Associate Degree Nursing
Student Handbook

2020/2021
Indian River State College
Associate Degree Nursing Student Handbook Guidelines Verification Form

This is to acknowledge that I have received my personal copy of the Nursing Department Associate Degree Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations.

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 my student records.

I agree to have my social security number released to the Florida Board of Nursing for application for licensure, as well as clinical facilities.

I understand that I may not be permitted to enroll and complete any nursing course with a clinical component until I have all of my records on file in the nursing department (health, CPR, immunizations, drug screen, fingerprinting, health insurance, flu vaccination documentation, and background checks) and that these records must be kept updated, or I could be withdrawn from the program.

I understand that orientation to courses and clinical facilities is mandatory. Absence for any reason may result in my being withdrawn from the course. I understand that clinical placement is in the four-county area.

I give the College permission to register me at no charge for a Health Science Alumni course which will help to collect graduate data as well as provide pertinent career-oriented information.

Changes may be made to departmental, division, or College guidelines 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 changed guidelines to keep for their records, and on copy to sign which will be included in their file.

Any student found guilty of cheating and/or plagiarism may receive an “F” in the course and/or be dismissed from the program.

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

I understand that 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 understand that I may be exposed to bloodborne pathogens (potentially infectious disease or communicable diseases) 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 that I must have personal health insurance and the policy must be active for the entire time I am enrolled in a clinical course. 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. I will submit a copy of my active insurance card/policy to the Nursing Department at the beginning of each semester.

Health care facilities may change health and background requirements at any time and may deny a student clinical placement. Completion of the flu vaccination, or any other health requirement, is required for clinical placement. Students who are unable to receive the flu vaccination will not be eligible for clinical placement. Inability to attend clinical may result in clinical failure and possible dismissal from the program.

By signing this document, I acknowledge that I have read this document, along with the Student Handbook, and I agree to comply with all terms and conditions. Students who are not able to submit this form by the due date for the semester may not be eligible for clinical and/or for registration.

_________________________  ________________________
Signature                                           Date
PREFACE

The Associate Degree Nursing 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 Statement

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, Administrative Director of Northwest Center, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
772-462-7156

*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.
Indian River State College
HIPAA Confidentiality Agreement for Students

Print name ___________________________________________ ID Number __________________

I understand that the discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, Facebook and Twitter.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.

I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends or acquaintances.

I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professions about patients are confidential under law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research I must attempt to exclude as much of the following information as possible.

<table>
<thead>
<tr>
<th>Names</th>
<th>Certificates/license numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical subdivisions smaller than a state</td>
<td>Vehicle identifiers device identifiers</td>
</tr>
<tr>
<td>Dates of birth, admission, discharge, and death</td>
<td>Web locators (URLs)</td>
</tr>
<tr>
<td>Telephone numbers and Fax numbers</td>
<td>Internet protocol (IP) addresses</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Biometric identifiers</td>
</tr>
<tr>
<td>Social Security numbers</td>
<td>Full faces photographs</td>
</tr>
<tr>
<td>Medical record numbers</td>
<td>Any other unique identifying number, characteristic, or code</td>
</tr>
<tr>
<td>Health plan beneficiary numbers</td>
<td>All ages over 89</td>
</tr>
<tr>
<td>Account numbers</td>
<td></td>
</tr>
</tbody>
</table>
I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may be used or disclosed for health care training and educational purposes at Indian River State College, and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this agreement to an appropriate IRSC faculty member, Department Chair or Dean of Nursing. I understand that, while in the clinical setting, I may not take photos of any type.

Finally, I understand that if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action which may include dismissal from the nursing program. By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

________________________________________________________________________  __________________________________________________________________
Student Signature                                      Date
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 Associate Degree 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.

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

(This list has been updated as of 1/2020.)

1. **Health Science Division Purpose Statement**
2. **Health Science Statement of Ethics**
3. **Health Science Plagiarism Regulation**
4. **Email/Contact Information**
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6. **Health Science Confidentiality Statement**
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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**
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The 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, natural, and global health issues
- Commitment to excellence in nursing education, practice, and lifelong learning

The Nursing Department Vision Statement:

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

The Nursing Department Philosophy:

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: context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care and teamwork.
- 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 Patricia 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 worlds...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, cares, and feels cared for—when one trusts the self, 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 meaningful (Benner & Wruber, 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


Program Outcomes

- Job Placement
- NCLEX Success
- Completion Rates

End-of-Program Student Learning Outcomes

1. Context and Environment
   Examine clinical systems and apply health promotion/prevention strategies.

2. Knowledge and Science
   Employ critical thinking to assure evidence-based care.

3. Personal and Professional Development
   Demonstrate appropriate culturally sensitive, ethical, and professional behaviors.

