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

I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in 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department (health, CPR, drug screen and background checks) and that these records must be kept updated, or I could be withdrawn from the program.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.

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.

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

__________________________
Signature

__________________________
Print Name

__________________________
Date
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
The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, facebook and twitter.

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

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

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

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

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

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

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

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

_________________________________________  ________________
Student Signature                      Date
PREFACE

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

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

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.
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Appendix C:  Health Science Division Student Handbook
The following items are found in the *Health Science Division Student Handbook.*

(This list has been updated as of 6/18.)

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

As a leader in education and innovation, Indian River State College transforms lives by offering high-quality, affordable and accessible education to the residents of Indian River, Martin, Okeechobee, and St. Lucie counties through traditional and online delivery. IRSC is a comprehensive college accredited to award Baccalaureate Degrees, Associate Degrees, and Career and Technical Certificates.

We commit to
• Sustain a learning environment that stimulates the intellect and inspires the imagination
• Provide a comprehensive support system for academic and career success
• Advance cultural awareness and appreciation of diversity
• Stimulate economic growth
• Develop a highly-skilled workforce
• Create partnerships to foster economic development and expand opportunities
• Provide cultural enrichment and lifelong learning
• Promote civic responsibility and community engagement
• Treat all students, employees, and community members fairly and with respect

Our Mission is fulfilled through the accomplishment of the following goals:

Educational Access: Provide open access to educational opportunities for members of our service region.

Student Success: Provide services and resources that promote student growth and achievement.

Student Development and Satisfaction: Enhance and enrich the student learning experience through comprehensive and accessible support services and co-curricular activities.

Educational Programs: Develop and deliver educational programs that lead to attainment of students’ educational and career goals and provide the knowledge and skills needed in the workforce.

Cultural Enrichment: Improve the quality of life and promote social interaction in our community by serving as a resource for cultural enrichment.

Equity and Diversity: Demonstrate our commitment to diversity and equity by ensuring that each individual receives the specific resources and services needed to achieve their educational and professional goals.
Technology: Maximize educational quality, student learning, efficiency of operations, and service to the community through the appropriate integration and utilization of technological resources and infrastructure.

Fiscal Resources: Ensure that all funding secured, received, and utilized by the College is effectively managed in alignment with the mission, goals, and priorities of the institution, as well as the educational needs of the community.

Physical Resources: Provide and maintain the necessary land, facilities, and physical resources to create an environment conducive to effective teaching and learning.

Workforce Development: Train and prepare a skilled, competent workforce aligned with current and future employment needs and opportunities in our community.

Economic Development: Collaborate with economic development stakeholders and leaders to implement bold initiatives and entrepreneurial opportunities for our service region.

Employee Development: Enrich the organizational culture and enhance employee performance through educational and professional growth opportunities.

Service: Provide informed, responsive, and respectful service to our students, employees, and community.

Institutional Effectiveness: Collect, analyze, and share performance and outcome data to support evidence-based decision-making.

The Associate and Baccalaureate Degree Nursing Vision:

In May 2017, a vision statement was developed which states: IRSC Nursing Programs are “aspiring to be a model of nursing excellence by transforming students through nursing education.”

The Associate and Baccalaureate Degree Nursing Purpose Statement:

The nursing purpose statement for associate and baccalaureate degree nursing can be found in the Associate Degree Nursing Student Handbook, The Baccalaureate Degree Nursing Student Handbook, and the Nursing Programs Faculty Guide (available in document room). A purpose statement was adopted by nursing faculty to replace the nursing mission statement, which is evaluated every odd year in the month of August. It reads as follows:

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

- Quality, student-centered learning to promote student success
• Innovative multi-dimensional learning experiences
• Partnerships within the community that promote cultural enrichment and opportunities to strengthen involvement in local, natural, and global health issues
• Commitment to excellence in nursing education, practice, and lifelong learning, in addition to the purpose statement, the values and beliefs of the nursing faculty are evident in the philosophy statement, which is reviewed every odd year in the month of August (see Nursing Faculty Minutes August 2017).

