Indian River State College
3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

Practical Nursing
Student Handbook
Indian River State College
Fort Pierce, Florida
Practical Nursing Program

This is to acknowledge that I have received my personal copy of the Practical Nursing 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 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 agree to have information regarding my attendance and performance released for financial aid purposes.

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department (health, CPR, drug screen and background checks) and that these records must be kept updated, or I could be withdrawn from the program.

I understand that I am required to maintain health insurance throughout the program.

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

I understand that information that has been disclosed to me from 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 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 change to keep for their records, and one to sign which will be included in their file.

I understand that my certificate of completion will not be issued until I have met the competencies of the program (including TABE requirements).

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

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

I understand that under certain conditions I may have to complete the TABE exam and score 11.0 in reading, language and math prior to completion of the program. I understand remediation is required if I do not score 11.0 in all sections.

________________________________________
Signature

________________________________________  _________________________
Print Name                                            Date
PN TABE Requirements

Name ______________________________ Student ID ____________ Date ____________

I understand that there is a requirement for the Test of Adult Basic Education (TABE) for the Practical Nursing Program:

Student who have a higher education degree (A.A., A.S., B.S., etc.) are exempt from taking the TABE.

Students who graduated from a Florida Public High School in 2007 or after are exempt from taking the TABE.

All other students who enroll in the Practical Nursing Program are required to take the TABE and score at the 11.0 grade level in Reading, Math, and Language to be eligible to complete the program.

Students must schedule and take the TABE prior to the end of the first week of class.

Remediation must be completed prior to the end of PRNV004C. Call the Assessment Center to schedule your test at (772) 462-7585.

I have read the requirements for the Test of the Adult Basic Education and understand the requirements of taking the TABE test.

________________________________________
Signature
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.

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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

17-718
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 Practical 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

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
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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
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
19. Health Science Student Smoking Regulation
PART I
STATEMENT OF PURPOSE

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 students 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 Nursing Department

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 healing, 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.

Practical Nursing Learning Outcomes

The practical nurse is prepared to give nursing care under the guidance of a registered nurse, a licensed physician, dentist, osteopathic physician and/or podiatrist, by using the principles that apply to meeting the health needs of individuals. The practical nurse is capable of assisting in the data collection, planning, implementation, and evaluation of direct patient care through the use of nursing care plans. The practical nurse is a contributing member of the health team through the role of a team member; is able to establish and maintain effective interpersonal relationships through which there is recognition and active assistance in meeting the health needs of individuals. Practical nurses value and demonstrate qualities of professionalism, honesty, respect, accountability, a non-judgmental attitude, trustworthiness, caring, a professional appearance, confidentiality, tact and teamwork.
Graduates of the Practical Nursing program are able to demonstrate the following learning outcomes:

- Assist the individual to obtain his/her optimum state of health; to function within his/her limitations; or to care for his/her needs when death becomes imminent.
- Assist the individual in meeting his/her basic needs during illness.
- Assist in the development and implementation of a teaching plan for health measures to prevent illness, injury and infirmity.
- Carry out therapeutic measures as prescribed by the physician and under the direction of an RN supervisor.
PART II
LEARNING OUTCOMES

PRNV004C  Practical Nursing Fundamentals

Communication
Uses knowledge and science in the discovery of promotion of health, assessment, alleviation of pain and suffering with a focus on maternal/child, cardiac, respiratory and musculoskeletal systems.

Safety
Utilizes basic communication skills to effective interchange ideas among individuals and groups through satisfactory interpersonal relationships.

Communication
Communicates effectively within the interdisciplinary team, with patients, and families.

Technology
Utilizes technology effectively in the clinical setting.

Ethics
Displays ethical and professional behaviors to improve care of patients, families, and communities.

PRNV373C  Practical Nursing Medical Surgical I

Data Collection
Supervision of accurate patient data collection in a variety of settings: Pediatric hospital, clinics, health screenings, Maternity Units (L&D, Nursery, Postpartum), Medical Surgical Units, Rehabilitation Unit

Utilize Patient Care Plan
Supervision in applying the patient’s plan of care in a variety of settings: Pediatric hospital, clinics, health screenings, Maternity Units (L&D, Nursery, Postpartum), Medical Surgical Units, Rehabilitation Unit

Implementation
Supervision in applying the patient’s plan of care in a variety of settings: Pediatric hospital, clinics, health screenings, Maternity Units (L&D, Nursery, Postpartum), Medical Surgical Units, Rehabilitation Unit

Evaluation
Supervision in applying the patient’s plan of care in a variety of settings: Pediatric hospital, clinics, health screenings, Maternity Units (L&D, Nursery, Postpartum), Medical Surgical Units, Rehabilitation Unit

Employability Readiness
Assist in the preparation for graduation
PRNV374C  Practical Nursing Medical Surgical II

Data Collection
Supervision of accurate patient data collection in a variety of settings: Pediatric hospital, clinics, health screenings, Maternity Units (L&D, Nursery, Postpartum), Medical Surgical Units, Rehabilitation Unit

Utilize Patient Care Plan
Supervision in applying the patient’s plan of care in a variety of settings (see above)

Implementation
Supervision in applying the patient’s plan of care in a variety of settings (see above)

Evaluation
Supervision in applying the patient’s plan of care in a variety of settings (see above)

Employability Readiness
Assist in the preparation for graduation

PRNV933C  Transition to Graduate Practical Nurse

Data Collection
Independent accurate patient data collection in long term care setting.

Utilize Patient Care Plan
Independent utilization of the plan of care in the long term care setting.

Implementation
Independent implementation of the plan of care in the long term care setting.

Evaluation
Independent evaluation of patient outcomes in the long term care setting.

Employment Readiness
Independent demonstration of the skills needed for employment

License Readiness
Demonstrate on the NCLEX prep online the readiness to take the NCLEX exam.
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 unit 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.

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.

