbook

2017/2018
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 (health, CPR, drug screen, fingerprinting, and background checks) and that these records must be kept updated, or I could be withdrawn from the course.

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 Absence for any reason will result in my being withdrawn from the course.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.

_________________________________________________________  ____________________________
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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The following items are found in the *Health Science Division Student Handbook.*

(This list has been updated as of 3/16.)

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
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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
19. Health Science Student Smoking 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

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.
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.
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BSN Program Outcomes

Human Flourishing
An effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own efforts.

Nursing Judgment
Encompasses three processes critical thinking, clinical judgment, and integration of best evidence into practice.

Spirit of Inquiry
A persistent sense of curiosity that informs both learning and practice. A nurse infused with a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek approaches to problems.

Professional Identity
Internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns and grows in the profession.

Six Student Learning Outcomes

1) Integrating Concept: Context and Environment
   Student Learning Outcomes
   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.
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 a valid license from the U.S. 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>
</tr>
</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>
</tr>
<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>
</tr>
</tbody>
</table>

* 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/transferred 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/transferred 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/transferred 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)
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
Promotion and Retention

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 and 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, board, 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 and 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.

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**

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click on **Programs and Careers** and then **Health Sciences/How to Apply**. In the Handbooks/Forms box, select **Student Support Services Phone Numbers**.

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.
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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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# 2017 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.

## Identify patients correctly

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.01.01.01</td>
<td>Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment. Make sure that the correct patient gets the correct blood when they get a blood transfusion.</td>
</tr>
<tr>
<td>NPSG.01.03.01</td>
<td></td>
</tr>
</tbody>
</table>

## Improve staff communication

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.02.03.01</td>
<td>Get important test results to the right staff person on time.</td>
</tr>
</tbody>
</table>

## Use medicines safely

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.03.04.01</td>
<td>Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.</td>
</tr>
<tr>
<td>NPSG.03.05.01</td>
<td>Take extra care with patients who take medicines to thin their blood.</td>
</tr>
<tr>
<td>NPSG.03.06.01</td>
<td>Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.</td>
</tr>
</tbody>
</table>

## Use alarms safely

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.06.01.01</td>
<td>Make improvements to ensure that alarms on medical equipment are heard and responded to on time.</td>
</tr>
</tbody>
</table>

## Prevent infection

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.07.01.01</td>
<td>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.</td>
</tr>
<tr>
<td>NPSG.07.03.01</td>
<td>Use proven guidelines to prevent infections that are difficult to treat.</td>
</tr>
<tr>
<td>NPSG.07.04.01</td>
<td>Use proven guidelines to prevent infection of the blood from central lines.</td>
</tr>
<tr>
<td>NPSG.07.05.01</td>
<td>Use proven guidelines to prevent infection after surgery.</td>
</tr>
<tr>
<td>NPSG.07.06.01</td>
<td>Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.</td>
</tr>
</tbody>
</table>

## Identify patient safety risks

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.15.01.01</td>
<td>Find out which patients are most likely to try to commit suicide.</td>
</tr>
</tbody>
</table>

## Prevent mistakes in surgery

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.01.01.01</td>
<td>Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.</td>
</tr>
<tr>
<td>UP.01.02.01</td>
<td>Mark the correct place on the patient's body where the surgery is to be done.</td>
</tr>
<tr>
<td>UP.01.03.01</td>
<td>Pause before the surgery to make sure that a mistake is not being made.</td>
</tr>
</tbody>
</table>

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The Joint Commission Accreditation Hospital

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.
2017 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.

Identify residents correctly
NPSPG.01.01.01 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.

Use medicines safely
NPSPG.03.05.01 Take extra care with patients and residents who take medicines to thin their blood.
NPSPG.03.06.01 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.

Prevent infection
NPSPG.07.01.01 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.
NPSPG.07.04.01 Use proven guidelines to prevent infection of the blood from central lines.
NPSPG.07.06.01 Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.