The Associate and Baccalaureate Degree Nursing Philosophy:

The current philosophy statement reads as follows:

We believe:

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

The Nursing Department of Indian River State College is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 • Phone 404-975-5000

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate Degrees.
Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097
Or call 404-679-4500 for questions about the accreditation of Indian River State College.
PART II

CURRICULUM

Program Outcomes

- Job Placement
- NCLEX Success
- Completion Rates

End-of-Program Student Learning Outcomes

1) Human Flourishing
Reflected in patient care that demonstrates respect for diversity, a holistic and patient centered approach and encourages advocacy for patients and families in ways that promote their self-determination, integrity and on-going growth as human beings.

2) Nursing Judgment
Make judgements in practice, substantiated with evidence that integrates nursing science, critical thinking and decision-making in the provision of safe, quality care and promotes the health of patients within a family and community context.

3) Professional Identity
Reflects professional development as a member and leader of the health care team who implements and promotes patient centered care while demonstrating integrity, responsibility, legal and ethical practices.

4) Spirit of Inquiry
Exhibited by nurses who examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families and communities and to promote change and excellence in nursing.

Student Learning Outcomes

1. Context and Environment - Navigate clinical systems, manage health record information, and apply health promotion and prevention strategies

2. Knowledge and Science - Participate in critical thinking process to assure evidence-based, positive health outcomes

3. Personal/Professional Development - Values ethical and professional behaviors of: caring, integrity, respect for diversity and client centeredness
4. Quality and Safety - Initiate interventions to prevent potential risk factors and actual errors

5. Relationship Centered Care - Utilizes effective therapeutic communication skills with clients, support persons, members of the healthcare team and community agencies

6. Teamwork - Values and respect, attributes and expertise of the client, family and all healthcare team members

Conceptual Framework of the Nursing Curriculum

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

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

Nursing

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

Health

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

Situation

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

Person

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

References


Associate Degree Guided Pathways

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs & Careers** and then **Health Sciences/How to Apply**. Choose **Registered Nursing (R.N.)**. Under **Start Here**, select **Guided Pathway**.

---

**ASSOCIATE DEGREE NURSING PROGRAM CURRICULUM**

Selective Admission Program (72 Credits)

The ADN curriculum is available at [www.irsc.edu](http://www.irsc.edu). Click on the **Course Catalog**.

General Education classes may be taken prior to acceptance into the program or they must be completed within the program.

Upon acceptance, a complete health screen, drug screen and Florida Department of Law Enforcement check are required. All core curriculum (NUR prefix), English, and natural science courses require a grade of “C” or higher. Priority consideration for admission to the program will be given to those who have completed BSC-2093 and BSC-2093L, and MCB-2010 and MCB-2010L prior to application deadline. BSC-2093 and BSC-2093L must be completed prior to NUR-1021C.
PART III

GUIDELINES AND INFORMATION

Admission to the Nursing Programs

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

Transfer into ADN Program

A written request to be transferred into the ADN program should be addressed to the Department Chair. Students requesting transfer must complete the Nursing Department Transfer Request Form and a copy of their transcript. Transfer students will also need to provide a letter from the Dean of Nursing at their current Nursing program indicating they are in good standing and are eligible to continue at the current school.

Advanced Placement

Students are eligible only once for advanced placement consideration. Any student who fails the first nursing course is not eligible for future advanced placement consideration.

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

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.

Advisory – latex based products are used in all health care facilities.
Student Accessibility Services

Student Accessibility Services exists to ensure that students with disabilities have the technical, academic and emotional support necessary to achieve academic and personal success. Student Accessibility Services obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations and ensures the provision of services. Students with disabilities are encouraged to contact 772-462-7782 in order to make arrangements for services.

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

Academic Integrity and Professional Conduct

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

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

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 HIPAA, 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.