The American Nurses’ Association Code of Ethics (2001):

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, work and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promotion community, national and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible of articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

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 order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities: emotional, perceptual, functional and physical competency.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<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.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>The student will be subject to oral and written performance evaluation by instructors on a continuing basis.</td>
<td>Evaluate his or her performance dispassionately, avoiding defensive and self-justifying behavior. Identify areas for improvement of his or her performance. Changes his or her behavior and smoothly adapt to changing conditions.</td>
</tr>
<tr>
<td>Mental Requirements</td>
<td>Students should possess the emotional stability and health needed for full utilization of his or her intellectual abilities.</td>
<td></td>
</tr>
</tbody>
</table>

*Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Program
<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memory Requirement</td>
<td>Remember names, facts, concepts, and theories.</td>
<td>Remember task/assignment given at beginning of a period of time extending several days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remember multiple tasks/ assignments given to self and others during laboratory, class or shift.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remember multiple tasks/ assignments given to self and others over long periods of time.</td>
</tr>
<tr>
<td>Communication</td>
<td>Interact with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate verbally with individual patients, staff members, visitors, and telephone callers in order to explain detailed information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communicate verbally with small groups in an informal setting. Initiate honest agreement or dissent regarding interpretation of data.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perform detailed written documentation on a daily basis.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Examples of Necessary Activities (not all inclusive)</td>
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<tr>
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</tr>
<tr>
<td><strong>Travel Requirement</strong></td>
<td>Required use of a personal vehicle to attend classes and hospital clinical practicum sites.</td>
<td>Use of a motor vehicle and a valid driver license.</td>
</tr>
<tr>
<td><strong>Critical Thinking/ Coping</strong></td>
<td>Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans, display good coping mechanisms. Must be free of mind-altering drugs, including alcohol. Must be able to recognize emergency situations and take appropriate action.</td>
</tr>
<tr>
<td><strong>Concentration</strong></td>
<td>Concentration on minimal detail with little interruption.</td>
<td>Concentration on moderate detail with little, some, or constant interruption. Concentration on fine detail with little, some, or constant interruption.</td>
</tr>
<tr>
<td><strong>Attention</strong></td>
<td>Attend to a task/function for 45-60 minutes at a time.</td>
<td>Understand and relate to specific ideas, generally one at a time. Understand and relate to the concepts behind specific ideas. Understand and relate to the theories behind several related concepts.</td>
</tr>
<tr>
<td><strong>Conceptualization</strong></td>
<td>Understand and relate to specific ideas, generally one at a time.</td>
<td>Understand and relate to specific ideas, generally several at a time. Understand and relate to the concepts behind specific ideas. Understand and relate to the theories behind several related concepts.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Examples of Necessary Activities (not all inclusive)</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Environmental Conditions</td>
<td>Student may be exposed at different times to various conditions and substances.</td>
<td>Properly handle human blood, urine, body tissues, or fluids; hazardous biomedical wastes other than blood, body tissues, or fluids.</td>
</tr>
<tr>
<td>OSHA Category for Bloodborne Pathogens Exposure</td>
<td>Routine exposure to bloodborne pathogens and master of safety procedures and knowledge about safety policies, materials, and procedures.</td>
<td>Properly protect self and patients from grease or oil, toxins, cytotoxins, or poisonous substances; dust, mold, respiratory and contact allergens; other hazardous materials such as chemicals; sharply pointed and sharp edged objects.</td>
</tr>
<tr>
<td>Responsibility for Non-Discrimination</td>
<td>Affiliated clinical facilities are committed to compliance with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.</td>
<td>Perform nursing care without regard to race, sex, religion, age, sexual orientation, handicap, or national origin of patient, physician, nurse, visitor, other student, etc.</td>
</tr>
<tr>
<td>Responsibility for Professional Confidentiality</td>
<td>Respect the privacy of individuals receiving medical care. (HIPPA Law)</td>
<td>Refrain from discussing any patient information with individuals not directly involved with medical treatment of that patient.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Examples of Necessary Activities (not all inclusive)</td>
</tr>
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</tr>
<tr>
<td>Ethics</td>
<td>Ethics involve moral values and principles that affect personal and professional conduct.</td>
<td>Accept the moral and legal responsibilities for individual actions. Will provide care to patients in a reasonable, compassionate, considerate, knowledgeable and professional manner. As a member of the health care team, will communicate academic and clinical information in a truthful and accurate and timely manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in patient rooms, work spaces, and treatment areas; administer cardio-pulmonary procedures.</td>
</tr>
</tbody>
</table>

Coordination. In the course of the program, the student may be:

Performing body coordination such as walking, stooping, etc.

Performing tasks that require hand-eye coordination such as keyboard skills, injections, etc.

Performing tasks that require arm-hand steadiness such as invasive procedures, etc.

Walking and standing.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Sitting for prolonged periods.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standing for prolonged periods.</td>
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<tr>
<td></td>
<td></td>
<td>Assuming uncomfortable positions such as bending over tables, etc.</td>
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<tr>
<td></td>
<td></td>
<td>Calibrate and use equipment; position patients/clients.</td>
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<tr>
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<td></td>
<td>Performing simple motor skills such as standing, walking, etc.</td>
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<tr>
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<td></td>
<td>Performing simple manipulative skills such as washing, writing, collating, etc.</td>
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<tr>
<td></td>
<td></td>
<td>Performing moderately, difficult manipulative skills such as positioning patient, using a computer keyboard, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Performing difficult manipulative skills such as invasive procedures, calibration of equipment, etc.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Examples of Necessary Activities (not all inclusive)</td>
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<td>------------------------------------------------------</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 position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strength: moderate muscular strength is needed. In the course of the program, the student may be pushing, pulling, and lifting objects of at least 50 lbs.</td>
</tr>
<tr>
<td>Speech and Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hear blood pressure accurately, hear alarms, emergency signals, auscultatory sounds, cries for help.</td>
</tr>
<tr>
<td></td>
<td>Ability to communicate effectively and sensitively in order to assess both verbal and non-verbal communication and to adequately receive and transmit information to the patient and to members of the health care team.</td>
<td>Hear normal sound with some background noise.</td>
</tr>
<tr>
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<td></td>
<td>Hear normal sounds as in conversation, answering the telephone, intercom, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Distinguish such sounds as voice patterns, instrument function, etc.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care.</td>
<td>Observe patient/client responses. Prepare and administer medication accurately. (Nursing students) See objects closely as in reading patient sample information and test instrument data. Differentiating colors and visual structures as in reading microscope slides, labels, color comparison charts, warning symbols, etc.</td>
</tr>
<tr>
<td>Issue</td>
<td>Standard</td>
<td>Examples of Necessary Activities (not all inclusive)</td>
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</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for basic 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>
</tbody>
</table>

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.

