



# **Bachelor of Science in Nursing Program Student Handbook September 2019**



Please refer to the University catalog and/or FNU Student Handbook for information on Nursing programs and courses descriptions, as well as all university's policies and procedures not included in this handbook.

**FLORIDA NATIONAL UNIVERSITY**  
**Bachelor of Science in Nursing Program**  
**STUDENT ORIENTATION HANDBOOK**

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# Welcome

Welcome to the Bachelor of Science in Nursing Program.

Thank you for giving Florida National University the opportunity to actively participate in the development of your future.

The BSN program is accredited by the Commission on Collegiate Nursing Education:  
655 K Street NW, Suite 750, Washington, DC 2001, 202-887-6791

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## **The Bachelor of Science in Nursing Program Student Orientation Handbook**

The student orientation handbook is designed to facilitate the new student orientation to Florida National University and the Bachelor in Science of Nursing Program. It is understood that the new student is given so much to read, observe, and retain that he or she may forget items that were covered. We have attempted to include and delineate the most important aspects that will be necessary for your adjustment to the role of "*student registered nurse*" at Florida National University.

The handbook contains items that are specific to new student orientation. The handbook will serve as a resource to you regarding specific school policies and procedures.

The orientation outline will be followed as closely as possible allowing for flexibility of department guest speakers, staffing needs and specific questions from the students.

**The last two pages of the Student Orientation Handbook include:**

- 1- Ethical Agreement**
- 2- Acknowledgment of Receipt.**

**THESE DOCUMENTS MUST BE SIGNED AND DATED BY THE STUDENT and must be returned to the nursing office at the end of the orientation session. Copies will be provided to the student upon request.**

## **STUDENT ORIENTATION OVERVIEW**

The student orientation is designed to welcome the new student into the academic program: to facilitate the student's adjustment to the program and to introduce the student to the philosophy, organization, guidelines and procedures of Florida National University's Bachelor in Science of Nursing Program. In addition, the role of the registered nurse is examined to provide for an effective transition into the study of nursing.

## **STUDENT ORIENTATION OBJECTIVES**

At the completion of the student orientation, the student will be able to:

1. Describe the philosophy and mission statement of the Bachelor of Science in Nursing Program.
2. Observe the relationship between the program's philosophy and the nursing profession.
3. Describe the curriculum framework of the Bachelor of Science in Nursing Program including a brief description of all the nursing classes.
4. Identify the members of the Bachelor of Science in Nursing Program: the director of the program (DON), faculty, and the clinical rotation coordinator.
5. Explain the student's role in the Program Evaluation System.
6. Identify graduation requirements for the Bachelor of Science in Nursing Program, complying with Florida National University rules and regulations.
7. Explain the legal and ethical responsibilities of the Bachelor of Science in Nursing Program.
8. Explain why advising and periodic evaluations are a necessary aspect of the learning process.

## **MISSION STATEMENT OF THE UNIVERSITY**

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies. Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the students' personal goals, and the advancement of modern technology. Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

## **FLORIDA NATIONAL UNIVERSITY PHILOSOPHY**

Florida National University devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

## **PHILOSOPHY OF THE BACHELOR OF SCIENCE IN NURSING PROGRAM**

The Bachelor of Science in Nursing Program subscribes to the philosophy statement of Florida National University. The Nursing faculty has developed and adheres to the following beliefs:

- We believe that the student's success in nursing derives from knowledge of nursing principles, development of skills and competence, and high standards of professionalism expressed through appearance, attitude, and demeanor in all aspects of practice.
- We believe that safe nursing care derives from critical thinking skills, good judgment applied to knowledge and clinical expertise.
- We believe that the Bachelor of Science in Nursing Program continues the high standards of integrity and ethics for students, professors, administrators and staff set by the Florida National University for all of its programs.
- We believe that every student is unique and deserves the individual support and guidance necessary to be successful.

- We believe that the registered nurse functions as an important part of the health care team within the limits of the scope of practice of the profession. We believe that an understanding of the dependent role of the registered nurse and the scope of practice is a key element of the success of the nursing graduate.

## **MISSION STATEMENT**

The purpose of the Bachelor of Science in Nursing Program is to prepare the graduates to become licensed registered nurses and to provide safe and compassionate nursing care. The graduate students will be able to obtain entry-level nursing positions and they will be qualified to provide direct care to individuals and families in a variety of care settings.

### **PROGRAM GOALS**

1. Graduates will possess the core knowledge and skills necessary for employment.
2. Graduates will have acquired the required skills needed for the successful completion of their program studies.
3. Graduates will have attained personal and professional development as well as the ethical awareness necessary for success in their career.

### **LEARNING OUTCOMES**

Upon completion of the program, the graduate will be able to:

- Demonstrate attainment of the required knowledge and skills to successfully pass the NCLEX exam.
- Practice nursing within a legal/ethical framework.
- Integrate knowledge from nursing arts, humanities and other sciences and disciplines to make judgments relative to the practice of nursing that is based on research findings and evidence.
- Apply concepts and skills of leadership, management, quality improvement and patient safety in the delivery of high-quality therapeutic nursing intervention for individuals, families, groups, communities and populations.
- Communicate and collaborate effectively through verbal, written, and electronic medium with individual families, groups, and documentation of data in the delivery of quality patient-centered care.
- Use critical thinking to provide holistic nursing care across the lifespan in a variety of complex healthcare settings utilizing the nursing process to promote health, prevent diseases and maintain well-being for individuals, families, groups, communities and populations.

## LENGTH OF PROGRAM SCHEDULE

The Bachelor of Science in Nursing Program core curriculum is distributed it into five semester periods of 16 weeks each. Students are given time off as the scheduled permits. The students are provided with the school calendar the first day of orientation.

The **first semester** will be week 1 to 16 and includes minimum 180 hours of theory and skills, and **90 hours** of clinical practice.

The **second semester** will be week 17 to 32 and includes 165 hours of theory and skills, and **120 hours** of clinical practice.

The **third semester** will be week 33 to 48 and includes 135 hours of theory and skills, and **180 hours** of clinical practice.

The **fourth semester** will be week 49 to 65 and includes 165 hours of theory and skills, and **90 hours** of clinical practice.

The **fifth semester** will be week 66 to 82 and includes 150 hours of theory and skills, and **150 hours** of clinical practice.

Program hours will be from 9:00 am-3:00pm for lectures, labs and skills; clinical hours could be 7:00 am to 3:00 or 3pm to 11:30pm or 7am- 7pm. However, other required activities will be scheduled. The students may be required to attend such activities.