Program Progression Guidelines

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

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

Nurse I (NUR1021C)
1. Students who receive a grade below 76% or withdraw from NUR1021C can re-apply to the Nursing Program.
2. Students who are not successful in the second attempt will be dismissed from the program.
Internet Guidelines for the Nursing Department

1. Students entering NUR 1021C for the first time may register for the internet or face-to-face section of the course. If a student registers for NUR 1021C for any additional semesters, because they were unsuccessful or withdrew failing, they will not be permitted to register for the internet section.

2. Eligibility requirements to register for an internet section for Nursing Concepts 2, 3 & 4:

   Students must have a 76 average or greater in the previously completed NUR course. In addition, students who are unsuccessful in any nursing course, receiving a withdrawal, incomplete, or letter grade of “D” or “F” will subsequently not be permitted to register for an internet section for any future nursing courses.

3. Students who register for an internet section are required to:
   a. Watch all recorded lectures using the learning management system.
   b. Attend all mandatory class/clinical lab dates as assigned. Failure to do so may result in removal from the internet section and he/she will be required to attend class.

4. If a student receives a 75.9 or lower score on an exam they will be required to:
   a. Attend class until they attain a 76 or greater course average.
   b. Meet with faculty after each failed exam to review: study habits, note taking, and to create an individualized success plan.

Clinical Probation

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

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

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

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

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

The student cannot register for practicum/externship/capstone if they are currently on probation.
ACADEMIC RETENTION ALGORITHM

Acceptance into Nursing Program

Learning Styles Assessment
Individual Success Plan development

Advisement with Nursing Faculty Member

No academic distress

Reassess after each semester

Diagnostic Practice Testing

Recommend NCLEX Review course

Licensure

1st exam below 76

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

2nd exam below 76

Individual counseling
Review exam

Continued academic difficulty

Send Reach Out

No academic distress

Reassess after each semester

Diagnostic Practice Testing

Recommend NCLEX Review course

Licensure
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.

Statement of Ethics

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

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

Expenditures for ADN Program

A list of approximate costs is located on the IRSC website at www.irsc.edu. Click Programs & Careers in the DIVISIONS box, Click Health Sciences/How to Apply. Click Registered 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.
IRSC Nursing Programs Intervention Project for Nurses (IPN)
Internal Administrative Guideline

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

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

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

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

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

   Faculty will receive input concerning IPN involvement with the student on a conflict, need to know basis. All communication and knowledge of the student’s IPN involvement is confidential; all parties involved are responsible to insure this confidentiality.

3. The student enrolled in a specific plan with IPN must adhere and complete all aspects of the plan in order to continue in the Nursing program. If the IPN plan is not followed, the student will face immediate dismissal from the Nursing program with return guideline voided. This decision is made by the Assistant Dean, Department Chair and involved Faculty. The decision is final and not appealable.

4. It is the student’s responsibility to notify the Assistant Dean and Department Chair of all aspects of the IPN plan and any changes or revisions as they occur. The Department Chair will immediately notify the appropriate faculty of plan and changes, as needed.
Impaired Practitioners Program of Florida
IPN Referral Process

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

IPN Office

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

Final Review

Telephone Intervention
Onsite Intervention

Evaluation with IPN Approved Provider

No Further Action

Treatment

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

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

Employer Reports
Meeting Verification Forms
Random Drug Screens

Successful Completion

Extended Monitoring

Note:
Should an IPN participant fail to satisfactorily continue treatment, the IPN provides this information to the AHCA immediately to ensure the health safety, and welfare of the citizens of Florida.
ADN Dress Code

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

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

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

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

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

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

4. White sweaters may be worn to clinical if not in conflict with the institutional guideline.
5. Uniform dresses are to be hemmed to a length below the knee.

6. Students going to agencies for daily chart review at other than regularly assigned times must wear blue IRSC polo shirt with white professional trousers and photo ID.