The Florida Board of Nursing requires criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses.
Readmission/Transfer/Dismissal Regulations

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

1. Students requesting to transfer into the PN program from ADN, PT program or vocational school; 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 will be readmitted/transferred subject to the following:

   A. Completed IRSC Health Science Application.
   B. Transcripts on file.
   C. Meet with academic advisor.
   D. Schedule appointment with Assistant Dean of Nursing.
   E. Documentation and completion of any required remediation.
   F. 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.
   G. Documentation of attendance history.
   H. Recommendation of clinical and course instructor.
   I. Review of NLN percentile scores if applicable.
   J. Documentation that advised remediation or resolution of barriers to academic success has been accomplished or a written plan has been submitted.
   K. Space availability.

2. A student who withdraws from or earns a failing grade during the Nursing Fundamentals course (PRNV004C) must reapply and will be given the same consideration as other applicants applying.

3. 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, violates ethics, breached confidentiality or were dismissed from the program for unprofessional behavior, will not be admitted/readmitted/transferred into or within the PN Program.

4. For purposes of reentry, a course withdrawal with an average grade below 76% 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 dismissed from the nursing program.
5. Any student who has been out of nursing classroom and/or clinical courses for two or more years must re-apply to the program as a new student.

6. Students who are out of the program for six months or longer will be required to pass a skills challenge exam before readmission.

7. Courses eligible for transfer credit in the PN 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.

8. Students may request a grade of “incomplete” if more than 75% of the course has been completed. 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.

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 (SDS) 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 SDS at 772-462-7782 in order to make arrangements for services.

Visit www.irsc.edu. Click Students and then Student Disability.

Academic Integrity and Professional Conduct

Academic integrity and professional conduct is 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 PN 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.

There will be repercussions for any student, staff or faculty member who violates academic integrity or exhibits any unprofessional conduct/behavior. Students may discuss concerns with their instructors or the Program Director. Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct.

- **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 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.

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 would 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.

Readmission/Dismissal Regulations

Students requesting readmission are selected based on the following;
1. Space availability.
2. Completion of readmission form.
3. Completion of all health requirements, CPR, updated drug and criminal background (must be re-submitted if student has been out of the program six months or longer).
4. Documentation of remediation or resolution of barriers to academic success have been accomplished and written plan submitted.
5. Performance skills will be required for all previous Nursing Courses if student is out of the program for 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. Student who has been out of the Nursing Program for two (2) years or longer must reapply as a new student.
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

2nd exam below 76

Individual counseling Review exam

Continued academic difficulty

Send Reach Out

Meet with faculty after each exam for review

Reassess after each semester

Diagnostic Practice Testing

Recommend NCLEX Review course

Licensure
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

Remediation Occurs

Successful Remediation
- Lab Coordinator Notifies Instructor, Course Coordinator, Dept. Chair
  - Student makes appointment with Department Chair/Assistant Dean of Nursing

Student Remains in Clinical

Unsuccessful Remediation
- Lab Coordinator Notifies Instructor, Course Coordinator, Dept. Chair
  - Student makes appointment with Department Chair/Assistant Dean of Nursing

Student remains in Clinical if applicable
Student must have 1 successful course to be removed from probation
(See handbook probation regulation)

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

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

Course Failure
- Course/Lab Coordinator Notifies Instructor, Course Coordinator, Department Chair/Assistant Dean of Nursing
  - Student makes appointment with Course Coordinator/Department Chair

Successful Testing
- Clinical Competency Testing

Continues to demonstrate Unsafe Practice

- Course/Lab Coordinator Notifies Instructor, Course Coordinator, Department Chair/Assistant Dean of Nursing
  - Student makes appointment with Course Coordinator/Department Chair

Successful Testing
- Clinical Competency Testing

Teacher 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
  - 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

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

Student remains in Clinical if applicable
Student must have 1 successful course to be removed from probation
(See handbook probation regulation)
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, Program Director 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 Program Director 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 Program Director 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, Program Director and involved Faculty. The decision is final and not appealable.

4. It is the student’s responsibility to notify the Assistant Dean and Program Director of all aspects of the IPN plan and any changes or revisions as they occur. The Program Director 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
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. The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted.

4. Clinical experience will be graded satisfactory or unsatisfactory.

5. 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.

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

Expenditures for PN Program

A list of approximate costs is located on the IRSC website at www.irsc.edu. Click Programs & Careers in the DIVISIONS box, Click Health Sciences/How to Apply. Click Practical Nursing. In the START HERE box, 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.
PN 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. 1 White Scrub Shirt with IRSC Team Logo with IRSC insignia on left sleeve
   1 White Fleece jacket with IRSC Team logo
   1 Tan Professional Trousers (no jeans) or Tan Professional Skirt with white hose (purchased at IRSC Bookstore)
   White Regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)

   LPN Clinical Attire
   1 White scrub Shirt with IRSC Team Log with IRSC insignia on left sleeve
   1 White Professional Trousers (no jeans) or White Professional Skirt with white hose or 1 White Professional uniform dress with white hose
   White regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)
   ¾ length white lab coat with insignia on left sleeve

   Required Equipment for Lab/Clinical
   Bandage Scissors
   Watch with second hand
   Stethoscope
   Hemostats
   Lab kit (Bookstore)
   Medication kit (Bookstore)

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

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

7. 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. Hair ornaments should not 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.