The schedule of holidays observed will be as follows:

Memorial Day  
Good Friday  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day

## Bachelors of Science in Nursing Program Curriculum

Semester	Term	Course Number	Course Title	Credit Hours	Theory Clock Hours	Lab. Clock Hours	Clinical Clock Hours
<b>BSN Program – General Education Requirements</b>							
I	A	ENC 1101	English Composition I	3	45	0	0
		MAC 1105	College Algebra	3	45	0	0
I	B	ENC 1102	English Composition II	3	45	0	0
		CHM 1033	Chemistry	3	45	0	0
		CHM 1033L	Chemistry Lab	1	0	30	0
II	A	PSY 1012	Psychology	3	45	0	0
		MCB 2000C	Microbiology	3	30	30	0
II	B	BSC 1085C	Anatomy & Physiology I	4	45	30	0
		SPC 1017	Fund. of Oral Communications	3	45	0	0
III	A	BSC 1086C	Anatomy & Physiology II	4	45	30	0
		HSC 2577	Principles of Nutrition for Health Care	3	45	0	0
III	B	ENC 3311	Advance Writing and Research	3	45	0	0
		DEP 2004	Human Growth and Development	3	45	0	0
IV	A	STA 2014	Introduction to Statistics	4	60	0	0
		HUM	From the selection of Hum courses	3	45	0	0
IV	B	CGS 1030	Intro. to Information Technology	4	60	0	0
		PHI 1635	Biomedical Ethics	3	45	0	0
<b>Total</b>				<b>53 Credits</b>	<b>735 Hours</b>	<b>120 Hours</b>	<b>0 Hours</b>
Semester		Course Number	Course Title	Credit Hours	Theory Clock Hours	Lab. Clock Hours	Clinical Clock Hours
<b>BSN Program – Nursing Core Courses</b>							
V		NUR 3029C	Fundamentals of Nursing	7	45	30	90
		NUR 3065	Physical Health Assessment in Health Care	4	45	30	0
		NUR 3125	Pathophysiology	4	60	0	0
<b>Total</b>				<b>15 Credits</b>	<b>150</b>	<b>60</b>	<b>90</b>
VI		NUR 3226C	Adult Health Nursing I	6	45	30	90
		NUR 3145	Pharmacology	3	30	30	0
		NUR 3165	Nursing Research	3	45	0	0
<b>Total</b>				<b>12 Credits</b>	<b>105</b>	<b>60</b>	<b>90</b>
VII		NUR 3227C	Adult Health Nursing II	6	45	15	90
		NUR 3525C	Psychiatric Nursing	4	30	0	60
		NUR 3655	Culture in Nursing	3	45	0	0
<b>Total</b>				<b>13 Credits</b>	<b>120</b>	<b>15</b>	<b>150</b>
VIII		NUR 3356C	Pediatric Nursing	5.5	52.5	15	45
		NUR 3465C	Maternity and Newborn Nursing	5.5	52.5	15	45
		NUR 4827	Nursing Leadership and Management	3	15	0	60
<b>Total</b>				<b>14 Credits</b>	<b>120</b>	<b>30</b>	<b>150</b>
IX		NUR 4836C	Professional Nursing Practicum	6	45	0	90
		NUR 4636	Community Nursing	4	45	0	30
		NUR 3805	Nursing Role and Scope	3	45	0	0
<b>Total</b>				<b>13 Credits</b>	<b>135</b>	<b>0</b>	<b>120</b>
<b>Nursing Program Total</b>				<b>67 Credits</b>	<b>645</b>	<b>150</b>	<b>600</b>
<b>Bachelors of Science in Nursing (BSN) Total</b>				<b>120 Credits</b>	<b>1,365</b>	<b>285</b>	<b>600</b>

The Bachelor of Science in Nursing Program curriculum is presented in five terms of 16 weeks each for a total of 82 weeks.

## TESTS AND MEASUREMENTS

Faculty members are responsible for complying with each course objectives and syllabus. Students are tested on material covered in class and during clinical demonstration sessions as well as any **assigned reading material** that might have not been cover in class.

The student's attainment of objectives is measured by various tools, such as multiple tests during the length of the course, a Standardized exam at the end of each course, assigned projects and multiple evaluation of student's performance both in lecture and clinical rotation which would reflect the student's ability. Course objectives are provided in the course syllabus.

Attainment of theory objectives for each course is documented through the use of written, criterion referenced examinations. An informal item analysis is completed on all tests administered. Items that prove unreliable are discounted from the raw score. Raw scores are grouped into grades from testing feedback. Course work completion is dependent upon a satisfactory grade of 80% in academic theory. All written exams are based on a 100% score for a perfect test score. Cumulative averages of tests completed during each semester are specified in each individual syllabus.

Faculty members are responsible for presenting the theory portion of the course and the administration of the exams. All tests are reviewed with the students to facilitate feedback with the exception of course final exams. Student will not be permitted to keep tests. Faculty will review the exam with the student. All exams will be maintained by the Bachelor of Science in Nursing Program.

Criteria based performance methods of evaluation are those psychomotor activities within the clinical area which enable the students behaviors to be compared with the behavioral objectives that are the educational target behaviors. Each student is measured in relation to his/her ability to perform in the desired manner. Evaluations are in the form of a performance checklist and clinical evaluation tools.

Students must achieve a "satisfactory" grade in order to successfully complete the clinical portion of each course.

For the courses that have lecture and clinical component, both components must be mastered in order to successfully complete the course.

A final oral evaluation will be performed at the end of each semester and it will be reported as satisfactory or unsatisfactory.

Students must meet certain minimum standards for satisfactory progress while enrolled in the Bachelor in Science Nursing at Florida National University.

The satisfactory progress is computed on the basis of the quality points earned by the grades received in a semester (**grade point average** or **GPA**) The **GPA** is calculated as

follows: the number of the course credit hours multiplies the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through F) equals the GPA.

**Satisfactory Progress** is a requirement for graduation.

## **STANDARDIZED FINAL NCLEX PREDICTOR TEST**

At the end of the Fifth semester you will take a Standardized NCLEX predictor test. This type of test consists in a comprehensive assessment about Nursing knowledge, safe practice, delegation, etc. that simulates the NCLEX test required for Licensure.

The test results are reported in percentage and could be translated as the probability that the student has to pass the NCLEX test.

This Standardized NCLEX predictor test is part of your course NUR 4836C Professional Nursing Practicum, which has lecture hours, clinical hours and the test. The student must have an average of at least an 80% to be cleared to take the Standardized NCLEX predictor test . If student fails the p Standardized NCLEX predictor test, the student will fail the course. The grade for that test is a pass or fail, depending of the percentage scored by the student (the passing score will be assigned by the Nursing program depending of the tool used).

If the student fails the Standardized NCLEX predictor test, the final grade for the NUR 4836C will be an F, and the student will have to repeat the course again, including lecture and clinical hours.

The BSN program at FNU offers since the first semester an NCLEX preparation comprehensive package, test taking strategies, NCLEX preparation hours, and NCLEX style questions integrated to regular tests, online tools and a wide variety of resources to help the students achieve their goal. We strongly recommend and encourage the students to take advantage of these resources as early as day one of the program.