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

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

2. Students are to notify the nursing department by telephone prior to an absence in class. Failure to notify the instructor in advance of an absence may result in counseling, probation or dismissal from the program.

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

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 Program Director.

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. Students will be required to take a diagnostic test near the end of the program to determine their readiness for the NCLEX-RN examination. Students are expected to achieve minimum scores on the test. The student pays for each of these tests as a course fee during registration. All students are required to have a laptop computer for classroom use.

**Computer Requirements**

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

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

To download Office 2013/2010 from Office 365: 5 Devices (PCs) Max Login to RiverMail on the computer you want to install it on. Click the “Office 365” in the upper left corner of the webpage. Select Other Installs on the right side of web page. Install the version you need by doing the following: Click the Install button to install Office 2016 or Click o the link below the button to install Office 2013 Follow the instructions displayed.

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

1. If a student is tardy they will be sent home and required to make up the clinical day. Students are expected to exhibit conduct in accordance with the Code for Nurses at all times (See Code for Nurses on the inside of front cover). A student may be given a failing grade in a clinical component if the student does not meet the course competencies.

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

3. Students are required to adhere to the guidelines and procedures of each institution according to the contractual agreement between the College and health care institution. Agencies have the right to refuse a student’s clinical participation at their site. If a patient, staff or family member files a complaint about a student’s clinical performance, the unit manager must be notified.

4. Students must hold and maintain current CPR certification and proof of personal health insurance at all times (i.e., BLS-C). CPR certification must be valid from the first day of a semester to the end of a semester and submitted to the nursing office prior to registration or a hold will be placed on the student file preventing registration. (See Appendix)

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

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

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

8. An oral report on student’s clinical assignment must be given to the 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.

9. 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.
10. Students need to be well-rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn, or can cause mistakes/compromise patient safety. Hence, students who work in a hospital or other 24-hour facility are not to work the shift (i.e. 11 P.M. - 7 A.M. for a morning clinical or 7 A.M. - 3 P.M. for an afternoon clinical) prior to an assigned clinical as a nursing student.

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

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

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

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

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

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 and will proceed
      independently after satisfactory performance and with clinical instructor’s
      approval.
   c. At all times during clinical experience, insulin and anticoagulants are to be
      checked by the instructor (or by designated preceptor with permission of
      instructor) before administration by a student.
   d. No I.V. medications or I.V. starts are to be performed without the presence of the
      instructor or designated registered nurse.
   e. No blood hanging or cosigning for blood or blood products may be done by a
      student.
   f. No student may participate in controlled substance count.

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 bloodborne pathogen, the college health nurse must also be notified
    immediately.

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

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

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

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

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

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

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

Class Cancellation

The College may need to cancel classes in cases of severe weather or an emergency situation. Students are advised to monitor the IRSC website www.irsc.edu and to listen to local radio stations (i.e. 88.9 F.M.) for official information on any college-wide closings/class cancellation.

Security Precautions

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

1. Always be safety conscious. Be aware of your surroundings.
2. Stay in well-lit areas. Make it a point to walk in main walkways with other students and use the buddy system whenever possible.
3. Don’t enter elevators with someone who looks out of place or behaves suspiciously.
4. Don’t go into stairwells alone.
5. Keep your keys in your hand while you walk to your car. Always make sure your car is locked and check the back seat before entering the vehicle.
6. Keep the door locked if you are in a room alone and ask who is there before opening a door.
7. Make sure a close friend, roommate or relative knows where you are going and when you are expected back.
8. If you feel that you are being followed or threatened, go immediately to a place where there are other people.
9. All suspicious persons and activities should be immediately reported. Students should immediately speak with their 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.
1. Student is exposed to needle stick, sharps injury, blood or body fluid
   • **IMMEDIATE FIRST AIDE SHOULD BE ADMINISTERED!!!**
   • Wash percutaneous and not-intact skin injuries with soap and running water, if not available clean with alcohol, DO NOT use bleach, rinse well
   • Remove foreign material if possible
   • DO NOT make tissue bleed
   • Mucous membrane exposures - (eyes, mouth, nose) rinse with large amounts of tap water, sterile saline, or sterile water
   • Intake skin is not considered a significant exposure but should be washed thoroughly with soap and water
   • Student/Faculty note date/time/location of incident and time of notification by student