**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 class and clinical orientation to facilities is mandatory.
2. Students are to notify the nursing department by telephone prior to an absence in class or clinical. Failure to notify the instructor in advance of an absence may result in counseling, probation or dismissal from the program. Repeat occurrence of absences will result in a meeting with the Department Chair and possible requirement to make-up time.

3. Student communication boards are located in the Health Science Center hallways. Students are responsible for reading all notices.

4. 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.

5. Children are not allowed in the classroom or lab areas.

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

7. During class breaks and before and after class, students are asked to use the outside of the building as loitering in the hallways is disruptive to the other classes in session. No smoking is permitted in any college building or on any walkways within 100 feet of the HSC building.

8. 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.

9. 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.

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

11. 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.

12. 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.
Pharmacology and Drug Calculations

The ability to correctly calculate and administer various medications is a required competency of all nurses. The PN 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. Any medical dosage calculation book is good for studying for the Math Proficiency Test to help to update your knowledge.

Students are encouraged to pre-test their math ability via the TABE in the ASC (Academic Support Center). The ASC provides tutoring in Math and drug calculations.

During the Practical Nursing Fundamentals course, students will be presented a review of basic calculations and will be given an opportunity to practice drug calculations under their instructor’s supervision. In addition, students will be given an assignment to complete the self-paced Calculations text. At the completion of this unit, all students will be given an exam testing their knowledge of drug calculations. All students must score a minimum of 90% on this exam in order to progress in the program. No student may administer any medications until he/she has passed the drug calculations exam with a score of 90% or higher. Students scoring below 90% will be referred to the ASC for remediation, and will be required to retest. The student must score 90% on this retest, or continue with remediation and retesting until a passing grade is achieved. However, successful completion of this test and safe administration of medications are considered competencies for students completing Practical Nursing Fundamentals, Medical Surgical I and Medical Surgical II. If the student does not achieve a minimum score of 90%, he/she will be required to remediation in the ASC lab and review the pharmacology material he/she collected throughout the program. Students who are not successful by the 3rd testing must withdraw and reapply. Students cannot continue in the program if a score of 90% has not been achieved and/or student has not safely administered medications.

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 following a guide distributed in Fundamentals. 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.

Prior to the student’s practicum experience (final course in the program), students will be required to take a comprehensive pharmacology test.
GUIDELINES FOR NURSING FACULTY: TO DEFINE AND HANDLE MEDICATION VARIANCES IN A CONSISTENT MANNER

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.
☐ Not transcribed properly.
☐ Does not have drug cards/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 policies as outlined in student handbook and/or institutional policy 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:
(These are minimal actions for errors. They may be increased and may include probation based on the judgment of the instructor.

A. For any variance annotated:
   1. A student clinical counseling form will be filled out by clinical instructor and students.
   2. The charge nurse and physician will be notified of the medication variance, and a medication variance form for the facility will be filled out by the clinical instructor and student.
   3. The student will complete a two-page report on what happened in the variance, the correct procedure and dangers in variance, a plan for prevention of the variance in the future, and turn in to the instructor the next school day.

B. For any **LEVEL TWO** variance:
   1. A student clinical counseling form will be filled out by clinical instructor and student.
   2. The charge nurse and physician will be notified of the medication variance, and a medication variance form for the facility will be filled out by the clinical instructor and students.
   3. The student will not pass medications until successfully remediated at instructor’s discretion.
   4. The student will complete a detailed report on what happened in the variance, the correct procedure and dangers in variance, a plan for prevention of the variance in the future, and turn into the instructor the next school day.
   5. View assigned multi-media regarding correct medication administration.

C. Any **LEVEL THREE** variance:
   1. Clinical counseling form to be filled out by clinical instructor and student.
   2. Notify physician and charge nurse; medication variance form for facility.
   3. The student will not pass medications until successfully remediated at instructor’s discretion.
   4. The student will complete a detailed report on what happened in the variance, the correct procedure and dangers in variance, a plan for prevention of the variance in the future, and turn into the instructor the next school day.
   5. View assigned multi-media regarding correct medication administration.
   6. Immediate dismissal from clinical that day at instructor’s discretion.
   7. Counseling session with Department Chair, as this could be severe enough grounds for dismissal from program. At this time, the Department Chair and clinical instructor will determine what course to take concerning disciplinary action. Course Coordinator, Department Chair, and/or Assistant Dean of Nursing may also be included in this session.
**Clinical Standards**

1. 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.

2. If a student is tardy they will be sent home and required to make up the clinical day. Students that are not prepared to care for their client may be sent home. Make-up is at the discretion of faculty availability and facility availability. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. A verbal report on student’s clinical assignment must be given to the charge 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.

10. 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.
11. 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.

12. 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.

13. 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.

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 Department Chair. Students must register and pay for additional clinical time due to any absence.

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

17. No cell phones or recording devices are allowed in the facility.

18. Students cannot text message. Hand held technology equipment can only be utilized for educational purposes.

19. 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.

20. 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 during all courses independent performance may occur only in Transition to GPN.
c. At all times during clinical experience, insulin, Digoxin, 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 are to be administered or IV starts are to be performed by the PN student. PN students will be responsible for checking solution order, amount rate of infusion, I.V. site, hanging hydrating drips, calculating hydrating drip rates, and discontinuing I.V.s as ordered.

e. IV therapy course will be offered as post graduate course.

f. No blood hanging or cosigning for blood may be done by a student.

g. No student may participate in controlled substance count without the attendance of a licensed professional nurse (the instructor or preceptor if designated by faculty) who must cosign the audit sheet.

h. Triple lumen catheter care is not within the scope of the practical nursing student.

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 or injury 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 blood borne pathogen, the college health nurse must also be notified immediately.

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

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

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

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.
Indian River State College  
Practical Nursing  
EVALUATION OF CLINICAL COMPETENCY

Progress and Evaluation

During your time here at IRSC, the faculty will monitor your progress. You will be expected to exhibit knowledge of content, organizational ability, enthusiasm and initiative, communication and social skills, presentational skills, and commitment to purpose as you proceed through the program. Your efforts should be directed toward the development of these qualities.