4. Quality and Safety
   Prioritize interventions to prevent potential risk factors and actual errors.

5. Relationship Centered Care
   Utilize effective interpersonal communication skills between client, family and all healthcare team members.

6. Teamwork
   Value attributes and collaboration between client, family, and all healthcare team members.
Refer to the IRSC website at www.irsc.edu. Click Programs and then Health Science Meta Major. Go to Nursing R.N. and select Academic Plan/Guided Pathway.

ASSOCIATE DEGREE NURSING PROGRAM CURRICULUM
Selective Admission Program (72 Credits)

The ADN curriculum is available at www.irsc.edu. Click on the Course Catalog.
PART III
GUIDELINES AND INFORMATION

Admission to the Nursing Programs

Individuals interested in the Associate Degree Nursing program can obtain information on the application procedure from www.irsc.edu. The ADN Admission Booklet is published on the IRSC website. The booklet contains details on the criteria for admission, a checklist and application forms. Individual advisement is available at all campuses. Falsification of information in the application process may result in rejection or invalidation of the application. Admissions booklets are available through the IRSC website: www.irsc.edu.

Transfer into ADN Program

Students requesting to be transferred into the ADN Program should submit a written request to the Department Chair. Transfer students will also need to provide a letter from the Dean of Nursing from their current Nursing program indicating they are in good standing and are eligible to continue at the current school.

Advanced Placement

Students are eligible for advanced placement only one time. Any student who is dismissed from the program for academic failure in the first nursing course is not eligible for advanced placement in future admissions.

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.

Area hospitals will not accept a student with physical restrictions for clinical patient care experiences. All health care agencies reserve the right to refuse any student without reason.
### First Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
<th>Prerequisite</th>
</tr>
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<tbody>
<tr>
<td>BSC2093/L</td>
<td>Anatomy and Physiology I w/Lab</td>
<td>4</td>
<td>BSC2010/L</td>
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<tr>
<td>MCB2010L</td>
<td>Microbiology</td>
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<td>BSC2010/L</td>
</tr>
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<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
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### Second Semester

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<th>Course Number</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BSC2094/L</td>
<td>Anatomy and Physiology II w/Lab</td>
<td>4</td>
<td>BSC2093/L (“C” or higher for both)</td>
</tr>
<tr>
<td>NUR1021C</td>
<td>Intro to Nursing Concepts 1</td>
<td>10</td>
<td>BSC2093/L; Pre/corequisite: MCB2010/L (“C” or higher for all)</td>
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<tr>
<td>DEP2004</td>
<td>Human Development</td>
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<tr>
<td></td>
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### Third Semester

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<tr>
<td>NUR1034C</td>
<td>Health-Illness Concepts 2</td>
<td>11</td>
<td>NUR1021C, BSC 2094/L, &amp; MCB2010/L (“C” or higher for all)</td>
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<td>PSY2012</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>HUN1201</td>
<td>Nutrition</td>
<td>3</td>
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<td><strong>Total Semester Credit Hours</strong></td>
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### Fourth Semester

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<tbody>
<tr>
<td>NUR2035</td>
<td>Health-Illness Concepts 3</td>
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<td>NUR1034C (“C” or higher)</td>
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<tr>
<td>CHM1020</td>
<td>Introduction to Chemistry</td>
<td>3</td>
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<td>ENC1101</td>
<td>English Composition</td>
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### Fifth Semester

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<td>NUR2205C</td>
<td>Nursing and Complete Health Concepts 4</td>
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<td>NUR2035C (“C” or higher)</td>
</tr>
<tr>
<td>PHI1010</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>14</strong></td>
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**Total Degree Credits: 72**
<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, document 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 treatment 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.
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. Student Accessibility Services obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations and ensures the provision of services. Students with disabilities are encouraged to contact 772-462-7782 in order to make arrangements for services.

Clinical placement for students with service animals requires approval from the clinical site. Therefore, clinical placement cannot be guaranteed.

Any special accommodation for clinical rotations will be reviewed on an individual basis. Please see the Student Accessibility Handbook.

Visit www.irsc.edu. Click Students and then Student Accessibility Services.

Academic Integrity and Professional Conduct

Academic integrity and professional conduct are vital in the college environment. Certain behavior is required of the students, staff and faculty at all times. Students should review the Student Standards of Conduct found in the IRSC Student Handbook/Planner. Students, staff and faculty should also review the Code of Academic and Clinical Professional Conduct described in the ADN Student Handbook.

Students and faculty may also be asked to sign a contract at the beginning of each course that outlines student and faculty responsibilities toward a common goal of student success.

Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct. Students may discuss concerns with their instructors or the Department Chair.