## **GRADING SYSTEM**

The Associate of Science in Nursing Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.):

**First Semester:**

A	93 – 100%	4.0 points
B	85 – 92%	3.0 points
C	80 – 84%	2.0 points
F	0 – 79%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period to Midterm, 4 <sup>th</sup> week)	Financial implications
WF	Withdrawal (After Midterm 4 <sup>th</sup> to 8 <sup>th</sup> week)	Academic and financial implications

**Second Semester:**

A	93 – 100%	4.0 points
B	85 – 92%	3.0 points
C	80 – 84%	2.0 points
F	0 – 79%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period to Midterm, 4 <sup>th</sup> week)	Financial implications
WF	Withdrawal (After Midterm, 4 <sup>th</sup> to 8 <sup>th</sup> week)	Academic and financial implications

**Third Semester:**

A	93 – 100%	4.0 points
B	85 – 92%	3.0 points
C	80 – 84%	2.0 points
F	0 – 79%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period to Midterm, 4 <sup>th</sup> week)	Financial implications
WF	Withdrawal (After Midterm 4 <sup>th</sup> to 8 <sup>th</sup> week)	Academic and financial implications

**Fourth Semester:**

A	93 – 100%	4.0 points
B	85 – 92%	3.0 points
C	80 – 84%	2.0 points
F	0 – 79%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications

WP	Withdrawal (Drop period to Midterm, 4 <sup>th</sup> week)	Financial implications
WF	Withdrawal (After Midterm 4 <sup>th</sup> to 8 <sup>th</sup> week)	Academic and financial implications

**Fifth Semester:**

A	93 – 100%	4.0 points
B	85 – 92%	3.0 points
C	80 – 84%	2.0 points
F	0 – 79%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period to Midterm, 4 <sup>th</sup> week)	Financial implications
WF	Withdrawal (After Midterm 4 <sup>th</sup> to 8 <sup>th</sup> week)	Academic and financial implications

Faculty members will be responsible for computing each student’s final “numerical” theory grade.

### **GUIDANCE AND ADVISEMENT**

Academic guidance and advisement are designed to provide an avenue of communication through which students may express their feelings, needs and concerns regarding their academic/clinical progress. The advising session may be requested by either the student or the supervising faculty member.

Scholastic, vocational, and health advice will be provided to students on an individual basis as needed.

A student guidance and advisement report will be completed by the faculty for the individual student regarding poor academic or clinical performance. **Students earning an average below 80% after each exam on each course will be schedule for an advisement session with the faculty member teaching order to identify strategies for success.** The student guidance and advisement report will indicate progress or attainment of goals mutually set by the student and faculty advisor. A faculty member will be appointed as needed to serve as the student’s academic advisor for the entire school year. The report will be maintained in the student’s personnel file and in Campus Vue. **All advisements should be witnessed by an administrative staff.**

### **GRADUATION REQUIREMENTS**

The diploma of Florida National University Bachelor of Science in Nursing Program will be presented to each student who successfully completes the prescribed course of study.

The student must achieve a minimum of 80% in each academic theory course and receive a “satisfactory” grade in each clinical area in order to be eligible for graduation.

**The student will not be permitted to advance to the next term of the program until all requirements for the current term have been met.**

The student who demonstrates poor academic and or clinical performance will receive remediation. A student guidance and advisement report will also be completed. At the end of the course the student must demonstrate mastery of the objectives in order to pass. **All core courses are administered in a sequence, if a student fails a course, he/she must repeat it in order to proceed with the program. Students that repeat more than one course or that do not meet the required attendance hours in both clinical and lecture will be terminated from the program. Students will be eligible to receive only one unsatisfactory final grade in the nursing courses throughout the duration of the program. Students that receive more than one unsatisfactory grade on more than one course at a time or throughout the duration of the program will be terminated from the program. Other requirements apply.**

## **PROGRAM UNIFORM/ DRESS CODE POLICY**

All students enrolled in Florida National University’s Bachelor of Science in Nursing Program are required to wear the **mandated program uniform including school and hospital ID’s, stethoscope, penlight, and second-hand watch** at all times during both lecture and clinical. Students will be required to abide by the Bachelor of Science in Nursing Program dress code or they will be dismissed from class or clinical. **The student will not receive the hours provided that day.**

The Program uniform will have the official school insignia on the left side.

**The FNU student identification badge must be worn at all times on campus grounds and at all clinical site assignments or scheduled events.** Additionally, badge identification from clinical facilities may be required to be worn when attending those facilities for clinical rotations at all times.

The student will wear nursing type shoes. **Shoes must be all white, with no insignia or color** on the shoe. No clogs are to be worn.

T-shirts worn under the uniform must be clear of writings or pictures. **All undergarments and sweaters must be white in color.** Males must be clean shaven, unless they have a beard/mustache which must be neatly groomed.

Tight uniforms won’t be allowed.

**Hair must be off the collar at all times during clinical rotations.** Conservative hair color and style is to be maintained. Female students can wear makeup at a minimum.

Body piercings are not permitted. No jewelry is to be worn with the exception of a wrist watch and wedding band. Only female students are permitted to wear ONE stud earrings. Nails must be maintained and closely clipped. **No artificial nails may be worn.** Only clear nail polish will be permitted. All tattoos deemed as offensive must remain covered to maintain the professionalism expected from Florida National University.

## CODE OF BEHAVIOR

- Students will come to class on time, wearing their student ID card, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class every day.
- Breaks will be kept within the designated time frame of ten minutes per every sixty minutes of lecture.
- The student should follow all safety rules. All female and male students with long hair must wear hair bands in the lab/clinical site.
- Students are expected to be generally in proper attire while they are on FNU grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only. No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Serious disturbances of order on campus will lead to suspension or possible expulsion.
- Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the Student's services Department and/or Campus Deans.
- We expect all students to be of good moral character and to abide by all laws of our City, County, State, and Nation.

## CLASSROOM DECORUM

Florida National University's Bachelor of Science in Nursing Program promotes student study behavior of the highest quality, which is required for the greatest learning experience. Behavior including sleeping, talking, passing notes, text messaging, studying for other sources in the classroom, reading newspapers and leaving the classroom during lecture are disruptive to the faculty, but also, most importantly, to peers.

Cell phones or any noise making devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on **silent or vibrate** mode at all times.

Students are prohibited from using the computers in the classrooms. They are solely for faculty use only.

**No visitors are allowed during class hours.**

The faculty will ask any student whose behavior is disruptive to the class or to the faculty to leave the class. This may constitute an absent day.

## **ACADEMIC DISHONESTY**

Florida National University's Bachelor of Science in Nursing Program promotes student professionalism of the highest integrity which is required for the safe practice of nursing.

Student ethical behaviors are indicators of the level of professionalism which can be expected in a graduate Registered Nurse. Foundations of the ethical behavior are established during the educational process.

The faculty will be responsible for informing students of course expectations and of school policies regarding academic dishonesty during orientation the first day of class.

