



Associate Degree in Nursing Program Student Handbook



Training Center
4206 W. 12 Avenue
Hialeah, FL 33012
(305) 231 - 3326
Fax (305) 819 - 9616

South Campus
11865 S.W. 26 St. Suite H3
Miami, FL 33175
Phone: (305) 226-9999
Fax: (305) 226-4439

Hialeah Campus
Main Campus Administrative Offices
4425 W. Jose Regueiro (20th) Ave
Hialeah, Florida 33012
Phone: (305) 821-3333 Ext.: 1158
Fax: (305) 362-0595
Web Site: www.fnu.edu

"Nursing encompasses an art, a humanistic orientation, a feeling for the value of the individual, and an intuitive sense of ethics, and of the appropriateness of action taken."

Myrtle Aydelotte, PhD, RN, FAAN

Spring 2020

Dear Nursing Student,

Our Nursing Department staff, faculty and administration would like to congratulate and welcome you to the ADN program. Admission to our program is very competitive and we have scrutinized each applicant carefully. We have chosen you to represent us in our community and beyond to be a part of one of the most trusted professions in the healthcare field: Nursing.

The Florida National University nursing experience involves so much more than just mere classes. During nursing school you will learn that with time and experience, you will move from being task-oriented and routine-focused to seeing everything as an interrelated, fluid process, and being able to anticipate and manage rapidly changing non-routine events.

At FNU, you will find a supportive environment, with many opportunities for realizing your full potential as a nursing student. Everyone here is committed to your success, and we are urging you to become involved with all facets of campus life, both inside and outside the classroom. Your opportunities are limited only by the choices you make.

A wide variety of extracurricular activities are planned to help foster social and cultural growth and to help you develop those leadership skills that you will find valuable throughout your nursing career. FNU provides the faculty, staff, and facilities to enhance your nursing educational and clinical rotation experiences, but only you, the student, remains the vital component. In the end, you will be the one responsible for making the most of the educational experience the university offers.

This Nursing Student Handbook has been designed to be a useful guide throughout your university experience and outlines policies and procedures related to student life in the nursing program

We are very pleased that you have chosen Florida National University. Every administrator, faculty, and staff member looks forward to working with you in the years to come.

Table of Contents

Introduction	5
FNU/ADN Administration and staff.....	6
FNU Philosophy/Mission Statement.....	7
ADN Program Philosophy	7
ADN Program Mission Statement	7
Accreditation and License	9
Orientation	10
Length of Program	11
ADN Program Curriculum	12
Course requirements	13
Grading system.....	13
Competency standards and progression policy	14
Classroom attendance requirements	15
Written and Computerized Exams	15
Exams and Assessments.....	16
Skills Lab/Simulation Evaluation	17
Clinical Course Requirements.....	17
Clinical Attendance Requirements	17
Student Illness Protocol	18
Unexcused Absence Policy Clinical	18
Clinical Preparation	18
Charting by Nursing Students	19
Grading Clinical Performance	19
Student Clinical Assignment Packet	20
Student Protocol for Withdrawal.....	20
Conditions for Dismissal	20-21
Academic Dishonesty	21
Code of Behavior	22
Classroom Decorum	23
Professional Behavior	24
Student Progress Evaluation.....	24
Student Progress Evaluation Time Table	25

Clinical Evaluation Tool.....	26
Graduation Requirements.....	26
Commencement Ceremony	26
Student Identification	26
Dress Code Policy	27
Academic Complaints	27
Student Grievance Protocol	28
Guidance and Advisement.....	28
Tutoring.....	29
Student Health Maintenance.....	29
BLS Card and other Certifications.....	30
Criminal Background Check.....	31
Drug Screening.....	32
Hazing.....	32
Hurricane Plan and Procedures	32
University Closings	33
Parking.....	34
Security of Students' Personal Effects	34
Students with Disabilities	34
Pregnant Student	35
Library.....	36
Course Cancelation	36
New Procedures	36
ADN Ethical Agreement	37-39
Employability Acknowledgement.....	44
Student Handbook Acknowledgement.....	45

**The Associate Degree in Nursing Program
Student Handbook
Introduction**

The nursing Student Handbook is designed to facilitate the journey of the nursing student throughout Associate Degree in 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 our nursing students. The handbook will serve as a resource to you regarding specific ADN program policies and procedures.