Prevent residents from falling
NPSPG.09.02.01 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.

Prevent bed sores
NPSPG.14.01.01 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.

The Joint Commission
Accreditation
Nursing Care Centers

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.
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.
Health Science Division
Student Handbook
This page left blank for printing purposes
This is to acknowledge that I have received my personal copy of the Health Science Division Student Handbook; I have read and understand its contents. I agree to abide by its regulations. I understand that this form needs to be submitted to the Program Department Chair prior to the first week of school (during program orientation).

I agree to have my educational, health and background records and social security number (see reverse side) released to professional organizations/health care agencies requesting that information as part of placement at any agency.

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

I understand that I may not participate in any Health Science program until I have all my records (health, CPR, health insurance, drug screen and background checks) on file in the Health Science Department and that these records must be kept updated, or I could be withdrawn from the program.

I understand that orientation to health care facilities is mandatory. Absence for any reason may result in withdrawal from the course.

I understand that information disclosed to me for the patient’s privacy 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.

Changes may be made to departmental, division or college policies/regulations at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the change to keep for their records and one to sign which will be included in their file.

__________________________________________
SIGNATURE

__________________________________________
PRINT NAME

__________________________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. 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
PREFACE

The Health Science student is subject to the guidelines and regulations presented in this handbook as well as the policies in the Indian River State College 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

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. 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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<td>Section 2.14 Health Science Background Check Regulation</td>
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<td>Section 2.15 Health Science Substance Abuse Regulation</td>
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<td>Section 2.16 Health Science Dress Code/Professional Standards</td>
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<td>Section 2.17 Health Science Student Parking Regulation</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Section 2.18 Health Science Student Smoking Regulation</td>
<td>10</td>
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Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

The Health Science Division supports the mission of IRSC by preparing students to function effectively as members of the health care team. The Division is committed to advancing health care by providing innovative educational programs through excellence in instruction, clinical leadership and service to the health care community.

Part II - Regulations & Procedures for Health Science Division

All IRSC Health Science Students are expected to read and be familiar with the IRSC Student Handbook/Planner.

Section 2.01 Health Science Statement of Ethics

A code of ethics indicates a profession’s acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each health care professional inherits a measure of both the responsibility and the trust that have accrued to health care over the years, as well as the corresponding obligation to adhere to the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College Health Science program, each student inherently agrees to accept the responsibility and trust granted to the health care profession by society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

Section 2.02 Health Science Plagiarism Regulation

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Health Science Students are expected to familiarize themselves with the Plagiarism Guide provided by the IRSC Library.

Section 2.03 Email/Contact Information

All students are required to activate and maintain an IRSC RiverMail email account. Emails are to be professionally written with appropriate grammar, punctuation, correct spelling and a signature. The student is required to notify the Program Director and the College of any change in contact information. Students must check their IRSC RiverMail regularly. The College uses RiverMail for all official communication.
Section 2.04  Health Science Regulation for Use of Electronics

Personal cell phone calls or responses to pagers may only be taken while on break from class, labs or clinical unit. Students using cell phones for personal calls of any type or for taking pictures in the classroom, health care laboratory or the clinical unit (unless sanctioned by the Program Director) will face disciplinary action which may include permanent dismissal. Electronic devices for reference purposes must be strictly limited to this purpose and must be approved by the agency and clinical instructor (if applicable). Students may be asked to turn off any electronic device or may be prohibited from using an electronic device at the discretion of the facility personnel or clinical instructor while in the clinical setting. Under no circumstances are audio/visual recording devices or cameras to be used in the health care setting.

All cell phones, PDAs and any other technical equipment, except for laptop computers, are to be silenced or turned off and kept in a purse or bag under the student’s desk. Audio recording devices may be used in the classrooms only with the instructor’s permission.