Academic dishonesty involves a variety of unethical student behaviors, such as lying, cheating, fraud, and plagiarism. Cheating may involve looking on another student's paper, passing answers to or receiving answer from a fellow student, giving signals, utilization of cell phone during exam, procuring unauthorized copies of an exam prior to the test period, and using unauthorized written material or notations during an exam. Fraud may involve having a classmate sign the attendance sheet while student is not there. It can also involve the student signing the attendance sheet for clinical and not fulfilling the complete amount of hours signed for.

Plagiarism is defined as stealing and using the ideas of others as one's own. Plagiarism can range from improper citation of reference to blatant copying of sections or entire works of another.

Faculty will be responsible for documenting unusual or suspicious behaviors which are indicative of academic dishonesty. The faculty will communicate with the Program Director regarding the alleged student wrong doing. Together they will clarify the problem, validate that faculty member's expectations as appropriate and review policies and options for the student.

The student will receive written notification of the charge and the process to be followed. A conference will be conducted in an impartial manner. The student will be present at the conference. The decision will be based only on the evidence presented.

The faculty will determine the extent of disciplinary action required and will be consistent in its application. Such action may include a retake of the exam; redo the course work/assignment, a failing grade, or dismissal from the program.

Students have the right to appeal the faculty decision and may submit a written grievance. Refer to FNU's Student Handbook for more information.

## **RESCHEDULING OF WRITTEN EXAMS**

Written examinations will be administered and completed on the day scheduled. All written examinations are to be taken according to the scheduled date and time. **THERE ARE NO MAKEUP EXAMS.** Any student unable to take any exams at the scheduled date and/or time will receive a zero (0) for the exam, unless there is a dire emergency substantiated with **proper documentation.** The professor reserves the right to revise the exams for those students who miss the exams at the scheduled date and time.

**Kaplan proctored exams will be scheduled at the end of each course. If the student fails, he/she must complete the remediation for the Kaplan to move on to the next course.**

## **STUDENT PROTOCOL FOR WITHDRAWAL**

If the student is contemplating withdrawal from the Program, he/she will be required to undergo an exit interview with the Program Director. The student will also be required to submit a letter to the Program Director or Assistant Director stating withdrawal intentions.

Guidance and advisement will be completed by the Program Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal will be documented on the student's official Program transcript. (WP-Withdrew with Penalty, WF -Withdrew Failing).

**If the student desires to return to the Program within four months, a written request must be submitted to the Program Director. The Admissions Committee will consider the request, based on the student's previous record, current enrollment availability as well as financial standing. As part as the re- admission requirements a level entry examination must be fulfilled.**

**If more than four months has elapsed since the student withdrew from the Program, the student will be required to submit an application and reapply to enter the Program from the beginning.**

## **CONDITIONS FOR DISMISSAL**

Any student whose conduct, academic standing, or clinical performance is unsatisfactory may be dismissed from the Program.

**The following constitute grounds for dismissal:**

- Disciplinary action involving misconduct charges.
- Academic dishonesty.
- Continued unsatisfactory ratings for personal appearance.
- Exhibition of poor mental, physical or emotional health.
- Inability to satisfactorily complete a theory course or clinical rotation.
- **Time missed in excess of two days per semester: At the second absence, written warning will be given and at third absence dismissal from the program will be enforced.**

**Situations which may warrant the granting of "make-up" lecture or clinical time include, but are not limited to the following:**

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a **signed and stamped** note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e. father, mother, siblings, grandparents). **Must bring copy of the death certificate.**
- Government business (i.e. jury duty, INS, court dates).

## **ADHERENCE TO CLINICAL FACILITY / HOSPITAL POLICIES**

### **PROCEDURES AND CORE VALUES**

As students of Florida National University's Bachelor of Science in Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National University Registered Nursing Program, but also the policies, procedures and core values of the clinical facilitate / hospital in which clinical rotations take place.

A student who is in violation of a Program or hospital policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the program.

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating. Negligence or willful violation of established hospital / clinical facility policy will also constitute grounds for dismissal.

Prior to actual dismissal, the Program Director or designee will inform the student of the unacceptable behavior/unsatisfactory performance and written guidance and advisement report will be completed and placed in the student's file.

### **STUDENT GRIEVANCE PROTOCOL**

Any student with a concern or complaint must present the issue to his/her supervising faculty within three days of the occurrence. The supervising faculty will be responsible for reviewing the issue utilizing the problem-solving approach and for responding to the student within three working days after the report. Prompt, fair action will keep grievances to a minimum. The faculty will also submit a written report to the Program Director or designee. If the student is not satisfied with the initial action taken by the supervising faculty, he/she may request the initiation of the formal grievance protocol within three working days. The request must be submitted in writing to the Program Director or designee and should define the complaint with the specific terms that the student believes should be taken to correct it.

The Program Director or designee will then investigate the problem which may include a request for additional information and interviews with individuals involved in the incident. The Program Director or designee will reply to the student in writing within three working days of receipt of the grievance.

If after receiving the Program Director's response, the student feels the problem is still not resolved or he/she is still dissatisfied, the student has the right to contact the office of Student Services.

## **ACADEMIC COMPLAINTS AND APPEALS**

Students who have academic complaints are to follow the procedures as established by Florida National University, which are:

1. The student should address his complaint to the faculty member, staff member, or administrator involved.
2. If the Student is not satisfied, he or she is to address the Nursing Director.
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.
5. Out of state online learning students who have completed the complaint process and are still not satisfied with the outcome may appeal non-instructional complaints to FL-SARA PDRC council. For additional information on the complaint process, please visit FL-SARA PRDC Complaint Process: [www.fldoe.org/sara/complaint-process.stml](http://www.fldoe.org/sara/complaint-process.stml).

## **SECURITY OF STUDENT'S PERSONAL EFFECTS**

*The student will be responsible for the security of their personal effects.*

The student is requested to keep his/her personal belongings and valuables with him/her at all times whenever present in class or on the clinical areas. Under no circumstances will students be permitted to place personal belongings and valuables in the nursing unit during clinical rotations.

Neither Florida National University nor the Nursing Division will assume liability for items left unattended. **The student alone is responsible for the safe-keeping of his/her personal belongings.**

## **RESPONSIBILITY OF STUDENTS HEALTH MAINTENANCE**

Florida National University's Bachelor of Science in Nursing Program recognizes that health maintenance is the primary responsibility of each individual student. Students are therefore required to carry their own health insurance for clinical rotations.

If the student is involved in an incident or accident while in the clinical area, the student will be required to follow the established hospital / clinical facility protocol, complete the incident report form and to report to the Emergency Department for treatment.

All students must obtain specific immunizations and health screening tests before entering the clinical areas.

**A proof of immunization for MMR (two doses), Varicella (2 doses), Hepatitis B (3 doses), flu vaccines (during flu season), and Tdap vaccine must be provided to the school.** In the event that the student had the diseases, a blood titer for each disease must be submitted. **The result of the annual Tuberculin skin test (PPD) must also be submitted every six months (as per clinical sites policies).**

Students have the right to decline to receive the Hepatitis B immunization series.