The last two pages of the nursing Student Handbook include:

1. Ethical Agreement
2. Acknowledgment of Receipt

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

FLORIDA NATIONAL UNIVERSITY

Florida National University in South Florida is privately owned by
Florida National University, Inc., which is jointly owned by
Dr. José Regueiro, President Emeritus & Founder;
María Cristina Regueiro, Ed.D, BSEE, CMM, President & Founder;
Omar Sánchez, VP of Assessment and Research / Director of Financial Aid & Founder;
Lourdes Andreu, Ed.D, MBA, Comptroller,
Frank Andreu, VP of Operations
Barbara Rodriguez, Ed.D, VP of Academics Affairs

HIALEAH CAMPUS ADMINISTRATION

Jorge Alfonso, Ed.D, M.I.B.A., MBA, MS, Campus Dean
Yedi Cepero, MBA, Assistant Campus Dean
Harold Flores, MBA, Assistant Campus Dean
Rewal Alonso, B.A, M.Sc, MBA, DBA(c), Assistant Campus Dean

SOUTH CAMPUS ADMINISTRATION

Guillermo Araya, Campus Dean
Bernardo Navarro, MS, Assistant Campus Dean
Manuel Fuentes, Ed. D, Assistant Campus Dean

NURSING ADMINISTRATION

Maida M. Burgos, DNP, MSN, RN, RHIT ADN Program Director
Anjelis Oliveira, PhD, MHA, RN, South Campus ADN Assistant Program Director
DeBronya Corner, MSNed, RN, Hialeah Campus ADN Assistant Program Director
Barbara Blanco, MSN, ARNP, LNC, ADN Program Evaluator
Maria Eugenia Garcia, MHSA, Clinical Rotation Manager
Evelyn Gonzalez, BHSA, Scheduler
Sarah Gonzalez, Scheduler
Naury Perez Sanchez, South Campus Administrative Assistant
Christine Veiga, South Campus Administrative Assistant
Wendy Rios, Hialeah Administrative Assistant
Keren Aranda Mustafa, Hialeah Administrative Assistant

UNIVERSITY ADMINISTRATION, BOARD OF GOVERNORS, ADMINISTRATIVE STAFF, CAMPUS SUPPORT STAFF, UNIVERSITY CONSULTANTS, AND INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS (See University Student Handbook)

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.

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 in South Florida is privately owned by Florida National University, Inc., which is privately owned by Dr. José Regueiro, President Emeritus & Founder; María Cristina Regueiro, Ed.D., B.S.E.E., C.M.M., President & Founder; Omar Sánchez, VP of Assessment and Research / Director of Financial Aid & Founder; Lourdes Andreu, Ed.D., M.B.A., Comptroller; Frank Andreu, VP of Operations.

PHILOSOPHY OF THE ASSOCIATE DEGREE IN NURSING PROGRAM

The Associate Degree in Nursing (ADN) program subscribes to the philosophy statement of Florida National University. In addition, the Nursing faculty advocates for students' success by instilling in them the required knowledge of nursing principles, development of critical thinking skills, and high standards of professionalism expressed through ethical practice and integrity.

NURSING PROGRAM MISSION STATEMENT

The purpose of the Associate Degree in Nursing program at Florida National University is to provide quality nursing education to a culturally, socially, and ethnically diverse community. The program achieves this mission by preparing the graduates for employment at entry-level registered nursing positions. The program further achieves this mission by ensuring mastery of affective, cognitive, and psychomotor skills so that its graduates can become successful licensed registered nurses who are able to provide holistic, safe, culturally sensitive care to a wide variety of clients throughout the lifespan.

Upon completion of the program, the graduate will be able to demonstrate mastery of the **ADN End of Program Student Learning Outcomes (ESPLO) below:**

1. Apply the ethical and core values of the nursing profession by providing culturally sensitive nursing care.
2. Demonstrate effective interpersonal communication skills and use of technology.
3. Apply the nursing process to optimize holistic client care throughout the lifespan.
4. Implement proficient and safe nursing practice to meet the clients' psychosocial and physiological needs.
5. Prioritize decisions through effective critical thinking skills guided by evidence-based practice.
6. Implement client-centered education and teaching plans to promote client autonomy and facilitate self-care.