At the end of each PN course or rotation, you will receive documentation of your clinical performance. Areas to be evaluated include: Data Collection, Planning, Implementation, Evaluation and Professional Characteristics.

The criteria designating the expected level of performance of a given competency are as follows:

**I = Independent** - Performance is safe and accurate; achieves the purpose with appropriate manner and demeanor; is proficient, coordinated and confident; focuses on the patient, not the skill; and is performed primarily without supporting cues.

**S = Supervised** - Performance is safe and accurate; achieves the purpose with appropriate manner and demeanor; is efficient, coordinated and confident; focuses on the patient but complex skills may shift focus; and is performed with occasional supporting and infrequent directing cues.

**A = Assisted** - Performance is safe and accurate; achieves the purpose with appropriate manner and demeanor most of the time; skillful in parts of performance, inefficient, uncoordinated, expends excess energy, and within a delayed time period; focuses on the skill/self rather than the patient; requires frequent cueing, both verbal and physical.

**M = Marginal** - Performance is at risk to patient, student, or others, or safe only with direct supervision; is not always accurate; achieves desired purpose and manner only occasionally; unskilled, inefficient, and expends considerable energy with marked delay in completion time; anxiety is pronounced or may be masked; and requires continual cueing.

Students who have 5 or more marginal performances in anyone area may result in clinical failure. Six (6) or more marginal performances accumulative in all areas will results in clinical probation. Clinical Probation must be cleared with meeting of required competencies before the end of the next clinical rotation, if not this will result in clinical failure.

**D = Dependent** - Performance is unsafe and the student is unstable to demonstrate the behavior. This will result in clinical failure.
**Definition of Safe Practice** - Safe practice is defined as the application of scientific principles in performing nursing care. Care is provided in a reasonable and prudent manner, providing for the welfare and protecting the well-being of the patient. Safe practice implies that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the patient.

A student will be dismissed from the clinical component anytime a failing state is judged by the instructor to constitute a failure to provide the standard of care as stated in the "Clinical Evaluation Performance Criteria."

Under the law, given a level of preparation and assignments consistent with the preparation, the student is bound to perform at the same level as the professional, in this case the Practical Nurse. The "standard of care" given by the student nurse will be equal to the "standard of care" provided by the Practical Nurse.

**Criteria for Satisfactory Completion or Non-completion of Clinical Courses:**

Ordinary progression to the next clinical course will necessitate that all competencies for each category be at the predetermined Independent, Supervised, or Assisted levels.


Clinical probation must be cleared by designation of student conference. If competencies are not cleared as per clinical conference deadline, the student will be required to be evaluated by another clinical faculty member prior to clinical failure.

**Clinical Absence**

Any Clinical Absence must be made up within the same course/rotation. Any assigned written work must be turned in on the appointed date or an unsatisfactory grade will be recorded.

**Self-Evaluation Form**

To assist you to reach your goals, the attached form will be helpful if used on a daily basis. (Performance Criteria)
### Criteria for Clinical Evaluation

<table>
<thead>
<tr>
<th>Scale Label</th>
<th>Standard/Procedure</th>
<th>Quality of Performance</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent (I)</td>
<td>Safe&lt;br&gt;Accurate&lt;br&gt;Effect each&lt;br&gt;Affect time</td>
<td>Proficient: coordinated confident&lt;br&gt;Focusses on the client&lt;br&gt;Occasional expenditure of excess energy within an expedient time period</td>
<td>Without supporting cues</td>
</tr>
<tr>
<td>Supervised (S)</td>
<td>Safe&lt;br&gt;Accurate&lt;br&gt;Effect each&lt;br&gt;Affect time</td>
<td>Efficient: coordinated confident&lt;br&gt;Some expenditure of excess energy within a reasonable time period</td>
<td>Occasional supporting cues&lt;br&gt;Focusses on the client</td>
</tr>
<tr>
<td>Assisted (A)</td>
<td>Safe&lt;br&gt;Accurate–each time&lt;br&gt;Effect most&lt;br&gt;Affect time</td>
<td>Skillful in parts of behavior&lt;br&gt;Focusses more on the skill and self rather than client&lt;br&gt;Inefficient and uncoordinated&lt;br&gt;Anxious, worried, flustered at times&lt;br&gt;Expends excess energy within a delayed time period</td>
<td>Frequent verbal and occasional physical directive cues in addition to supportive cues</td>
</tr>
<tr>
<td>Marginal (M)</td>
<td>Safe but not alone&lt;br&gt;Performs at risk to client or others&lt;br&gt;Accurate—not always&lt;br&gt;Effect Occasionally&lt;br&gt;Affect time</td>
<td>Unskilled; inefficient&lt;br&gt;Considerable expenditure of excess energy&lt;br&gt;Anxiety apparent or masked&lt;br&gt;Prolonged time period disrupting or omitting behaviors&lt;br&gt;Focus on skills and/or self</td>
<td>Continuous verbal and frequent physical cues</td>
</tr>
<tr>
<td>Scale Label</td>
<td>Standard/Procedure</td>
<td>Quality of Performance</td>
<td>Assistance</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Dependent (D)</td>
<td>Unsafe</td>
<td>Unable to demonstrate procedure/behavior or unsuccessful at attempts to demonstrate procedure/behaviors</td>
<td>Continuous verbal and physical cues Instructor actually performing behavior</td>
</tr>
<tr>
<td></td>
<td>Unable to demonstrate behavior</td>
<td>Lacks confidence, coordination, efficiency Appears unable to function Expends unreasonable energy</td>
<td></td>
</tr>
<tr>
<td>N/O</td>
<td></td>
<td>Not Observed</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

Transition Options (LPN To RN)

LPNs wanting to pursue RN licensure should complete the application steps outlined in the current Health Science Admission Booklet for the Associate Degree Nursing (ADN) program. It is recommended that student complete all of his/her general education and science courses prior to enrolling in the Associate Degree nursing courses. Anatomy and Physiology I and II and Microbiology are highly recommended to be completed before admission.