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:
- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 2.05  Health Science Confidentiality Statement

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or obtaining payment for services while engaged in health science program activities, including: information related to the past, present or future physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written or electronically stored – including videos, photographs and x-rays. Students are expected to treat all patient information confidentially, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations can result in discipline, loss of health science student status, fines or imprisonment. If a disclosure of PHI is made willfully and with intent for personal gain, the penalty can be as high as a $250,000 fine and 10-year imprisonment.
Students will not under any circumstances discuss any client, hospital or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other IRSC faculty or department supervisor. It is illegal for students to photocopy, Photographs, videotape, print or electronically transmit any part of the client’s chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with the IRSC faculty. Health care agencies may require students to sign an agency confidentiality agreement prior to any experience in that facility.

Failure to maintain confidentiality as outlined in this regulation will result in immediate dismissal from the Health Science program and possible legal proceedings.

Section 2.06 Health Science Grading

Academic standards are those measures by which the faculty of the program determines a student’s quality of performance. They are composed of guidelines for advancement in the program as well as the regulations for grading, probation/requested withdrawal and dismissal. The course grading scale is found on the course syllabus.

Grading Regulation

1. Students must achieve a minimum of "C" for the final grade in all Health Science major courses that are required for completion of the program.

2. A student must complete minimal performance standards in laboratory prior to progressing to the next level of academia or performing those skills in a clinical setting.

Section 2.07 Health Science Retention Regulation

Retention of students is a high priority for IRSC, and the College commits significant resources towards these efforts. The faculty believe that education is a growth process, which places responsibility for learning on the individual.

To best prepare for success in a Health Science program, students should utilize all available resources including recommended texts and reference materials, computerized resources, open lab, faculty office hours, the Academic Support Center and other services outlined on the IRSC website under Student (Student Success).

In an effort to assure student success, faculty will discuss remediation with students when it is deemed necessary. Whenever a student experiences academic difficulty, a student conference form is initiated and recommended actions are shared with the student. Students are required to maintain a “C” or better in all Health Science courses and a minimum GPA of 2.0.

Should the student fail the course and wish to apply for reentry, the above considerations will be required, if not already completed. If completed, the student will need to submit a plan to increase his/her chance of success in future courses. The documentation of completion of any recommended remediation and the student’s plan for success should be submitted to the Program Director at the same time as the application for readmission. These will be considered when evaluating the student for reentry into the program.
Section 2.08  Health Science Probation Regulation

The Health Science faculty will counsel and place a student on Health Science probation for any of the following reasons including, but not limited to:

1. Failure to follow College, Division and/or Health Science program regulations
2. Unprofessional conduct in classroom and/or health care agency
3. Incivility to faculty, peers and/or others
4. Unsatisfactory or marginal performance
5. Inability to function adequately with members of a health care team

The student cannot register for practicum/externship/capstone if they are currently on probation unless approved by the Program Director. Repeat episodes and/or frequent infractions of any or all of the examples will result in dismissal from the program.

Section 2.09  Health Science Readmission and Dismissal Regulation

Written request to be readmitted/ transferred into the Health Science programs should be addressed to the Program Director. Transfer students will also need to provide a letter from the Director at their current program indicating they are in good standing and are eligible to continue at the current school. The Health Science Program Director, based on the following, will make a decision of a readmission/transfer request:

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transferred into a Health Science program.

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transferred subject to the following:
   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

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

5. Students may request a grade of “Incomplete” if more than 75% of the course has been completed and an approved hardship is documented with the Program Director. An “I” grade means incomplete work. The student must speak with the instructor immediately and make arrangements to complete the course within one calendar year from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given on a case-by-case basis at the discretion of the instructor.

Section 2.10 Health Science Complaint Guidelines

A suggested process for resolving complaints within the Health Science Division is as follows: A student should always discuss the issues with the involved parties, e.g., Instructor/Program Director and Dean of Health Science. Academic and disciplinary decisions may be appealed. All IRSC students have the opportunity to request a formal review of their complaint following the “Student Grievance Procedure” outlined in the IRSC Student Handbook/Planner.