ACCREDITATION, LICENSES, APPROVALS

Florida National University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master 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 Florida National University. <http://www.sacscoc.org>

Florida National University is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

In accordance with appropriate regulations, Florida National University is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 337131, (727) 319-7402. <http://floridavets.org/>

Florida National University is authorized by Federal Law to enroll non-immigrant alien students.

Florida National University is listed in the Classification of Colleges and Universities of the Carnegie Foundation. <http://www.carnegiefoundation.org/Classifications>

Florida National University's Nursing Division has four nursing program licenses: South Campus, and Training Center Campus for the ADN and Hialeah and South Campus for the BSN. All licenses are issued by The Florida Board of Nursing, 4052 Bald Cypress Way BIN C02, Tallahassee, Florida 32399. MQA_Nursing@doh.state.fl.us

The Associate Degree in Nursing (ADN) at Florida National University, South Campus, has been granted the candidacy for accreditation as of January 2019 and the Associate Degree in Nursing (ADN) Training Center is an applicant for accreditation by the Accreditation Commission for Education in Nursing (ACEN). Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326, 404-975-500. <http://www.acenursing.org/about-candidacy/>

GENERAL UNIVERSITY ORIENTATION

Prior to the first day of class, Orientation is offered for all new students. All student development services representatives greet new students. New students will learn about policies and procedures from FNU representatives; receive their program schedules, parking information, FNU ID's and get acquainted with the use of the FNU Library.

ADN NURSING PROGRAM ORIENTATION

The Nursing Program Orientation is a **mandatory** orientation which is provided to all new nursing students approximately a month prior to program commencement. This orientation is provided by the nursing department staff. 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, mission, organization, guidelines and procedures of Florida National University's ADN Nursing Program. In addition, the role of the registered nurse is explored to provide for an effective transition into the nursing field.

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

- Understand the relationship between the program's philosophy, mission, and the nursing profession
- Understand the curriculum including a brief description of all the nursing courses
- Identify the members of the Associate Degree in Nursing Program
- Explain the student's role in the program's Systematic Evaluation Plan
- Identify graduation requirements
- Understand the student's legal and ethical responsibilities.

CLINICAL FACILITY ORIENTATION

Clinical facility orientations will be scheduled prior to clinical facility rotations. These orientation sessions are **mandatory** and students will be instructed on specific policies and procedures mandated by each clinical facility. This means each student must not only follow the policies and procedures of the Florida National University ADN Nursing Program, but also the policies, procedures and core values of the clinical facilities 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 ADN program. If a student misses a facility orientation, a fee of \$50.00 will be charged for each make-up session.

LENGTH OF ADN PROGRAM

The Associate Degree in Nursing Program core curriculum is distributed into four semesters consisting of 16 weeks each. Students are given time off as the schedule permits. See program curricula on the next page.

Program hours vary depending on shift AM or PM 8am to 10pm. Clinical hours vary from weekdays 6:30am-3:30pm; 3:00pm to 11:30pm; 6:30am- 7:30pm; and weekends 6:30am- 7:30pm, 6:30am-3:30pm, and 3:00pm -11:30pm. In addition to lectures/skills and clinicals, students may be required to attend other activities such as health fairs, workshops, trainings, etc.

The schedule of holidays observed will be as follows (unless otherwise specified due to unforeseen circumstances):

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

New Year's Day

Columbus Day

Veteran's Day

Martin Luther King Day

President's Day

Associate Degree in Nursing Program Curriculum

Beginning November 2018, ADN program students will follow the curriculum set forth below.

Note: The Nursing Core Curriculum is presented in four semesters of 15 weeks each for a total of 60 weeks. Every 15 Theory Clock Hours, 30 Lab Clock Hours, and 30 Clinical Clock Hours make up 1 Credit Hour.