Applicants for the ADN program will be selected for admission on the basis of information obtained from results of the pre-admission test and previous academic achievement. Preference will be given to residents of Indian River, St. Lucie, Martin and Okeechobee counties and to applicants holding Florida licensure as a practical nurse.

The Advanced Placement Exam scores are valid for two years and may be used for entry in the ADN program within that period. The nursing advanced placement exam(s) may only be attempted once. Eligible LPNs can be considered for up to 10 advanced placement credits.
APPENDICES
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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 healthcare safety and how to solve them.

<table>
<thead>
<tr>
<th>Identify patients correctly</th>
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</thead>
<tbody>
<tr>
<td>NPSG.01.01.01</td>
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<tr>
<td>NPSG.01.03.01</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Improve staff communication</th>
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<tbody>
<tr>
<td>NPSG.02.03.01</td>
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</tbody>
</table>

<table>
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<tr>
<th>Use medicines safely</th>
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</thead>
<tbody>
<tr>
<td>NPSG.03.04.01</td>
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<tr>
<td>NPSG.03.05.01</td>
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<tr>
<td>NPSG.03.06.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use alarms safely</th>
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<tbody>
<tr>
<td>NPSG.06.01.01</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prevent infection</th>
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</thead>
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<tr>
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<tr>
<td>NPSG.07.03.01</td>
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<tr>
<td>NPSG.07.04.01</td>
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<tr>
<td>NPSG.07.05.01</td>
</tr>
<tr>
<td>NPSG.07.06.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identify patient safety risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSG.15.01.01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prevent mistakes in surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP.01.01.01</td>
</tr>
<tr>
<td>UP.01.02.01</td>
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<tr>
<td>UP.01.03.01</td>
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</tbody>
</table>

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This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.
# 2016 Long Term Care

**Medicare/Medicaid Certification-based Option**

## National Patient Safety Goals

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

<table>
<thead>
<tr>
<th>Identify residents correctly</th>
<th>NPSG.01.01.01</th>
<th>Use at least two ways to identify residents. For example, use the resident’s name and date of birth. This is done to make sure that each resident gets the correct medicine and treatment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use medicines safely</td>
<td>NPSG.03.05.01</td>
<td>Take extra care with residents who take medicines to thin their blood.</td>
</tr>
<tr>
<td></td>
<td>NPSG.03.06.01</td>
<td>Record and pass along correct information about a resident’s medicines. Find out what medicines the resident is taking. Compare those medicines to new medicines given to the resident. Make sure the resident knows which medicines to take when they are at home. Tell the resident it is important to bring their up-to-date list of medicines every time they visit a doctor.</td>
</tr>
<tr>
<td>Prevent infection</td>
<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></td>
<td>NPSG.07.04.01</td>
<td>Use proven guidelines to prevent infection of the blood from central lines.</td>
</tr>
<tr>
<td>Prevent residents from falling</td>
<td>NPSG.09.02.01</td>
<td>Find out which residents are most likely to fall. For example, is the resident taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls for these residents.</td>
</tr>
<tr>
<td>Prevent bed sores</td>
<td>NPSG.14.01.01</td>
<td>Find out which residents are most likely to have bed sores. Take action to prevent bed sores in these residents. From time to time, re-check residents for bed sores.</td>
</tr>
</tbody>
</table>

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**The Joint Commission**

**Accreditation**

**Long Term Care**

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](http://www.jointcommission.org).
Practical Nurse's Pledge

Before God and those assembled here, I solemnly pledge: To adhere to the code of ethics of the nursing profession.

To cooperate loyally with other members of the nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the high ideals of the nursing profession.

The Nightingale Pledge

I solemnly pledge myself before God, and in the presence of this assembly, to pass my life in purity, and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standards of my profession, and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.

Indian River State College Health Science Pledge

I solemnly pledge that in the practice of my profession, I promise to be loyal to the welfare of the patients who come under my care. And I will hold in confidence all personal information entrusted to me. I will refrain from actions that might endanger Health, Life or Dignity. I will endeavor to maintain the highest standards of my professional knowledge and skills. To give loyal support and cooperation to all members of the Health Team and to adhere to this code of Health care Ethics at all times.
Examples of Unsafe Practices

1. Unorganized work
2. Not being familiar with patient history and record prior to care
3. Not clarifying doctor's order on: proper med., route, dose, time, etc.
4. Discussing patients with outsiders
5. Refusing to ask for help
6. Refusing to accept constructive criticism
7. Not following the accepted procedure
8. Not using proper disposal facilities for contaminated dressings, syringes
9. Using poor judgment in measures concerning patient safety. (Side rails, etc.)
10. Concealing errors and/or making excuses for errors
11. Not notifying proper personnel of changes in patient status
12. Failure to assist any patients not assigned when they need help/used call light
13. Leaving a patient who requires student's presence
14. Taking shortcuts to the detriment of patients
15. Attempting a sterile procedure without understanding the what, how and why of the procedure
16. Guessing at answers
17. Relying on aides and peers for assistance instead of instructors
18. Not completing assignments, and not notifying the proper person (e.g. - omitting a treatment or medication)
19. Failure to report off to primary nurse
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.

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.

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 instructor.

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

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.
Graduation

1. To qualify for completion, the PN student must have:

   Earned a “C” or better in all nursing and science courses.

2. Upon graduation from the College, the PN student will be:
   a. Granted a certificate of completion.
   b. Eligible to apply to take the National Council Licensure Examination to become a practical nurse.