- **First occurrence** – Any unprofessional conduct will be explained to the student and a counseling form written and remediation will be required.
- **Second occurrence** – Any unprofessional conduct will again be explained, a counseling form written, the student will be placed on probation and the student will be required to discuss these occurrences with the Program Director or the Assistant Dean of Nursing, and remediation will be required.
- **Third occurrence** – Any unprofessional conduct that occurs for a third time, the student will be permanently dismissed from the program.

As a result of completing the registration form at Indian River State College, students have agreed to conduct themselves in an honest and honorable manner. Any student found guilty of cheating or plagiarism will receive an “F” for the course and be 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 HIPAA, FERPA and clinical affiliation confidentiality.
Violations will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

Violations of academic integrity include behaviors that would result in a student having an unfair advantage, by copying, purchasing, distributing, and sharing copyrighted instructor resources of any kind. Additional violations of academic integrity include falsifying documents, plagiarism, and cheating. Cheating includes purposefully giving or receiving of unapproved aid or notes on examinations, papers, or class assignments. Cheating also includes the unauthorized copying of tests, sharing test information, or sharing answers to assignments.

Program Progression Guidelines

Students requesting readmission are selected based on the following:

1. Space availability.
2. Completion of readmission form.
3. Completion of pre and co-requisites for re-admittance into intended nursing course.
4. Completion of all health requirements, CPR, immunizations, flu, updated drug and criminal background (must be re-submitted if student has been out of the program six months or longer).
5. Documentation of remediation or resolution of barriers to academic success have been accomplished and written plan submitted.
6. Performance skills will be required for all previous nursing courses if student is out of the program for 3-6 months or longer.

Students will be dismissed from the program for any of the following:

1. Students who are deemed unsafe in lab or clinical.
2. Students with two (2) nursing course failures (below 76%).
3. Students with two (2) nursing course withdrawal.
4. Students with one (1) nursing course withdrawal and one (1) nursing course failure (below 76%).
5. Students who left the program in good standing less than 2 years must meet with the Department Chair (see Readmission Form).
6. Students who have been out of the Nursing Program for two (2) years or longer must reapply as a new student.

Nurse I (NUR1021C)

1. Students who receive a grade below 76% or withdraw from NUR1021C are dismissed from the program and can re-apply to the Nursing Program.
2. Students who are not successful in the second attempt will be dismissed from the program.
1. Students who register for an internet section are required to:
   a. Watch all recorded lectures using the learning management system.
   b. Attend all mandatory class/clinical lab dates as assigned

2. Students who score a 75 or lower on an exam are required to schedule a meeting with their faculty member to review the exams, review student habits, and to create a success plan within 2 weeks.

3. Student who are unsuccessful in Concepts 4 (face-to-face, hybrid, or internet section), receiving a withdrawal ("W/D"), incomplete ("I"), letter grade of “D” or “F” will be required to meet with the Department Chair to determine eligibility for registration in future sections.
Clinical Probation

Clinical probation is based on the performance of the student in relationship to course outcomes, and expected behaviors and attitudes that are consistent with those of a professional nurse. Persistent behaviors related to unprofessional conduct (see below), may result in clinical probation for one or more of the following:

- Initiating interventions or actions without appropriate supervision or approval of the supervisor
- Absence from clinical orientation or mandatory course meetings
- Consistent difficulties in applying theory/best practices to the clinical setting including national patient safety goals
- Incomplete clinical assignments or logs
- Negligence in patient care
- Unprofessional behavior
- Unsatisfactory performance
- Personal conduct which adversely effects the work environment
- No call/no show for clinical
- Initiating clinical experiences without a contract

The faculty member will notify the course coordinator, the Department Chair and Assistant Dean of Nursing of any student indicating the areas of weakness as the basis for clinical probation. A copy of the form will be placed in the student’s academic file. The counseling form will also include the requirements that must be completed by the student.

A Student Counseling Form and Probation Contract will be completed by the student requiring approval by the Faculty/Department Chair (See Clinical Probation Form) and placed in the student’s file.

The student is expected to complete the requirements of the probation prior to beginning the next nursing course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty member will remove the probationary status at the end of the course. Failure to meet requirements of the probation will result in clinical failure. The first two occurrences of probation will result in an additional instance of breach of academic integrity. Each subsequent occurrence of probation will result in an additional instance of breach of academic integrity. Three occurrences of academic integrity will result in dismissal from the program.

Additional clinical may be required at an additional cost to the student.