Immunization records will be submitted to the affiliating hospitals prior to the student's arrival at the health care facility for clinical practicum. **Failure to comply with this will result in the student not being allowed to participate in clinical rotations.**

*Hospital requirements are subject to change, depending upon current knowledge and practices relating to health care.*

## **STUDENTS WITH DISABILITIES**

Students with disabilities must notify the program administrators prior to the beginning of the term.

At the beginning of the program, the student must inform the program administrators concerning his/her disability.

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA). Title III of the Americans with Disability in access to private colleges and universities.

The ADA requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the programs and activities of the university.

The ADA contains strict confidentiality requirements for medical information related to student's disabilities. The law also contains requirements for elimination of physical barriers to access.

The student will provide a written statement regarding any necessary accommodations. Current documentation of disability is required to receive special services. Call (305) 821-3333, request to be connected to the Office of Student Services for further information.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (ADA)**

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA).**

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National University provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the university.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National University maintains strict confidentiality with regards to medical information related to students' disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the university's complaint procedures.

### **PROTOCOL FOR STUDENT ILLNESS IN CLINICAL SETTING**

Students who become ill while on duty are required to report the illness to their faculty member immediately. The faculty member will determine if the student may remain in the clinical area or if the student must be sent home.

Students who require immediate treatment will be sent to the Emergency Department to be evaluated by an Emergency physician. Costs incurred by the visit to the Emergency Department will be the responsibility of the individual student.

The student is responsible for reporting back to his/her faculty member following evaluation and/or treatment in the Emergency Department.

### **PROCEDURE TO FOLLOW IN CLINICAL DAYS IF NO FACULTY IS PRESENT**

1. Contact your assigned faculty for the clinical day for instructions
2. If there is no answer, contact BSN office if clinical is scheduled during university working hours.
3. Contact your clinical rotation manager, **Mrs. Maria Eugenia Garcia, at 305-785-8002** and **Barbara Blanco, Clinical Supervisor, at 786-853-1591**, if clinical is scheduled outside university working hours.
4. E-mail the BSN office @ [osanti@fnu.edu](mailto:osanti@fnu.edu) and [iparenteau@fnu.edu](mailto:iparenteau@fnu.edu) informing them about the incident.

### **PREGNANT STUDENTS**

Pregnant students may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the University indicating the student's expected date of confinement, the student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the

expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program.

In the event problems arise concerning the students ability to carry out her responsibilities in the classroom and in the clinical setting, the Program Director, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

## CHARTING BY NURSING STUDENTS

Students, as well as supervising faculty, are responsible for abiding by established policies and procedures relating to documentation at each clinical setting.

Students are responsible for documenting observations, patient's progress, and nursing care administered to assigned patients in the universal care plan.

Students are required to sign entries by recording their first initial, last name, followed by initials "SRN (Student Registered Nurse), school affiliation, and academic level (i.e. J. Johnson, FNUSRNII).

Notations entered in the record will be reviewed and counter-signed by their supervising faculty member or supervising staff nurse.

The RN is responsible for receiving a verbal report from the student, as well as reviewing the student's notation in the medical record prior to the student leaving the nursing unit.

## CPR AND OTHER CERTIFICATIONS

All students must have a current BLS CPR certification (**issued by American Heart Association only!**) before entering the clinical areas. Program personnel may be able to schedule a CPR certification class for students. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining CPR certification in the community. CPR certification renewals are the responsibility of the student.



OSHA/HIV, Domestic Violence, and Preventing Medical Errors certifications must be obtained at the students' discretion.

## UNIVERSITY CLOSINGS

At the time of a disaster, such as hurricane, the Bachelor of Science in Nursing Program will follow the guidelines set by the University.

### HURRICANE PLANS AND PROCEDURES

All decisions concerning hurricanes will be made by the First Level Administrators (Vice-Presidents and CEO) at Florida National University. These decisions will be based upon the official notifications originating from the *National Hurricane Center*.

#### ***Procedures: Before the Hurricane***

In the case of an impending hurricane, the following actions will be taken:

#### **Hurricane Watch:**

- At the announcement of the “Hurricane Watch”, by the National Hurricane Center, the Campus Deans will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the “Watch” becoming a “Warning”.
- All Campus Deans will place themselves on a 24-hour watch concerning conditions and its effect on personnel and property.

#### **Hurricane Warning:**

- At the announcement of a Hurricane “Warning”, the First Level Administrators will immediately announce to the student body, the faculty, and the media of the closing of the University facilities until further notice.
- Students can contact their professors or respective campuses for information regarding class cancellations and resumptions.

***Hialeah Campus:*** (305)821-3333. Press “0” for the operator to get the most current updates.

***South Campus:*** (305)226-9999. Press “0” for the operator to get the most current updates.

***Training Center:*** (305) 231-3326. Press “0” for the operator to get the most current updates.

School closings will also be noted on the FNU website at [www.fnu.edu](http://www.fnu.edu), [www.nbc6.net](http://www.nbc6.net), and [www.telemundo51.com](http://www.telemundo51.com)

### ATTENDANCE REQUIREMENTS FOR LECTURE

Students are required to be present and punctual for each class day as scheduled. Faculty will maintain attendance records throughout the day.

**Hialeah Campus:** Nursing Department 305-821-3333, Ext: 1077 or 1059

**Students will be responsible for calling the nursing office and the professor to report all absences. If contacting the nursing office after hours, the student must leave a message.**

**If a student fails to notify the school in the morning of their absence, no make up days will be given, no matter what the circumstances. If the student is above their maximum number of days due to this absence, he/she may be dismissed from the program.**

**Students with two unexcused/excused absences per semester will be given a written warning and at the third unexcused/excused absence, dismissal from the program will be enforced.**

**PLEASE NOTE, IF THE STUDENT HAS AN UNEXCUSED ABSENCE ON THE DAY OF AN EXAM, NO MAKE-UPS WILL BE GRANTED.**

In the event a student is late for class, they will be considered absent even if the student attends the lecture.

**'Late' is defined as arriving for class after the routine designated start time.**

Leaving early is defined as leaving the classroom prior to the designated concluding time. If the student leaves early, they will be noted with an absence.

Any student who has been excessively tardy or absent in arriving for class will receive a written guidance and advisement report by a faculty member. Each episode of tardiness or absence will be evaluated on an individual basis. In the event of excessive absences or tardiness, the student status in the program will be evaluated.