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

All students purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the activities of the program. The accident policy provides coverage while the student is participating in college-sponsored activities while on the premises designated by, and under the direct supervision of, the College. Accident insurance is not a substitute for health insurance and does not cover illness or disease.

Should an accident or incident occur involving a student or a patient under the care of a student, the student must complete an IRSC Accident/Incident Report form within 24 hours or the next work day. Faculty have several copies of the IRSC Accident/Incident Report form with them at the clinical site at all times. Students are responsible for any expenses related to the student’s treatment for accident or injuries.

Additionally, each agency usually requires the completion of its own accident/ incident form.
Liability (Malpractice) and Accident Insurance

A copy of the liability and accident policy coverage is available to students online at www.irsc.edu. Click on Programs & Careers and then Health Science Programs. In the Resources box, select Liability/Accident Insurance Coverage.

Health Insurance

All students must have health insurance coverage at all times while in the program. If a student does not have independent health insurance coverage, he/she can obtain coverage, at their own expense, through the American Association of Community Colleges. Information can be obtained from the IRSC Health and Wellness Center. Student’s must provide the Program Director with proof of insurance prior to entering the program and must have proof of insurance readily available at all times while in the program. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

Section 2.12 Health Requirements

1. Good physical and mental health are required for all health care employees; therefore, all health science students must provide assurance that they are in good physical and mental health upon entrance into the program and each year thereafter.

2. The assurance shall be from a licensed physician/A.R.N.P./P.A who conducts a physical examination and reports his/her findings on the Student Health Record. The physical exam must be dated no earlier than six months prior to the start of the first semester classes. The student’s health record is considered valid for one year. All health information must be valid throughout the time student is enrolled in the program.

3. The medical examination tests and immunizations will be conducted at the student’s expense.

4. Upon entrance to a Health Science program, the student’s health record must verify:
   a. evidence of a negative tuberculin screen (result valid for one year)
   b. documentation of two MMR immunizations or a positive rubella titer, rubeola titer and mumps titer
   c. documentation of all three immunizations and positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status
   e. prescription for medications/drugs taken/dosage/route
   f. recommendations for any restriction/limitation of physical activity
   g. evidence of negative drug screen
h. documentation of tetanus immunization within the past ten years

i. annual flu immunization

5. Proof of negative TB results and CPR certification must be valid throughout the program. TB results are valid for one year from test date. The CPR expiration date is listed on the CPR card. Students not in compliance with this regulation will be dropped from the roster on the first class day. If a seat is not available once the record is cleared, the student will have to wait until the next semester when there is an available seat.

6. The IRSC Health Science Division recognizes that a student must be physically and mentally healthy in order to safely participate in a health care environment.

a. Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Program Director. Changes in medical condition and/or medication regimen should be promptly reported in writing to the Health Science Office. Failure to do so may result in dismissal from the program.

b. Any student who exhibits symptoms of illness/injury which pose such a threat and/or who is under the influence of alcohol or illegal drugs may be immediately removed from the classroom/health care agency, will be drug tested and if appropriate, referred to their private physician. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.

c. After any change in health status that results in absence from class, the student must submit a statement from his/her physician that his/her condition is not detrimental to the safety or health of himself/herself before returning to the program.

d. In cases where absences caused by a change in health status interfere with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record. (See Readmission Regulation Section 2.09).

7. Health Science students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than the general public. Instruction on universal precautions for the control of infectious diseases is included in the curriculum of the clinical programs.

Students who have changes in their health status, who are pregnant, and/or students who are immunocompromised must work closely with their personal physician to assess the risk of participating in patient care/clinical experiences.
Section 2.13  Indian River State College Post-Exposure Protocol

Students who are exposed to infectious body fluids in the clinical area must report to the instructor immediately. If at a clinical site, the health care agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the IRSC Health & Wellness Center via the instructor and the College Post Exposure Protocol will be discussed with the student.