The student cannot register for future nursing courses if they are currently on probation.
ACADEMIC RETENTION ALGORITHM

Acceptance into Nursing Program

Learning Styles Assessment Individual Success Plan development

Advisement with Nursing Faculty Member

No academic distress

Reassess after each semester

Diagnostic Practice Testing

Recommend NCLEX Review course

Licensure

1st exam below 76

Individual counseling Review exam Attend all lectures/ classes Study group Study Skills Class Refer to ASC and Internet Guideline

2nd exam below 76

Individual counseling Review exam

Continued academic difficulty

Send Reach Out
Clinical/Lab Instructor identifies clinical weakness

**Marginal** Clinical Practice Identified (As defined in Student Clinical Evaluation)
- Student Conference Form initiated by Instructor
  - May be placed on probation

**Unsafe** Clinical Practice Identified (As defined in Student Clinical Evaluation)
- Student Conference Form initiated by Instructor
  - Student placed on probation

**Instructor will:**
- Have a plan of action identified on conference form R/T areas of concern
- Notify Course/Lab Coordinator/Department Chair/Assistant Dean of Nursing

**Student will:**
- Make appointment with Lab/Course Coordinator for remediation

**Course/ Lab Coordinator will:**
- Review remediation data base regarding number of past remedial hours to establish need for fee
- Review action plan

Remediation Occurs

**Successful Remediation**
- Lab Coordinator Notifies Instructor, Course Coordinator, Dept. Chair
- Student makes appt. with Department Chair/Assistant Dean of Nursing
- Student Remains in Clinical

**Unsuccessful Remediation**
- Lab Coordinator Notifies Instructor, Course Coordinator, Dept. Chair
- Student makes appt. with Department Chair/Assistant Dean of Nursing
- Student Remains in Clinical if applicable

**Clinical Competency Testing**
- Student makes appt. with Course Coordinator, Department Chair/Assistant Dean of Nursing
- Student Remains in Clinical if applicable

**Student will:**
- Make appointment to see Course Coordinator/Department Chair or faculty member

**Course/ Lab Coordinator will:**
- Review remediation data base regarding number of past remedial hours to establish need for fee
- Review action plan

Continues to demonstrate Unsafe Practice

**Student Remains in Clinical if applicable**
- Course/Lab Coordinator Notifies Instructor, Course Coordinator, Department Chair/Assistant Dean of Nursing
- Student makes appt. with Course Coordinator/Department Chair
Grades

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 76%.

2. Letter grades range (non-negotiable)
   A  90 - 100  (4 quality points/semester hour)
   B  80 - 89   (3 quality points/semester hour)
   C  76 - 79   (2 quality points/semester hour)
   D  70 - 75   (1 quality points/semester hour)
   F  below – 70 (0 quality points/semester hour)

3. Clinical experience will be graded satisfactory or unsatisfactory.

4. A written summary of clinical performance and the student’s theory grade will be placed in the nursing department files at the end of each nursing course.

5. Calculated grades will not be rounded to the next whole number. Minimum satisfactory grade for all nursing courses is a 76.0.

Statement of Ethics

The American Nurses Association Code of Ethics states: “The need for health care is universal, transcending all individual differences, The nurse establishes relationships and delivers nursing services with respect for human needs and values without prejudice” (ANA, 2001).

For additional information refer to the Health Science Division Student Handbook.

Expenditures for ADN Program

A list of approximate costs is located on the IRSC website at www.irsc.edu. Click Programs and then select Health Science Meta Major. Choose Nursing R.N. and select 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.

While in the program, students must also maintain health insurance coverage at their own expense.
IRSC Nursing Programs Intervention Project for Nurses (IPN)
Internal Administrative Guideline

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

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

If a student enters or enrolls in the IPN program through avenues other than the Nursing Department referral, the student is responsible to notify the Assistant Dean and Department Chair immediately. This is congruent with current IPN guidelines. The faculty guidelines will be followed.

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

2. Direct communication and correspondence (written and oral) between IPN and the Nursing Department will occur either with the Assistant Dean or Department Chair of the Nursing program.

   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 guideline voided. This decision is made by the Assistant Dean, Department Chair and involved Faculty. The decision is final and not appealable.

4. It is the student’s responsibility to notify the Assistant 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.
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.
ADN 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 are required to adhere to uniform dress code standards for all activities. Students must appear neat and professional at all times. Information regarding the regulation uniform worn by the IRSC Nursing student will be distributed to students during orientation to the program. Students are responsible for obtaining the proper size uniform. Students will not be permitted on hospital units, patient care areas or observational experiences unless they are in correct uniform. Violation of the uniform code will be dealt with on an individual basis. A student may be dismissed for inappropriate attire.

1. The following items are required:
   
   ADN Classroom Attire
   - 1 white scrub shirt with IRSC Team Logo on left chest
   - 1 white fleece jacket with IRSC Team Logo on left chest
   - 1 blue scrub pants/uniform pants
   - White regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)

   ADN Clinical Attire
   - 1 white scrub shirt with IRSC Team Logo on left chest
   - 1 white scrub pants/uniform pants
   - White regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)
   - ¾ length white lab coat with insignia on left sleeve or lab jacket with insignia on left chest

   Required Equipment for Lab/Clinical
   - Bandage scissors
   - Watch with second hand
   - Stethoscope
   - Hemostats

2. The IRSC photo ID will be worn and be visible at all times when the student is in class or clinical.

3. Jewelry worn with the uniform will be limited to a plain wedding band (if indicated) and watch. One set of stud-type earrings may be worn; however, the earrings must not be larger than 1/8” diameter; round: white or yellow metal or pearl-type. Visible body piercing, including tongue piercing must be removed. No bracelets or necklaces.