Licensure Application

Students admitted to the PN program are expected to take a licensure examination after graduation to become a practical nurse; 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
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 or 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.*
Department of Medical Records:

As part of the 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 ________________
DATA COLLECTION

1. Identifies significant information from chart and nursing care plan.
2. Makes relevant observations in collection of data.
3. Collects data on client's physical and psychological needs.
4. Develops awareness of importance of formulating priorities and nursing actions from collected data.
5. Demonstrates sensitivity to client's safety.
6. Demonstrates sensitivity to client's right to information.
7. Identifies client's readiness for learning and participation.
8. Develops a comprehensive plan of daily care for client.
9. Organizes total assignment in a logical and systematic fashion.
10. Collects appropriate materials for use in the care, Tx (or medication) of the client.
11. Checks available resources for information prior to giving care.
12. Communicates with instructor or staff for guidance/assistance when needed.
13. Reserves time to assist others or seek new experiences.
14. Recognizes own limitations and seeks assistance when appropriate.

<table>
<thead>
<tr>
<th>Component &amp; Date</th>
<th>PN Fund.</th>
<th>PN Med. Surg. I</th>
<th>Pediatrics/MS</th>
<th>OB</th>
<th>Rehab/Home Health</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
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<tr>
<td>Instructor</td>
<td>A</td>
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<tr>
<td>14.</td>
<td>NA</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
</tr>
</tbody>
</table>

Mid

Final

Component & Date

A = Assisted
S = Supervised
I = Independent
NA = Not applicable to this rotation
M = Marginal
D = Dependent
NO = Not observed
## IMPLEMENTATION

### Dates

<table>
<thead>
<tr>
<th>Component &amp; Date</th>
<th>PN Fund.</th>
<th>PN Med. Surg. I</th>
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<th>OB</th>
<th>Rehab/Home Health</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Prioritizes client’s individual needs and care.</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>17. Develops dexterity in performing procedures.</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>18. Demonstrates ability to modify nursing plan/procedures to client’s need.</td>
<td>A</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>19. Provides care, Tx., and medications safely and within allotted time.</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>20. Uses opportunities to reinforce client teaching.</td>
<td>A</td>
<td>S</td>
<td>S</td>
<td>S</td>
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<td>I</td>
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<tr>
<td>22. Complies with procedures and policies established by agency.</td>
<td>A</td>
<td>A</td>
<td>I</td>
<td>I</td>
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### Mid

<table>
<thead>
<tr>
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<th>PN Fund.</th>
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<th>OB</th>
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<th>Practicum</th>
</tr>
</thead>
</table>

### Component & Date

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<th>Component &amp; Date</th>
<th>PN Fund.</th>
<th>PN Med. Surg. I</th>
<th>Ped/MS</th>
<th>OB</th>
<th>Rehab/Home Health</th>
<th>Practicum</th>
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### Notes

A = Assisted  
D = Dependent  
S = Supervised  
NA = Not applicable to this rotation  
I = Independent  
NO = Not observed  
M = Marginal
### EVALUATION

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<tr>
<td>23. Evaluates effects of medications or treatments.</td>
<td>A</td>
<td>A</td>
<td>S</td>
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<tr>
<td>24. Records pertinent information on appropriate chart forms. (V/S, wts., I &amp; O, etc.)</td>
<td>A</td>
<td>A</td>
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<td>25. Records accurately pertinent information on appropriate chart forms. (Nsg. notes, drug effects &amp; side effects)</td>
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<td>A</td>
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<td>26. Recognizes changes in patient's condition/needs.</td>
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A = Assisted  
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NO = Not observed
PROFESSIONAL CHARACTERISTICS

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I. Maintains effective personal relationships (Team Work):
II. Uses time efficiently: (Performance Skills)
III. Uses initiative in obtaining and using information:
IV. Organizes & effectively plans care:
V. Provides patient care with respect to basic needs: (Quality)
VI. Practices safety:
VII. Uses space and equipment efficiently & effectively: (Technical Skills)
VIII. Demonstrates reliability: (Punctuality)
IX. Displays professional appearance and attitude:
X. Demonstrates Qualities of Professionalism (Honesty, Respect, Confidentiality, Accountability)

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Student Signature

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Student Signature
PREFERRED LEARNING CHANNEL CHECKLIST

Put a check-mark by each statement that frequently or usually applies to you:

Preferred Channel: VISUAL
- 1. I enjoy doodling on paper.
- 2. I remember something better if I write it down.
- 3. I get lost or am late if someone tells me how to get to a new place, and I didn’t write down the directions.
- 4. When trying to remember someone’s telephone number, it helps me to picture the number in my head.
- 5. If I am taking a test, I can “see” the textbook page and where the answer is.
- 6. It helps me to look at the person when listening.
- 7. I have a good sense of colors.
- 8. It’s hard for me to learn new material when there are people talking; music playing or other distractions.
- 9. It’s harder for me to understand a joke when someone tells me than when I read it.
- 10. I learn new things better by reading the book rather than through a lecture.

Preferred Channel: AUDITORY
- 1. My written work isn’t neat and usually has crossed-out words and erasures.
- 2. It helps to use my finger as a pointer when reading to keep my place.
- 3. Papers with very small print or poor copies are tough on me.
- 4. I understand how to do something better if someone tells me rather than having to read the same thing to myself.
- 5. I remember things that I hear more than things that I see or read.
- 6. Writing is tiring. I press down too hard with my pen or pencil.
- 7. My eyes get tired fast, even though the eye doctor says my eyes are O.K.
- 8. When I read, I mix up words that look alike, such as “them” and “then,” and “bad” and “dad.”
- 9. It’s hard for me to read other people’s handwriting.
- 10. If I had the choice to learn new information from a lecture or a textbook, I would choose to hear it rather than read it.

Preferred Channel: KINESTHETIC (Hands-on)
- 1. I don’t like to read directions; I’d rather just start doing.
- 2. I learn best when I am shown how to do something and I have the opportunity to do it.
- 3. Studying at a desk is not for me. I like to move around or listen to music while I study.
- 5. Before I follow directions, it helps me to see someone else do it first.
- 6. I find myself needing frequent breaks while studying.
- 7. I am not skilled in giving verbal explanations or directions.
- 8. I do not become easily lost, even in strange surroundings.
- 9. I enjoy active hobbies, like sports or art.
- 10. I can usually assemble parts without reading the directions first.