## **ATTENDANCE REQUIREMENTS FOR CLINICALS**

**Students are required to be present and punctual each clinical day. Clinical times are designated by the Program Director and Assistant Program Director for each course depending on hospital availability.**

**Students will be responsible to call the nursing office and the professor to report all absences. If contacting the nursing office after hours, the student must leave a message. One (1) absence (clinical or skills lab) will be allowed in each semester. After the first absence, written warning will be given. At the third absence, dismissal from the program will be enforced.**

Situations which may warrant the granting of "make-up" clinical time include, but are not limited to the following (2 maximum per semester):

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a **signed and stamped** note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e. father, mother, siblings, grandparents).
- Government business (i.e. jury duty, INS, court dates).

Late is defined as arriving for clinical after the routine designated starting time.

## **UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS**

According to the BSN program's procedures, students are given the opportunity to make-up hours only if the absence is excused (see BSN Student Manual). This new procedure will allow students with unexcused absences to pay for their hours and complete their requirements. The fees are **\$342 for 8 hours clinical and \$494 for 12 hours clinical.**

***\*\*\* Unexcused "make-up" clinical rotations shall not exceed 2 per semester \*\*\****

## **HOSPITAL ORIENTATIONS**

Hospital orientations are mandatory. Failure to attend will result in an automatic "fail" in the course, due to the fact hospital won't admit students for clinical rotations without their orientation.

Proper uniforms should be worn during the assigned orientation.

Students must park in **designated hospital parking areas** at all times. Any towed vehicles must be recovered at the students' expense.

**Hospital assigned ID badges are mandatory and must be worn while in clinical in conjunction with FNU ID's.**

## **STUDENT PROGRESS EVALUATION**

Each student will receive written and verbal evaluative feedback on their academic and clinical progress from the faculty member who is responsible for presenting the specific course.

Periodic written advising report will be completed by faculty at designated time intervals, spaced equally throughout the duration of the course. Each course will decide the number of evaluations.

Grade averages for theory and clinical performance ability will be recorded on the progress report form along with specific comments added by the faculty member.

Knowledge of theory will be evaluated on the basis of written tests, take home assignments, participation in class, computerized Kaplan assessment tests and special projects.

Clinical competence will be evaluated by direct observation and the degree to which the students meets the critical performance criteria outlined on the clinical evaluation tool.

The supervising faculty member will maintain the student's progress report throughout the semester.

## **GRADING CLINICAL PERFORMANCE**

The student's clinical performance will be measured by criterion referenced standards. Critical performance behaviors and related skills have been defined for each level of the Nursing Program. Students must achieve competency by receiving a satisfactory rating in each critical behavior in order to advance to the term.

Faculty will directly observe the student in performance of each critical behavior listed. The faculty will rate the student's performance as "S", meaning satisfactory; "NI", meaning needs improvement "N/A", meaning not applicable; or "U", meaning unsatisfactory. The student must achieve a satisfactory "S" rating on each of the critical behaviors in order to receive an overall pass grade for the clinical component of the nursing course for each term.

In the event a student fails to meet the standard after competency has been previously demonstrated, the student will receive a clinical failure for the day. The student will receive a guidance and advisement report and plans for immediate improvement. The student must achieve a satisfactory rating in the last evaluation period for each critical behavior before advancing to the next term.

Once competency is established by the faculty, the student must continue to demonstrate satisfactory performance throughout the remaining term of the program.

### **MIDTERM AND FINAL**

- **Fundamentals:** Students will be enforced to prepare ONE complete care plan for the skill lab instructor for the midterm and for the final and ONE complete care plan to the clinical instructor. The assessment portion of the care plan will be performed in front of the instructor who will document their assessment findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.
- **Adult Health Nursing I, Pediatrics, and Maternity:** During the second semester, students will prepare ONE complete care plan for midterm and final on their assigned patient or patients for the clinical instructor. The assessment portion of the care plan will be performed in front of instructor who will document their assessment findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.
- **Adult Health II, Mental Health, and Professional Nursing Leadership Practicum:** During the third semester, students will prepare ONE complete care plan for midterm and final on their assigned patient or patients for the clinical instructor. The assessment portion of the care plan will be performed in front of instructor and document their assessment

findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.

- Care plans will be evaluated and a grade of satisfactory or unsatisfactory will be granted. Please note that care plans grades will be attributed to the combined clinical grade for the semester.
- \*\*\* Any students found to perform unsatisfactorily will be removed from their clinical site immediately and will have to complete skills lab hours assigned to meet the standard level to be able to return to clinicals.

Instructors will submit the clinical evaluation with the assessment documentation portion of the student documentation to administration.

## **USE OF CLINICAL EVALUATION TOOL**

Criteria performance methods of evaluation are those psychomotor activities which enable the learner's behaviors to be compared with the behavioral objectives that are the educational target behaviors.

Each student is measured in relation to his/her ability to perform the critical behaviors in the desired, acceptable manner.

A clinical evaluation tool specifically designed for each level will be utilized throughout the entire program to document the student's progress and attainment of objectives. The clinical evaluation tool, including specific skills, will be in a "checklist" format which includes:

- A. The critical performance behavior expected
- B. An evaluation of the behavior performed
  1. "S" - signifies that the behavior was performed satisfactory
  2. "NI" - signifies that the behavior performed needs improvement
  3. "NA" - signifies that the student was not given the opportunity to perform the behavior.
  4. "U" - signifies that the behavior was performed unsatisfactory
- C. Comments which relate to the behavior actually performed.

Specific clinical performance criteria (behavioral objectives) for each category are listed directly below the specific behavior category.

The clinical evaluation tool will be maintained on site throughout the entire program for safe keeping to document "progress" and attainment of critical behaviors.

Each faculty will be responsible for completing the clinical evaluation form at designated intervals. If additional space is needed to explain a “behavior” or “specific performance problem” the reverse side will be utilized to document the incident.

The Clinical Evaluation Tool will be completed by faculty for each of the following nursing courses:

Fundamentals of Nursing
Adult Health Nursing I
Pediatric Nursing
Maternity and Newborn Nursing
Psychiatric Nursing
Adult Health Nursing II
Professional Nursing Practicum
Community Nursing

The critical behaviors for each level must be attained before the student advances to the next semester.

Once competency is established in a given course/semester, the student must continue to demonstrate a satisfactory performance throughout the remaining semesters of the program.

The Clinical Evaluation Tool will become a permanent part of the student’s file following graduation.

### **UNSATISFACTORY CLINICAL PERFORMANCE**

In the event a student fails to meet performance expectations (i.e., behavior or clinical skills), he/she will receive a clinical failure for the day and may be removed from the clinical site immediately.

The student will receive a guidance and advisement report by the supervising faculty member and a mutual action plan for improvement will be developed. Student and faculty will sign the guidance and advisement report.

Immediate improvement must be demonstrated within the skill lab or other mutual action plan initiated for the student to be able to remain in the Program.

### **PROFESIONAL BEHAVIOR**

In addition to meeting the academic standards of the Program, students enrolled in the registered nursing program must demonstrate professionalism in classroom, laboratory, and the clinical experiences. Professionalism is defined as behaviors and attitudes

congruent with the American Nurses Association Code of Ethics, guidelines and standards of practice, the Florida Nurse Practice Act, and policies and expectations of the University.

Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrates increased maturity, competence, integrity, and regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition or mental state. Professionalism includes, but is not limited to, satisfactory academic and clinical conduct and performance.

Administrators and faculty of the program reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Administrators and faculty also reserve the right to recommended dismissal of any student who has violated the standards of professional conduct or demonstrated a lack of professional development.

## **FAILURE TO ADEQUATELY PREPARE FOR CLINICAL PERFORMANCE**

In the event a student fails to adequately arrive prepared for the clinical setting, they **WILL NOT BE ALLOWED IN THE CLINICAL SITE** and will receive a “Failure to Prepare Clinically” or “FPC.”

To be considered prepared a student must have his/her uniform (refer to ‘Program Uniform / Dress Code Policy’ in the handbook) **and the following items:**

- Stethoscope
- Scissors
- Penlight
- Nurse’s Drug Book
- Universal Care plan
- Student Skill Checklist (in plastic cover to keep it neat and clean)

Further inadequate preparation may result in a Clinical Failure as outlined in the ‘UNSATISFACTORY CLINICAL PERFORMANCE’ policy.

A written student guidance and advisement report regarding the “FPC” will be completed and signed with the faculty member and student. A remedial plan of action will be defined with specific time frames for improvements. The Standards of Professional Behavior will reflect failures to perform clinically.

## **COURSE REQUIREMENTS**

- Successfully meet all course objectives.
- Complete the theory portion of the course with a grade of 80% or better.
- Complete all tests with a minimum grade of 80%.
- Pass math drug calculation test with a 90%.

- Complete all required assignments.
- Actively participate in class.
- Meet attendance standards of program.
- Complete Kaplan proctored examinations.

## **REQUIREMENTS FOR SKILLS LAB COMPETENCY TEST**

Skills station competency tests will be required during all semesters of the program. These tests will be completed under the direct supervision of a faculty in the skills lab setting. The student must achieve competency by receiving a satisfactory rating in order to advance in the term.

The skills station will be divided in to head to toe assessments with documentation and nursing skills.

## **CLINICAL COURSE REQUIREMENTS (FOR COURSES THAT REQUIRE CLINICALS)**

- Successfully meet all course objectives.
- Complete the clinical portion of the course with a satisfactory (“S”) evaluation.
- Complete all required clinical assignments:
  - ❖ Daily Universal Care Plan
- Actively participate in pre and post conferences.
- Meet attendance standards of program for clinical rotations.

## **REQUIREMENTS FOR SKILLS LAB AND CLINICAL SKILLS COMPETENCY CHECKLIST**

Skills Lab and Clinical Skills Competency Checklists will be required during all semesters of the program. Clinical Skills Competency Checklists will be completed by supervising faculty during skills lab and clinical rotations upon direct observation of the student performance.

## **PARKING**

Free parking for Florida National University students is available for all students’ at all three locations of the University.

**A parking decal must be visible on all cars parked in any of the University’s campuses.**

Free parking decals are available to all students. Failure to have a visible parking decal may result in cars being towed away at the owner’s expenses.

## **LIBRARY FACILITIES**

Registered nursing students are encouraged to utilize the university library and check books out that will provide them with additional and/or current medical knowledge.

Florida National University Library exists chiefly to support the curriculum offered by FNU. Its responsibilities include assisting faculty and students in locating research materials as well as instructing them in the effective resources, which include multimedia resources and Internet access, full text online periodicals, and access to full online books.

Over 29,628 items in the library collection are housed at the Hialeah Campus Library, at the South Campus Resource Room, and the Training Center. Internet access passwords to the full text online periodicals database, nursing journals and online books are given out at orientations and Library research training seminars. The library website is available at [www.fnu.edu](http://www.fnu.edu) (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are schedule to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty, and staff in the use of the library during scheduled hours.

Students are required to abide by established university policies and procedures relative to the operation of the library at all times.

## **ADHERENCE TO CLINICAL FACILITY / HOSPITAL POLICIES, PROCEDURES AND CORE VALUES**

As students of Florida National University's Bachelor of Science in Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National University Bachelor of Science in Nursing Program, but also the policies, procedures and core values of the clinical facilitate / hospital in which clinical rotations take place.

A student who is in violation of a Program or hospital policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the program.

## **PROTOCOL FOR IMPLEMENTING NEW PROCEDURES**

The Program Director of the Bachelor of Science in Nursing Program will review all new school procedures with the students verbally in addition to providing the students with the copy of the new and/or revised procedure statements.

## **CRIMINAL BACKGROUND CHECKS**

In compliance with Florida National University administrative policy, all students accepted to the Bachelor of Science in Nursing Program will be required to undergo a criminal background check. This background check will be conducted by a third party company contracted to that effect by Florida National University.

The background check will be performed upon payment of such to the aforementioned third party company. The Bachelor of Science in Nursing Program will obtain the necessary consent forms, etc, for the student.

In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

**Students must pay the required fee by the due date stipulated. You will not be allowed in class without a completed background check.**

### **ILLEGAL DRUG USE SCREENING**

In compliance with Florida National University administrative policy, all students accepted to the Bachelor of Science in Nursing Program will be required to undergo an illegal drug use screening. This illegal drug use screening will be conducted by a third party company contracted to that effect by Florida National University.

The illegal drug use screening will be performed upon payment of such by the student through the American Data Bank. The student will obtain the necessary consent forms from the American Data Bank.

In the event the above protocol is not observed, if the individual refuses to undergo the above identified procedure, or the drug test comes back positive with illegal drug use, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

**Students must submit their payment for the drug screening by the due date. Students, who do not pay and complete their drug test 24 hours after payment, will not be allowed in class.**

## **HAZING**

Hazing, an initiation process into an organization or club which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.

## **COURSE CANCELLATION**

The Florida National University Registered Nursing Program reserves the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment and to make changes in the schedule as circumstances require. Course cancellations will be announced before the first day of class.