4. White sweaters may be worn to clinical if not in conflict with the institutional guideline.
5. IRSC cannot be added or embroidered to clothing that is not purchased at IRSC bookstore.

6. Uniform dresses are to be hemmed to a length below the knee.

7. Students going to agencies for daily chart review at other than regularly assigned times must wear classroom IRSC uniform or professional dress with lab jacket/coat and ID.

8. Students must also adhere to hospital and facility guidelines.

9. All Students:
   a. Proper personal hygiene, including mouth care, must be practiced. Decorative dental appliances must be removed.
   b. Hair is to be neat, clean, of a natural color, and should not touch the shoulders. Hair below shoulder length must be both back and up. Bobby pins should not be visible. No Hair ornaments except white headbands should be worn. Conservative barrettes are acceptable.
   c. Nails must be short and clean and well manicured. No nail polish or artificial nails allowed.
   d. Conservative make-up may be worn.
   e. No colognes or perfumes will be worn. No smoking odors should be noticeable.
   f. Shoes must be kept clean and white.
   g. Uniforms must be kept mended and laundered.
   h. Men should be clean shaven or neatly trimmed. If students elect to have facial hair, they will be required to provide suitable infection control barriers at their own expense. When working with sterile materials and when caring for patients, masks and other appropriate infection control barriers will be determined by the clinical instructor.
   i. Undergarments must be worn and must provide full coverage of buttocks. No prints or colors are to be worn.
   j. No body art or tattoos may be visible.
   k. Uniform tops are to be of a length sufficient to cover buttocks.
   l. No hats are to be worn when in IRSC uniform on or off campus.
   m. No gum chewing permitted.
   n. Students must display clinical facility issued badges as applicable to site rotations. Students must return clinical badges as directed by their clinical instructor at the end of the rotation.
Classroom and On-Campus Lab Standards

Note: Failure to adhere to any classroom, campus lab or clinical standards may result in dismissal from the program.

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 course and clinical facilities is mandatory.**

2. Students are to notify the nursing department by telephone prior to an absence in class. Failure to notify the instructor in advance of an 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 or lab areas.

5. No gum chewing is allowed in class or clinical.

6. All IRSC campuses and clinical sites are tobacco free.

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 with irregular attendance will be given written notice of unsatisfactory progress and may be required to meet with the Department Chair.

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

10. Students are not to loiter in hallways during class breaks.

11. A class withdrawal or total class withdrawal must occur before the deadline date noted on the academic calendar.
12. Students will be required to take a diagnostic test near the end of the program to
determine their readiness for the NCLEX-RN examination. Students are expected
to achieve minimum scores on the test. The student pays for each of these tests
as a course fee during registration. All students are required to have a laptop
computer for classroom use.

Computer Requirements

The laptop computer (no iPads or tablets) should be less than 3 years old and have the ability
for online access. It must have built in microphone and speakers with port for earbuds/
headphone. Office 365 is required as there will be a need to create and edit word documents.
The device should have a minimum of 1 USB port access.

Microsoft office software can be obtained through the student RiverMail account for free. For
instructions, please click on:
http://www.irsc.edu/uploadedFiles/Students?riverMail/FAQS-RIVERMAIL.pdf

To download the most current version from Office 365, login to RiverMail on the computer you
want to install it on. Click the “Office 365” in the upper left corner of the webpage. Select
Other Installs on the right side of web page. Install the version you need by doing the following:
Click the Install button to install Office 2016 or Click o the link below the button to install
Office 2013 Follow the instructions displayed.

13. The use of any IRSC computer to access ethnically or sexually derogatory materials
is in violation of the College sexual harassment policy and will result in disciplinary
action.
Clinical Standards

1. If a student is tardy they will be sent home and required to make up the clinical day. Students are expected to exhibit conduct in accordance with the Code for Nurses at all times (See Code for Nurses on the inside of front cover). 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 guidelines 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. If a patient, staff or family member files a complaint about a student’s clinical performance, the unit manager must be notified.

4. Students must hold and maintain current CPR certification and proof of personal health insurance 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. (See Appendix)

5. Students should have 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.

6. Clinical assignments will be made by the clinical instructor and posted in a designated place. Students are expected to prepare thoroughly prior to the clinical experience. Lack of preparation can constitute unsafe practice.