Adapted from Lynn O’Brien, *Learning Channel Preference Checklist*, 1985
As an IRSC Practical Nursing student, I recognize that a commitment to the following will improve my chances for success in this program. Therefore, I promise to:

- Give this course my Best effort.
- Have fun!
- Never be late to class.
- Always be prepared when class starts, i.e., have a sharp pencil, the book opened and ready to go, a calculator and my homework ready, and read assigned chapters.
- Never miss a class.
- Get the notes and assignments from fellow students when needed.
- Study everyday. (Nursing diagnosis, math, etc.)
- Complete all homework as assigned.
- Have class and clinical homework done on time.
- Complete all homework in the proper format.
- Have homework in proper format before coming to instructor.
- Keep an open mind.
- Try to develop problem solving skills.
- Try to develop critical and creative thinking skills in the clinical setting.
- Do my part when working as a team member.
- Seek appropriate coping mechanisms in stressful situations.
- Understand that a certain amount of stress is normal.
- Apply all the basic nursing principles and theories I will learn in the clinical setting to my everyday life.
- Have pencil, pen, bandage scissors and stethoscope.
- Have enough scantrons for tests.
- Be prepared to “go the extra mile” to succeed.

________________________________________  ____________  _______________________________________
Signature of student      Date                  Name of student (print)
INDIAN RIVER STATE COLLEGE
Nursing Department
Readmission/Transfer Request
NURSING PROGRAMS

DATE: ____________________________
STUDENT’S NAME: ____________________________
PERMANENT ADDRESS: ____________________________
HOME PHONE NO: ( ) ____________________________ WORK PHONE NO: ( ) ____________________________
PRESENT/PREVIOUS NURSING SCHOOL: ____________________________
COURSES SUCCESSFULLY COMPLETED: ____________________________

ADMISSION DATE: ___________ LAST SEMESTER ENROLLED IN A PROGRAM _________ YR ___________
NURSING COURSES COMPLETED DURING THAT SEMESTER: ____________________________

STATED REASON FOR LEAVING (CHECK) _______WITHDRAWAL _______FAILURE
STUDENT’S LETTER OF REENTRY/TRANSFER REQUEST (DATE): ____________________________
COURSE REQUESTING/TRANSFER REENTRY INTO: ____________________________
SEMESTER PREFERRED: ____________________________

OFFICIAL TRANSCRIPT(S) RECEIVED FROM: ____________________________
LETTER OF GOOD STANDING RECEIVED FROM: ____________________________
STUDENT COUNSELING FORMS ON FILE REVIEWED (CIRCLE ONE) YES NO
ELIGIBLE FOR READMISSION/TRANSFER TO PROGRAM (CIRCLE ONE) YES NO
IF “NO”, EXPLAIN: ____________________________

______________________________
______________________________
______________________________

IF “YES”, CONDITIONS FOR READMISSION/TRANSFER AND HOW MET ____________________________

______________________________
______________________________
______________________________
______________________________

RECOMMENDED FOR REENTRY/TRANSFER: ☐ YES ☐ NO FACULTY ____________________________

______________________________
______________________________

REVIEWED BY DIRECTOR OF NURSING ____________________________
REVIEWED BY DEPARTMENT CHAIR ____________________________
STUDENT READMISSION/TRANSFER NOTIFICATION SENT (DATE): ____________________________
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INDIAN RIVER STATE COLLEGE
REQUEST FOR PERMISSION TO RIDE
AS OBSERVER AND HOLD HARMLESS AGREEMENT

I, the undersigned, being over the age of 18, do hereby request ____________________________ Agency for permission to ride, as an observer only in a personal vehicle of home health agency staff. This observation is for the purpose of educational benefit, although not necessarily through an educational institution, and for the personal experience and knowledge gained through observation.

I hereby agree to obey at all times all instructions, orders and commands given by the person or persons in command of any vehicle in which I may be riding.

I fully realize and appreciate the basic nature of health care service and the possibility that situations will arise which might result in my being exposed to the danger of physical harm or injury, including but not limited to, motor vehicle accidents.

I nevertheless freely and voluntarily accept these risks.

I further agree to keep confidential any things which I may observe when requested to do so by any member of the health care agency. I understand that my observation may be terminated any time without notice by the agency staff.

WHEREFORE, in consideration of the benefits to be received and the granting of the above request, I hereby agree to hold ____________________________ Agency, its personnel, employees, agents, and servants harmless from any and all liability to me for personal injury to property damage, whether proximate or remote, sustained during the period of time I may be in the capacity of an observer, as aforesaid.

Print Student’s Name/Age ____________________________ Agency Staff (print name)

Student’s Signature ____________________________ Agency Staff Signature

Complete Student Address ____________________________

City ____________________________ State ____________________________ Zip ____________________________

Area Code/Telephone ____________________________
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Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

A Patient’s Bill of Rights (1975)

I am aware that as a student of the Indian River State College Practical Nursing program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the program.

I authorize the IRSC Practical Nursing program Director and/or Assistant Dean of Nursing to release information regarding my performance while enrolled in the program.

________________________________________
Printed Name of Student

________________________________________
Signature of Student

________________________________________
Date
This page intentionally left blank.
INFORMED CONSENT AND WAIVER OF LIABILITY

I, ________________________________, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B and HIV (AIDS) while in a clinical facility.

Neither Indian River State College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility.

I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I must purchase private health insurance while enrolled in the Practical Nursing program.

I willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e., patient) for educational purposes at Indian River State College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Program Director or Instructor in a timely manner.

I willingly consent to appear in photographs, transparencies, films, videotapes and other forms of media, for educational and informational purposes at Indian River State College.

I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.

Signed ________________________________

Date ____________________

Student (Print) Student ID Number_____________________________________________
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HEALTH SCIENCE DIVISION
STUDENT HANDBOOK
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INDIAN RIVER STATE COLLEGE

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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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/transfered 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/transfered 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/transfered 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.