### Additional Mandatory Fees and Requirements

	<b>BSN Fee</b>	<b>Cost*</b>	<b>Payable to</b>	<b>Deadline</b>
<input type="checkbox"/>	American Data Bank	\$235.00	American Data Bank	Orientation
<input type="checkbox"/>	Liability Insurance	\$50.00	Bursar's Office	Semester Start
<input type="checkbox"/>	Uniforms (Pre Order)	\$36.17 each (top only)	Bursar's Office	Semester Start
<input type="checkbox"/>	Course Point/Kaplan	\$1,300	Bursar's Office	Semester Start
<input type="checkbox"/>	Hialeah Hospital ID	\$5.00	Bursar's Office	Semester Start
<input type="checkbox"/>	Jackson Memorial Hospital	\$10.00	Jackson Memorial Hospital	TBA
<input type="checkbox"/>	NCLEX Board of Nursing Application	\$110.00	BON	TBA
<input type="checkbox"/>	National Student Nurse Association	\$70	NSNA	Semester Start
<input type="checkbox"/>	Rotation Manager	\$80	rotationmanager.com	Orientation

	<b>Seminars</b>	<b>Options</b>	<b>Cost</b>	<b>Deadline</b>
<input type="checkbox"/>	CPR: BLS – American Heart Association	FNU	\$25	Semester Start
<input type="checkbox"/>	OSHA	FNU	\$25	Semester Start
<input type="checkbox"/>	HIV/AIDS (4hours)	FNU	\$25	Semester Start
<input type="checkbox"/>	Domestic Violence(2hours)	FNU	\$25	Semester Start
<input type="checkbox"/>	Preventing Medical Errors	FNU	\$35	Semester Start

**\*All fees and documents must be submitted by the date stated by the program. Students who do not comply will not be allowed in class the first day of class. The fees are subject to change.**

**\*\*Course Point Package is non-refundable\*\***

**FLORIDA NATIONAL UNIVERSITY'S  
BACHELOR OF SCIENCE IN NURSING PROGRAM  
ETHICAL AGREEMENT**

This agreement is both a contract and a code of conduct for the registered nursing student while in the clinical setting, lecture, skills lab, and any other time the registered nursing student is under the auspices of Florida National University. These rules are designed to benefit Florida National University's Bachelor of Science in Nursing Program and its students and faculty, as well as patients, hospitals staff, and other individuals who are exposed to students during the course of their enrollment.

Because the Bachelor of Science in Nursing Program is unlike any other program at Florida National University, expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner benefiting the nursing profession, because the nursing program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of Florida National University's Bachelor of Science in Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the Bachelor of Science in Nursing Program, then the Student Grievance Procedure, as stated in the Florida National University's Bachelor of Science in Nursing Program Student Handbook, will be initiated.

In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the Florida National University's Bachelor of Science in Nursing Program Student Handbook. All such provisions of the Florida National University's Bachelor of Science in Nursing Program Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. Sexual Harassment. No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendo or inappropriate comments shall occur while in the laboratory or clinical setting or during lecture.
2. Inappropriate Language. No student shall use foul or vulgar language while in the lab or clinical setting or during class.
3. Illicit Substances. No student shall have in their possession, or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during lecture, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent when attending clinical, lecture, or lab setting and sent immediately for drug testing. May not return to class until negative drug test is obtained.
4. Weapons. No student shall have in their possession any knives, guns, or other lethal weapon while in the lab or clinical setting, or during lecture. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.
5. Leaving the Clinical Area. **No student will leave their assigned area unless authorized by the instructor.**
6. Patient Assessments. Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor.
7. Inappropriate Behavior. Students will not direct disrespectful or abusive behavior toward any university guest, faculty, Florida National University's Bachelor of Science in Nursing Program employee, Florida National University's Bachelor of Science in Nursing Program student, or employee of any hospital or other health care facility. Instructors and health care facility employees will be treated with the respect their positions deserve and the student will abide by any rules governing a

facility's staff. "Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.

8. Disputes. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who is the first link in the chain of command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
9. Practicing Nursing. Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved schools of nursing. Nursing students may not practice nursing outside the clinical setting and without an instructor available. Observational experiences do not constitute nursing practice.
10. Confidentiality. The undersigned hereby acknowledges his or her responsibilities under Florida Law to keep confidential the identities and identifying information regarding any and all clients encountered in the clinical area. No student shall divulge the names of any patient or client, orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient or client.
11. Medical Records. Florida National University's Bachelor of Science in Nursing Program Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audio-taping and removing medical records from any hospital department are strictly prohibited.
12. Violations of this Agreement. Any violation of the foregoing Ethical Agreement will result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Florida National University's The Bachelor of Science in Nursing Program Student Handbook. In addition, the student may receive a failing grade on the clinical evaluation and a failure to meet course requirements. If a student violates the "Ethics Agreement" of the Nursing Program the situation in question will come before the Florida National University's Bachelor of Science in Nursing Program Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate university administrator.
13. Disciplinary Action by the University. If a student is suspended or otherwise formally disciplined by Florida National University's Bachelor of Science in Nursing Program, the student is subject to permanent dismissal for the Florida National University's Bachelor of Science in Nursing Program. At the termination of the disciplinary period, however, the student may petition the Nursing Program for re-admission.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

Agreed to this on \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**FLORIDA NATIONAL UNIVERSITY'S  
BACHELOR OF SCIENCE IN NURSING PROGRAM**

*Student Orientation Handbook Acknowledgement*

Please sign and return this acknowledgement form directly to the assigned program representative at the end of your orientation session.

**TO: THE SCHOOL OF NURSING**

This is to certify that I have received my personal copy of the Bachelor of Science in Nursing Program Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby agree to abide by all established policies and procedures, while a student in the Florida National University's Bachelor of Science in Nursing Program.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



### **Nursing Clinical Rotation Attendance Acknowledgment**

Florida National University (FNU) students and faculty are guests at clinical rotation facilities; therefore, you are expected to follow established requirements and guidelines. Clinical rotations are scheduled based on the facilities' availability, schedule and requirements, and not based on a schedule chosen by FNU. *As a result, all nursing students are expected to attend clinical rotations as scheduled and not doing so may jeopardize your ability to complete the Nursing program.*

All nursing students must complete the required clinical hours as mandated by the Florida Board of Nursing, regardless of personal obligations, schedules or circumstances. Clinical absences due to situations NOT defined in the Nursing Student Handbook as excusable with proper documentation will be considered unexcused.

Please review the following excerpt from the Nursing Student Handbook regarding clinical attendance requirements and unexcused clinical absences:

#### **CLINICAL ATTENDANCE REQUIREMENTS**

Unusual and unscheduled situations that may arise and warrant the granting of "make-up" clinical time include, but are not limited to, the following (2 maximum per semester):

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a signed and stamped note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e., father, mother, siblings, grandparents). Must bring copy of the death certificate and/or funeral service notice.
- Government business (i.e., jury duty, INS, court dates) (must provide associated official notices reflecting dates of obligation).

*Please note that if the student misses more than two clinical they will need to repeat the clinical rotation.*

## UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS

According to FNU's Nursing program procedures, students are given the opportunity to make-up hours only if the absence is excused. The instant procedure *will* allow students with unexcused absences to complete their program requirements (i.e., make up their clinical hours) on a very limited basis provided the student pays for their hours. We must limit the availability of this option to twelve clinical rotation hours per semester because clinical rotation facilities do not allow clinical rotations to be completed on a variable schedule. The fees are \$342 for 8 hours clinical and \$494 for 12 hours clinical.

*\*\*\* Unexcused "make-up" clinical rotations shall not exceed 2 per semester \*\*\**

This is to certify that I have received, read, and understood the statement herein. I hereby agree to further abide by all established policies and procedures while enrolled in the Florida National University Nursing degree program.

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Student Print Name

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Date

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Student Signature