7. Students are not permitted patient contact, except as assigned by the clinical instructor. This rule applies to students going to the hospital for assignments or other reasons.

8. An oral report on student’s clinical assignment must be given to the primary nurse or team leader before leaving the unit. All written documentation related to assigned patient care must be completed by the student prior to leaving the unit.

9. The instructor may confer with the health care agency staff on the progress of each student as necessary. Written outcomes for the clinical courses are shared with agency staff.
10. Students need to be well-rested prior to beginning a clinical shift as fatigue can impair a person’s ability to learn, or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility are not to work the shift (i.e. 11 P.M. - 7 A.M. for a morning clinical or 7 A.M. - 3 P.M. for an afternoon clinical) prior to an assigned clinical as a nursing student.

11. Written evaluations of students are discussed with and signed by each student near the end of the semester. Clinical evaluations of students 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.

12. Faculty are to provide students with the opportunity to complete course/instructor, lab, clinical experience and clinical site evaluations at the end of every course. A student is to bring the completed evaluations to the nursing office. Faculty are to tabulate the clinical site evaluations and keep for their records.

13. 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.

14. Students are required to notify instructors of absence from a clinical laboratory at least one-half hour before scheduled time of arrival per course guideline, 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.

15. Make-up work for absences will be assigned at the discretion of the clinical instructor, in consultation with the course coordinator. Students must register and pay for additional clinical time due to any absences or probationary clinical needs.

16. Students will not be allowed to receive personal calls at the clinical facility.

17. Students are not permitted to use their personal hand-held and/or wearable technology while in the lab or clinical setting. Students cannot text message during clinical or lab. Hand-hold technology equipment can only be utilized for educational purposes.

18. 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.

19. Students must notify instructor if leaving the assigned unit; students are not to leave the facility during the clinical day.
21. The following standards regarding nursing practice are to be followed:
   a. No verbal or telephone orders are to be taken by students from physicians or physician designees.
   b. Students will be supervised in dispensing medications and will proceed independently after satisfactory performance and with clinical instructor’s approval.
   c. At all times during clinical experience, insulin and anticoagulants are to be checked by the instructor (or by designated preceptor with permission of instructor) before administration by a student.
   d. No I.V. medications or I.V. starts are to be performed without the presence of the instructor or designated registered nurse.
   e. No blood hanging or cosigning for blood or blood products may be done by a student.
   f. No student may participate in controlled substance count.
   g. Students cannot do phlebotomy/blood draws. No lab draws including venipuncture, peripheral or central line access.
   h. Students cannot push Advanced Cardiac Life Support medications during a code blue or rapid response event.

22. In courses that contain a clinical component, students must receive a passing grade in both theory and clinical in order to pass the course.

23. Should a student be involved in an accident, injury, or exposure to self or to a patient at a healthcare facility, 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.

24. Students and faculty will follow the communication system protocol of the clinical facility and not verbally translate medical/health information.

25. Student may not remain in the clinical facility once the clinical day has ended and the clinical instructor has left the facility.

26. Students may not witness or sign consents with patients.

27. As per guideline, students must return any property related to clinical facilities upon request.

28. Students are expected to maintain the clinical dress code guideline as outlined in this handbook.

29. Students who are employed at a clinical facility may not use their employee log-in or password during their clinical rotations.

30. Students should not care for any of their relatives, Indian River State College staff or faculty.
31. Students should not respond to any emergency or other hospital activity/procedure that they have not been oriented to.

Class Cancellation

The College may need to cancel classes in cases of severe weather or an emergency situation. Students are advised to monitor the IRSC website www.irsc.edu and to listen to local radio stations (i.e. 88.9 F.M.) 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 instructor 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.
Pharmacology and Drug Calculations Guideline

The ability to correctly calculate and administer various medications is a required competency of all nurses. The ADN student must have a thorough knowledge of pharmacology and be able to solve medication dosage problems involving ratios and proportions and utilizing various systems of measurement. This requires that the student be able to correctly manipulate fractions, decimals and percents. Students are encouraged to pre-test their math ability via the TABE in the ASC lab.

During the Nursing Concepts 1 course, students will be presented with a review of basic calculations and will be given an opportunity to practice drug calculations under their instructor’s supervision.

A drug calculation exam will be administered in each course in the ADN program. All students must have a basic four function calculator. Calculators cannot be shared. Students will be given an opportunity to remediate their math skills and retake the exam. Students must score a minimum of 90% on subsequent drug calculations exams. Students who do not score a 90% after a third attempt must withdraw from the course. Each course will require a math exam. Students must pass this test prior to beginning clinical for each course.

Pharmacology will be included in every unit of the curriculum where appropriate. Faculty will present the students with a list of drugs that are appropriate for that unit (may be included in course syllabus), and the student is then responsible for researching those medications. In addition, the instructor will discuss pharmacology as part of lecture. Where appropriate, 10% to 20% of each test will consist of pharmacology questions including math.