Semester	Term	Course Number	Course Title	Credit Hours	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours		
ADN Program – General Education Requirements									
I	A	ENC 1101	English Composition I	3	45	0	0		
		MAC 1105	College Algebra	3	60	0	0		
		SPC 1017	Fund. of Oral Communications	3	45	0	0		
I	B	PHI 1635	Biomedical Ethics	3	45	0	0		
		CHM 1033	Chemistry	3	45	0	0		
		CHM 1033L	Chemistry Lab	1	0	30	0		
II	A	MCB 2000C	Microbiology	3	30	30	0		
		BSC 1085C	Anatomy & Physiology I	4	45	30	0		
II	B	BSC 1086C	Anatomy & Physiology II	4	45	30	0		
		DEP 2004	Human Growth and Development	3	45	0	0		
Total				30 Credits	405 Hours	120 Hours	0 Hours		
Semester	Course Number	Course Title		Credit Hours	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours		
ADN Program – Nursing Core Courses									
III	NUR 1023C	Fundamentals of Nursing		7	45	30	90		
	NUR 1060C	Adult Health Assessment		2	15	30	0		
Total				9 Credits	60	60	90		
IV	NUR 1211C	Adult Health Nursing I		9	60	30	120		
	NUR 1140C	Pharmacology/Drug Administration		3	37.5	15	0		
Total				12 Credits	97.5	45	120		
V	NUR 2213C	Adult Health Nursing II		6	45	0	90		
	NUR 2420C	Maternal/Infant Nursing		3	22.5	15	30		
	NUR 2310C	Pediatric Nursing		3	22.5	15	30		
Total				12 Credits	90	30	150		
VI	NUR 2520C	Psychiatric Nursing		4	30	0	60		
	NUR 2610	Community Health Nursing		1	15	0	0		
	NUR 2810C	Professional Nursing Leadership Practicum		2.5	15	0	45		
	NUR 2960C	Professional Nursing Review/Licensure Preparation		1.5	15	0	27		
Total				9 Credits	75	0	132		
Nursing Program Total				42 Credits	322.5 Hours	135 Hours	492 Hours		
Associate Degree in Nursing (ADN) Total				72 Credits	727.5 Hours	255 Hours	492 Hours		

COURSE REQUIREMENTS

- Demonstrate mastery of student learning outcomes and related course objectives.
- Complete all courses with a grade of 80% ("C") or better.
- Complete all required assignments.
- Actively participate in lecture, skills, and clinical rotations.
- Meet attendance standards of program as per the **attendance requirements**.
- Complete all proctored, standardized examinations.

GRADING SYSTEM

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

A	93 – 100%	4.0 points
B	86 – 92%	3.0 points
C	80 – 85%	2.0 points
F	0 – 79%	Failed
I	Incomplete	One Semester Only
S	Satisfactory	No credit classes
U	Unsatisfactory	No credit classes
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period to Midterm, 4 th week)	Financial implications
WF	Withdrawal (After Midterm 4 th to 8 th week)	Academic and financial implications

Faculty members will be responsible for computing each student's final numerical grade.

COMPETENCY STANDARDS AND PROGRESSION POLICY

1. All NUR curriculum courses have one or more of the following components: theory, skills lab and clinical. Each course component is evaluated as per the course syllabus, and the final grade is computed based on the completion of all course components, as further specified in the Methods of Evaluation section of the course syllabus. In order to complete a course and progress to the next one, the student must earn a cumulative 80% ("C) or better in said course (inclusive of all course components).
2. All courses have written assignments/activities. Failure to complete assignments/activities by the specified time period as specified in the NUR course syllabus may result in an unsatisfactory grade, potentially hindering course progression.
3. Students who do not score a minimum of 80% on each unit test in NUR courses will be required to meet with the instructor in addition to completing any assigned tutoring/remediation. Proper documentation will be maintained by faculty on completed assignments. Failure to complete assigned tutoring/remediation may hinder course progression and as such, the student may be dismissed from the program.
4. Students will be required to take a number of standardized tests throughout the nursing program to monitor mastery of student learning outcomes. These standardized test scores will be utilized to compute final course grades. Consequently, poor performance in these exams will negatively affect final course grades and potentially hinder progression throughout the curriculum. Certain standardized exams have no re-take opportunity. Failure to reach the required score will result in a final grade of "F" in the NUR course, as further specified in the Methods of Evaluation section of the course syllabus.
5. A medication dosage calculation test will be administered at least twice during the nursing program. Students must achieve an 80% score on the medication dosage calculation test, in order to progress in the NUR course and through the curriculum. There will be a total of two attempts provided to obtain such score. Remediation will be provided upon student's request after the first unsatisfactory attempt. Failure to achieve this 80% score requirement will result in a course grade of "F" in the respective NUR course, as further specified in the Methods of Evaluation section of the course syllabus.
6. Attendance/promptness is mandatory for program progression.
7. Students with poor academic performance will receive academic advising. Students who do not complete assigned tutoring and/or remediation may be placed on WARNING status. As such, student progression in the nursing program may be denied.
8. A final exam will be administered at the end of NUR 2960C. Passing grade for the final exam is 80%. Student must pass final exam and all nursing courses to take the Standardized Exit Exam.