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

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

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

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

6. The above forms MUST be turned in to the nursing office on the main campus the following date or the next business day (Monday) morning and be scanned into Fortis - do not destroy originals - see below
7. The originals should be mailed via campus mail or taken to Risk Management Attn: Theresa Lynch - office address: A-211 on main campus, phone: (772) 462-7220 (The nursing office or faculty can help you make sure this is done)

8. If a mediation error or policy/procedure violation occurred, a Student Counseling form will need to be completed. Otherwise, this is sufficient to complete

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

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

Instructor Signature ________________________________ Date: ____________

Student Signature ________________________________ Date: ____________
Pharmacology and Drug Calculations Guideline

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

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

A drug calculation exam will be administered in each course in the ADN program. All students must score a minimum of 90% on this exam in order to progress in the program. Students will be given an opportunity to remediate their math skills and retake the exam. Nursing students must pass this test prior to beginning clinical. In each course, students will have three attempts to pass this test prior to clinical. Students who cannot pass the test must withdraw from the course.

All students must have a basic four function calculator. Calculators cannot be shared. Students scoring below 90% will be referred 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 Nursing Concepts 1. Students cannot continue in the program if a score of 90% has not been achieved and/or student has not safely administered medications by the end of the first semester. Students must score a minimum of 90% on subsequent drug calculations exams. Students who do not score a 90% after a third attempt must withdraw from the course.

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

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

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

LEVEL ONE

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

LEVEL TWO

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

LEVEL THREE

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

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

LEVEL ONE MEDICATION VARIANCE:

• Complete Clinical Counseling form.

LEVEL TWO MEDICATION VARIANCE:

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

LEVEL THREE MEDICATION VARIANCE:

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

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

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.

Ceremonies, Honors, and Awards

The Annual IRSC Awards Ceremony is held during the Spring semester of each school year to honor students who have excelled in some manner during their study at IRSC.

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

Graduating students are recognized at Commencement for high academic achievement.

Commencement Exercises are held biannually on the dates specified in the *IRSC College Catalog*. Caps and gowns to be worn at commencement are obtained from the IRSC Bookstore.
Graduation

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

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

Licensure Application

Students admitted to the ADN program are expected to take a licensure examination after graduation to become registered nurses; therefore, it is necessary to consider the legal requirements for nurses before entering the program.

The Florida Statues, Chapter 464 and the Board of Nursing Rules 64B9 provide that applicants for licensure by examination may be denied licensure in Florida for such reasons as:

   a. having been convicted or found guilty, regardless of adjudication, of a crime which directly relates to the practice of nursing or the ability to practice nursing.
   b. being unable to practice nursing with reasonable skill and safety by reason of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical conditions.
   c. having been convicted of a felony and civil rights have not been restored. Such an applicant is not eligible for licensure and is not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

The Florida Legislation has also mandated criminal checks on all applicants for licensure by examination. An arrest history, by itself, does not disqualify a person from licensure. Falsification of a document and an attempt to obtain a licensure by known misrepresentation are violations of Chapter 464 - the Nurse Practice Act.
The Florida Board of Nursing requires that any nursing licensure applicant who has an arrest record must have arrest and court records of final adjudication for each offense sent to the board at the time of licensure application. A nursing licensure application will not be considered complete until these records are received. The Florida Board of Nursing may require the candidate for licensure to appear before the board. A graduate of the IRSC nursing program is eligible to apply for nursing licensure but graduation does not guarantee that the Board of Nursing will issue the candidate a nursing license.