Safe administration of medication is a requirement of all courses. If at anytime, the student commits a medication error or variance, the following guideline will be implemented and remediation required.
Medication Variance Guidelines

VARIANCES: May include any of the following actual occurrences or may include situations in which student would have committed the error had the student not been stopped/interrupted by the instructor.

LEVEL ONE

- Medications not charted properly.
- Does not have drug sheets/info pertinent to assigned client in clinical.
- Does not check MAR/Kardex and original orders if necessary for accuracy before asking instructor to supervise medication administration.

LEVEL TWO

- Medication not administered at correct time.
- Not checking with instructor to review meds prior to administration.
- Incorrect date – medication given on wrong date.
- Incorrect rate.
- Incorrect dose.
- Extra dose.
- Omission of medication.
- Incorrect route.
- Not following guidelines as outlined in student handbook and/or institutional guideline manual.

LEVEL THREE

- Incorrect client.
- Give unordered medication.
- Medication given to client after stated allergy to medication.
- Error results in patient harm.
- Failure to report controlled substance discrepancy.
- Accessing controlled substances without reason or without supervision of instructor/licensed nurse.
**SUGGESTED ACTION FOR VARIANCES:** (see clinical retention algorithm)

These are minimal actions for errors. They may be increased and may include probation based on the judgment of the instructor.

**LEVEL ONE MEDICATION VARIANCE:**

- Complete Clinical Counseling form.

**LEVEL TWO MEDICATION VARIANCE:**

- Notify primary health care provider and charge nurse.
- Complete Medication Variance form for facility.
- Complete Clinical Counseling form.
- Student will not administer medication until there is a successful completion of clinical competency testing.
- Student is also required to complete a root cause analysis of the variance and view assigned multi-media regarding medication administration.

**LEVEL THREE MEDICATION VARIANCE:**

- Notify primary health care provider and charge nurse.
- Complete Medication Variance form for facility.
- Complete Clinical Counseling form.
- Student may be dismissed from the clinical day at the clinical instructor’s discretion.
- Student will not administer medication until there is a successful completion of clinical competency testing.
- Student is also required to complete a root cause analysis of the variance and view assigned multi-media regarding medication administration.
- Counseling session is scheduled with student, clinical instructor, course coordinator, Department Chair and Assistant Dean of Nursing.
Student Activities

Nursing students are encouraged to participate in on-going college activities. Each student will have access to an *IRSC College Catalog* and *IRSC Student Handbook/Planner*, which serve to guide the students in college activities.

A student in the Department of Nursing is urged to hold membership in the Florida Nursing Students Association (FNSA). Decisions involving FNSA activities are subject to the approval of the nursing faculty advisor.

The Nursing Department has five committees for which student representation is sought: Student Affairs, Evaluation, Learning Resources, Curriculum, and Nursing Faculty. Students who are interested in serving on a committee are encouraged to contact their faculty, Course Coordinator, or Department Chair.

**Student Affairs Committee:** The Student Affairs Committee (SAC) focuses on student success. The Committee reviews and suggests updates to the student handbooks, counseling forms, evaluation tools, and program web pages. The SAC also provides information related to community volunteering services in the four-county area and tracks participation.

**Evaluation Committee:** The mission or purpose of the Evaluation Committee is to monitor the systematic evaluation of program outcomes. The committee works to ensure there is specific data, analysis and documentation to inform decision making for the maintenance and improvement of Program Outcomes and the End of Program Student Learning Outcomes.

**Learning Resources Committee:** The success of students drives our mission. The Learning Resources Committee provides a forum to exchange information, research, support, and make recommendations regarding resources in all formats, services, technology, curriculum, assessment, accreditation, etc., as they relate to learning resources within Nursing at Indian River State College.

**Curriculum Committee:** The Nursing Department Curriculum Committee is responsible for reviewing and revising the nursing curriculum. This ongoing process ranges from developing how concepts, ideas and activities are sequentially integrated ad built upon throughout the program to ensure achievement of the End of Program Student Learning Outcomes.

**Nursing Faculty Committee:** The purpose of the Nursing Faculty Committee is to engage in rich communication between and among nursing faculty and administrators related to curriculum, protocols, accreditation, and various other topics related to Nursing Programs.
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 during their study at IRSC.

Students may be selected for membership in Who’s Who in American Junior Colleges according to scholarship, citizenship, participation, leadership and general promise of future usefulness to business and society.

Graduating students are recognized at Commencement for high academic achievement.

Commencement Exercises are held biannually on the dates specified in the IRSC College Catalog. Caps and gowns for commencement are obtained from the IRSC Bookstore.