In the event of exposure to infectious body fluids occurring either during clinical practicum or classroom practice of medical procedures, the source person and exposed individual will be requested to submit to baseline testing for HBV, HIV, PPD and RPR as appropriate.

Refer to the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms, select Post-Exposure Protocol instructions.

Section 2.14  Health Science Background Check Regulation

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

Section 2.15  Health Science Substance Abuse Regulation

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

Section 2.16  Health Science Dress Code/Professional Standards

Unless otherwise directed, students will wear the required uniforms at all times while participating in program classes and activities. Students in any program of study that does not require uniforms will be required to adhere to a minimum dress code. Students may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and hygiene regulations may result in student dismissal from class, lab, clinical, or field shifts.

Uniforms must be kept neat, clean, and well-maintained.

Any time the uniform is worn and the student is in the public view, all regulations regarding the wearing of the uniform must be followed.

Generally, uniforms should not be worn at any offsite locations that are not directly associated with the class. Exceptions to this would include travelling to or from class, during lunch breaks for full-day courses, and other times with preapproval from program faculty; however, understand that any time a student is in uniform he/she is representing the program, Health Sciences, and the College and is subject to these rules and regulations, including dismissal from the program. At no time should the uniform be worn into an establishment where the serving and consumption of alcohol is the primary function (i.e., a bar or the bar area of a restaurant. Under NO circumstances will the uniform be worn while the wearer is consuming or
with individuals who are consuming alcohol, including in a restaurant. **NO** smoking or tobacco use, including smokeless or electronic nicotine delivery devices, is permitted while in uniform, irrelevant of location.

Good hygiene is essential. Students should be freshly bathed. Use of personal hygiene products is required. Body odor is to be controlled and deodorant used. Teeth should be clean.

Hair should be neat, clean, and worn in a natural style. Hair should be secured off the face and base of the neck. Hair coloring outside of usual and customary colors is unacceptable. Facial hair must be neatly groomed.

Use of conservative makeup is acceptable. Students must avoid excessive use of perfume, cologne, or after-shave due to increasing allergies and the potential they may offend other students/patients.

Fingernails must be clean and trimmed. Nail polish, if worn, must be clear, colorless, and kept in good condition. Fingernails may not exceed ½ inch from fingertips. Artificial nails are not permitted in these areas.

Appropriate hosiery and undergarments must be worn at all times. Undergarments should not be visible.

Overall, clothing should be clean, neat, in good repair, and of appropriate size. Uniforms that become faded must be replaced. Clothing that is soiled, torn, too loose, or too tight may cause the student to be dismissed from class that day.

Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. Wedding bands and medical bracelets must meet safety requirements.

All body art/tattoos must not be visible. Students required to wear uniforms with body art/tattoos on their arms that is not covered by short sleeves, including when arms are raised or extended, must choose the long-sleeve options. Body art/tattoos that cannot be covered by the required uniform or general dress may prohibit a student from participating in program courses.

Students may not wear caps, hats, bandanas, or other head coverings while indoors. Religious head coverings may be acceptable per individual agreement with the Program Director as long as they do not jeopardize student and/or patient safety.

Sunglasses (not including photoreactive, prescription lenses) are not to be worn indoors.

**Specific program dress codes are outlined in the respective handbook for which students are expected to adhere or be dismissed from the program.**
Section 2.17 Health Science Student Parking Regulation

All Health Science student parking their vehicles on campus must display an IRSC parking decal. Decals are available at no charge in the Student Affairs Office.

Parking spaces marked “Reserved” or for “Dental Clinical Patients” are not for student use. Students parking in a “Reserved” space may be ticketed and/or towed by a private towing service.

Section 2.18 Health Science Student Smoking Regulation

Smoking is prohibited in or within 100 ft. of the Mary L. Fields Health Science Center and at clinical facilities. For more information on smoking cessation, contact the IRSC Health and Wellness Center at (772) 462-7825 or healthandwellness@irsc.edu.