9. Students who have successfully completed all nursing program, standardized exit exam, and university requirements are eligible for graduation. Also, such students are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN exam).

10. 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 the same course twice, or repeat more than one course, or do not meet the required attendance hours in both clinical and theory/skills will be terminated from the program. Failing NUR 2960C Professional Nursing Licensure Review/Licensure Preparation course does not count towards the two failures that result in termination from the program, however, NUR2960C may only be repeated three times. If the student cannot pass NUR2960C after 3 attempts, the student will be terminated from the nursing program for lack of academic progression.

CLASSROOM ATTENDANCE REQUIREMENTS

1. Students are expected to be on time and attend all classroom, skills lab/simulation.
2. If a student misses 10% or more of the total classroom and skills lab/simulation hours for each NUR course, they will automatically receive an academic advisement form. If the student misses after the academic form is received, then the student will automatically fail the course.
3. Tardy is defined as arriving after class starts. Being tardy disrupts teaching and learning, therefore, every effort should be made to arrive on time and prepared.
 - a. In the event a student is late for class, they will be considered absent even if the student attends the theory.
 - b. ‘Late’ is defined as arriving to class after the routine designated start time.
4. Leaving early is defined as leaving the classroom prior to the designated concluding time. If the student leaves early, he/she will be marked absent for the day.
5. If a student fails to comply with these attendance requirements for the Nursing program the Faculty will assign a grade of “F” at the end of the semester.
6. PLEASE NOTE: IF THE STUDENT HAS AN **UNEXCUSED** ABSENCE ON THE DAY OF AN EXAM, **NO MAKE-UPS WILL BE GRANTED**.

WRITTEN AND COMPUTERIZED EXAMS

All written and computerized examinations will be administered and completed on the day scheduled. Computerized exams will be administered Lockdown browser. Any student unable to take an exam 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. To ensure academic integrity, the professor reserves the right to redesign the exams for those students who miss the scheduled date and time and are granted a make-up (with an excused absence and proper documentation. See “Clinical Attendance Requirements”, item 3, for circumstances that would warrant an excused absence). Standardized,

proctored exams may be scheduled at the end of each course and will determine progression throughout the curriculum.

Students must bring laptop to every class and have Lockdown browser downloaded to take exams.

EXAMS AND ASSESSMENTS

Students must meet certain minimum standards for satisfactory progress while enrolled in the Associate Degree 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 multiplied by 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 C) equals the GPA.

The cumulative grade point average, or CGPA ratio, is obtained by calculating the GPA for all courses attempted at Florida National University.

Course grades of S, U, I, W, WP, and TC, do not count in the overall GPA since they carry no quality points, but count as credits attempted.

Faculty members are responsible for evaluating the students' mastery of student learning outcomes and associated course objectives as defined in each course syllabus. Students are tested on assigned material covered in class and during clinical demonstration sessions, as well as any assigned reading material that might have not been covered in class.

The student's attainment of student learning outcomes and course objectives is measured by various tools, such as unit exams, comprehensive exams, assigned projects and other evaluations of student's performance in theory/skills and in clinical rotations.