Graduation

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

2. Upon graduation from the College, the ADN student will be:
   a. Granted an Associate Degree in Science from Indian River State College.
   b. Eligible to apply to take the National Council Licensure Examination to become a registered nurse.

Licensure Application

Students admitted to the ADN program are expected to take a licensure examination after graduation to become registered nurses; therefore, it is necessary to consider the legal requirements for nurses before entering the program.
The Florida Statues, Chapter 464 and the Board of Nursing Rules 64B9 provide that applicants for licensure by examination may be denied licensure in Florida for such reasons as:

a. having been convicted or found guilty, regardless of adjudication, of a crime which directly relates to the practice of nursing or the ability to practice nursing.

b. being unable to practice nursing with reasonable skill and safety by reason of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical conditions.

c. having been convicted of a felony and civil rights have not been restored. Such an applicant is not eligible for licensure and is not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

The Florida Legislation has also mandated criminal checks on all applicants for licensure by examination. An arrest history, by itself, does not disqualify a person from licensure. Falsification of a document and an attempt to obtain a licensure by known misrepresentation are violations of Chapter 464 - the Nurse Practice Act.

The Florida Board of Nursing requires that any nursing licensure applicant who has an arrest record must have arrest and court records of final adjudication for each offense sent to the board at the time of licensure application. A nursing licensure application will not be considered complete until these records are received. The Florida Board of Nursing may require the candidate for licensure to appear before the board. A graduate of the IRSC nursing program is eligible to apply for nursing licensure but graduation does not guarantee that the Board of Nursing will issue the candidate a nursing license.

Additional information is available online at myflorida.com
Appendix A

Forms
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IRSC Student Post Blood/Body Fluid Exposure Procedure
Checklist/Counseling Form

1. Student is exposed to needle stick, sharps injury, blood or body fluid
   - **IMMEDIATE FIRST AIDE SHOULD BE ADMINISTERED!!!**
   - Wash percutaneous and not-intact skin injuries with soap and running water, if not available clean with alcohol, DO NOT use bleach, rinse well.
   - Remove foreign material if possible.
   - DO NOT make tissue bleed.
   - Mucous membrane exposures - (eyes, mouth, nose) rinse with large amounts of tap water, sterile saline, or sterile water.
   - Intake skin is not considered a significant exposure but should be washed thoroughly with soap and water.
   - Student/Faculty note date/time/location of incident and time of notification by student.

2. Student should immediately notify their preceptor AND their clinical faculty.
   - Date/time/names ________________________________
   - Date/time/location of incident ________________________________

3. Preceptor should assume patient responsibility and faculty are the contact the unit charge nurse - **IMMEDIATELY!**

4. **In less than 60 minutes**, student must be sent to the emergency department, employee health during daytime working hours or closest medical facility for evaluation and/or treatment - **TIME IS VERY IMPORTANT**
   - Per CDC, OSHA, Florida state requirements
   - Lab studies student might expect to be drawn: HIV-1 (rapid screen should take less than 1 hour), HBV surface antibody and surface antigen, HCV antibody, HCG (if of childbearing age and if PEP may be started), complete blood count, other tests if a risk from the exposure (patient specific variable).
   - Student may be started on PEP (post-exposure prophylaxis) within 2 hours pending results of tests as recommended by CDC.

5. Obtain the following forms from IRSC Blackboard ADN/BSN/LPN Organization course and fill them out COMPLETELY (instructor is available to help):
   - AG administrator Student Accident Claim Form - 1 page.
   - Make sure you include the names of who was notified, date, time and instructions you were given.

6. The above forms **MUST** be turned in to the Nursing Department on the main campus the following day or the morning (Monday) of the next day business day.
7. If a mediation error or policy/procedure violation occurred, a Student Counseling form will need to be completed. Otherwise, the above forms are sufficient to complete.

8. Student Financial Responsibility
   • Your personal health insurance will be billed as primary payment of care received.
   • IRSC will provide secondary payment - all bills should be submitted to the Risk Management office.
   • The hospital or clinic where the incident occurred is not responsible for the cost of the care or follow-up.

References: (Available online from IRSC Website)
   • IRSC Post-Exposure Protocol
   • IRSC website and Health Science Division Student Handbook

Instructor Signature ___________________________ Date: __________________

Student Signature ___________________________ Date: __________________
Department of Medical Records:

As part of the Associate Degree/Practical 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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Appendix B

Goals, Guidelines, Conduct
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Indian River State College and partnering clinical sites require all health science students to have personal health insurance throughout each 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 card.

If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinical rotation that may result in termination from the program. Personal health insurance may be purchased through the Health and Wellness Department. Phone (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.

Student Signature ____________________________ Date _________________

Print Name _________________________________ SID _________________

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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 guidelines and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance guideline.

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 – Delgato 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.