Additional information is available online at myflorida.com
Appendix A

Forms
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Indian River State College Probation Contract

___________________________________________  __________________________________
Last Name  First Name Student ID

______________________________________________________________________________
Street    City    State    Zip Code

I,________________________________, understand that I am on probation because

______________________________________________________________________________
______________________________________________________________________________

and agree to following the terms of this contract.

I understand that to continue in the program that I must fulfill all the following:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

By  _______________    ________________________________________
    Date       Student Signature       Date

____________________________________________________________
Faculty Signature        Date

____________________________________________________________
Department Chair Signature       Date
ASSOCIATE DEGREE READMISSION FORM

NAME ________________________________  STUDENT ID ________________________________

DATE _________________________________

<table>
<thead>
<tr>
<th>Readmission Requirements</th>
<th>YES</th>
<th>NO</th>
<th>If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed or enrolled in all pre or co-requisite courses for continuation in the Nursing Program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aware of all heath, finger printing, drug screen, and CPR requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition, the student is aware of all the re-admission requirements outlined in the IRSC Associate Degree Nursing Readmission Packet, along with Program Expenses, Financial Aide Opportunities, and Dismissal from the program.

Date:  ____________________________________________________________________________

Student Signature:  _________________________________________________________________

Assistant Dean of Nursing Signature:  _______________________________________________
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Department of Medical Records:

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

Student Signature ________________________________ Date ________________

Nursing Instructor ________________________________ Date ________________
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Appendix B

Goals, Guidelines, Conduct
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# 2018 Hospital National Patient Safety Goals

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

<table>
<thead>
<tr>
<th>Identify patients correctly</th>
<th>Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPSPG.01.01.01</td>
<td>Make sure that the correct patient gets the correct blood when they get a blood transfusion.</td>
</tr>
<tr>
<td>NPSPG.01.03.01</td>
<td>Improve staff communication</td>
</tr>
<tr>
<td>NPSPG.02.03.01</td>
<td>Get important test results to the right staff person on time.</td>
</tr>
<tr>
<td>Use medicines safely</td>
<td>Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.</td>
</tr>
<tr>
<td>NPSPG.03.04.01</td>
<td>Take extra care with patients who take medicines to thin their blood.</td>
</tr>
<tr>
<td>NPSPG.03.05.01</td>
<td>Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.</td>
</tr>
<tr>
<td>Use alarms safely</td>
<td>Make improvements to ensure that alarms on medical equipment are heard and responded to on time.</td>
</tr>
<tr>
<td>NPSPG.06.01.01</td>
<td>Prevent infection</td>
</tr>
<tr>
<td>NPSPG.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>NPSPG.07.03.01</td>
<td>Use proven guidelines to prevent infections that are difficult to treat.</td>
</tr>
<tr>
<td>NPSPG.07.04.01</td>
<td>Use proven guidelines to prevent infection of the blood from central lines.</td>
</tr>
<tr>
<td>NPSPG.07.05.01</td>
<td>Use proven guidelines to prevent infection after surgery.</td>
</tr>
<tr>
<td>NPSPG.07.06.01</td>
<td>Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.</td>
</tr>
<tr>
<td>Identify patient safety risks</td>
<td>Find out which patients are most likely to try to commit suicide.</td>
</tr>
<tr>
<td>NPSPG.15.01.01</td>
<td>Prevent mistakes in surgery</td>
</tr>
<tr>
<td>UP.01.01.01</td>
<td>Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.</td>
</tr>
<tr>
<td>UP.01.02.01</td>
<td>Mark the correct place on the patient's body where the surgery is to be done.</td>
</tr>
<tr>
<td>UP.01.03.01</td>
<td>Pause before the surgery to make sure that a mistake is not being made.</td>
</tr>
</tbody>
</table>

*The Joint Commission Accreditation Hospital*

This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.
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Indian River State College
Nursing Program Health Insurance Guidelines

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

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

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

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

Student Signature ___________________________ Date ________________

Print Name _________________________________ SID _________________
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Code of Academic and Clinical Professional Conduct*

As an IRSC Nursing Student, I pledge to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Serve all patients/clients impartially and accept no personal compensation from those entrusted to my care as a nursing student.

17. Always communicate academic and clinical information in a truthful and accurate manner.
18. Refuse to engage in unauthorized research.

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

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

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

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

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

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

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

References

Rockland Community College of the State University of New York, Suffern, NY. Student Rights & Responsibilities (1993)
Viterbo College, LaCrosse, WI. Code of Conduct for Students (1997)
University of Southern Mississippi – Gulf Park Campus, Long Beach, MS. Professional Conduct Policy (1997)
Queens College, Charlotte, NC. Honor Code (1997)
Charity Hospital School of Nursing – Delgato Community College, New Orleans, LA. Nursing Student Handbook (1997)

*Modified from the NSNA Code of Ethics approved at NSNA House of Delegates, April 13-15, 2000 in Salt Lake City, Utah.
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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. These laws prohibit 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.

______________________________
STUDENT SIGNATURE

______________________________
PRINT NAME

______________________________
DATE
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(S), 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, HOBE.T.

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/E0

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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</thead>
<tbody>
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<td>Section 1.01</td>
<td>Health Science Division Purpose Statement</td>
</tr>
</tbody>
</table>

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<tr>
<th>PART</th>
<th>Regulations &amp; Procedures for Health Science Division</th>
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</thead>
<tbody>
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<td>Section 2.12</td>
<td>Health Requirements</td>
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<td>Section 2.16</td>
<td>Health Science Dress Code/Professional Standards</td>
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<tr>
<td>Section 2.17</td>
<td>Health Science Student Parking Regulation</td>
</tr>
</tbody>
</table>
Part I – Statement of Purpose

Section 1.01 Health Science Division Purpose Statement

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

Part II - Regulations & Procedures for Health Science Division

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

Section 2.01 Health Science Statement of Ethics

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

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

Section 2.02 Health Science Plagiarism Regulation

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

Section 2.03 Email/Contact Information

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

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

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

Serious deficiencies may include, but are not limited to, any act or failure to act which results in the following:

- Harm, danger or threat to a patient, student, faculty member, staff member (college or professional practice experience) or any other person
- Damage to or theft of college, clinical or personal property. This includes the removal of documentation containing patient identifying data elements.
- Any act of academic dishonesty including cheating, plagiarism, falsification of clinical or hospital records which the student either commits, solicits or assists another to commit
- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

Section 2.05 Health Science Confidentiality Statement

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

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

Section 2.06 Health Science Grading

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

Grading Regulation

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

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

Section 2.07 Health Science Retention Regulation

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

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

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

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

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

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

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

Section 2.09 Health Science Readmission and Dismissal Regulation

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

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

2. Students requesting to transfer into a program, students who withdraw for personal/health reasons, students who withdraw with an average grade below a “C” or students who have failed or received a “D” in Health Science, general education and/or science related courses will be readmitted/transferred subject to the following:

   a. Submission of written request for readmission to the Program Director
   b. Documentation of any required remediation and student’s “plan for success”
   c. Completion of course pre-requisites
   d. Completion of health requirements, current CPR card, updated drug and criminal background check, updated history and physical. (Must be repeated if student is out of the program longer than six months.)
   e. Documentation of GPA above 2.0 (overall cumulative)
   f. Readmission is based on space availability.
   g. Student must meet all program admission criteria.
3. Any student who has not taken Health Science courses for two or more years or who is unable to complete the total program (A.S. or upper division B.A.S.) within four academic years must re-apply to the program as a new student.

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

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

Section 2.10 Health Science Complaint Guidelines

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

Section 2.11 Health Science Liability, Accident and Health Insurance Regulation

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

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

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

A copy of the liability and accident policy coverage is available to students online at [www.irsc.edu](http://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 surface antibody test, or positive titer or signed declination for Hepatitis B vaccine
   d. documentation of varicella status (positive titer or two doses of vaccine)
   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.