Faculty perform an item analysis on all exams administered. Course work completion is dependent upon a satisfactory grade of 80%. All written exams are based on a 100% score for a perfect test score.

Didactic faculty members are responsible for presenting the theory portion of the course and for administering all exams. ADN Administration reserves the right to prepare Midterm, Final Exam, and Standardized Exit Exam as deemed appropriate. All scantrons/tests will be kept in the student's records, is appropriate. In order to adhere to the standards of academic integrity, there will be no review of tests and/or test questions after an exam has been administered. Faculty may, however, address certain topics/areas he/she feels necessary with the class.

Students must achieve a passing grade in each component of the course in order to be successful in the program.

SKILLS LAB/SIMULATION EVALUATIONS

Nursing skills checkoff forms will evaluate the student's performance of the skills per course and semester. These evaluations will be completed at mid-semester and end-of semester under the direct supervision of a faculty member in the skills lab simulation setting. The student must earn a "P" passing grade both evaluations in order to progress in the nursing program. Please see course syllabus for additional details.

CLINICAL COURSE REQUIREMENTS (FOR COURSES THAT REQUIRE CLINICAL ROTATIONS)

- Successfully meet all course objectives
- Complete the clinical portion of the course
- Complete all required clinical assignments (Submit **2 Care Plans** per Clinical Course)
- Actively participate in pre and post conferences
- Meet attendance requirements of program for clinical rotations

CLINICAL ATTENDANCE REQUIREMENTS

1. Students are required to be present and punctual each clinical day. Clinical times are designated by the Clinical Rotation Manager for each course depending on facility availability.
2. Students will be responsible to call the Faculty to report all absences in order for Faculty to notify Clinical Rotation Manager. Clinical absences are unacceptable.
3. 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). Must bring copy of the death certificate and/ or funeral service notice.
 - Government business (i.e. jury duty, INS, court dates).

STUDENT ILLNESS PROTOCOL IN THE 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. If student needs medical attention, he/she will be considered absent from that clinical date and must schedule a makeup date with appropriate documentation.

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.

UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS

According to the ADN program's procedures, students are given the opportunity to make-up hours only if the absence is excused. 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 ****

CLINICAL PREPARATION

In the event a student fails to arrive prepared for the clinical setting, they WILL NOT BE ALLOWED IN THE CLINICAL SITE and will be marked absent for the day. This absence is deemed unexcused and a clinical make-up fee will apply as per the UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS section of this handbook.

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

- Stethoscope
- Bandage Scissors
- Penlight
- Tape measure
- Black Ink Pen
- Black Sharpie Marker
- Watch with a second hand
- Current Nurse's Drug Book, as per course syllabus
- Current NANDA list (Nursing Diagnosis), as per course syllabus

- Student Clinical Assignment Packet(s)
- Student Skills Checklist (in plastic cover to keep it neat and clean)

CHARTING BY NURSING STUDENTS

Students, as well as supervising faculty, are responsible for abiding by established policies/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 Student Clinical Assignment Packet. Students are required to sign entries by recording their first initial, last name, followed by initials "SRN (Student Registered Nurse.)

Although most healthcare facilities have transitioned to electronic health records (EHR), some facilities still maintain physical health records/patient charts. If a student is to chart or document on a patient's chart, such notations entered in the record will be reviewed and counter-signed by their supervising faculty member or supervising staff nurse. The supervising staff 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.)

GRADING CLINICAL PERFORMANCE

The student's clinical performance will be measured by attainment and mastery of student learning outcomes for the NUR course. Technical performance and professional attributes and related skills have been defined for each NUR course with a clinical component. The faculty will systematically evaluate the student's performance at mid semester and at the end of the course. The student must achieve a "P" passing grade in order to receive an overall pass grade for the clinical component of the nursing course for each semester. Faculty will be using a rubric to evaluate the student's clinical performance.

STUDENT CLINICAL ASSIGNMENT PACKET

Students are required to BRING ADEQUATE AMOUNT OF COPIES OF STUDENT CLINICAL ASSIGNMENT REPORT PACKETS EACH CLINICAL DAY. The students will be required to complete clinical packets and/or other assignments as mandated by the clinical instructor. In general, students will complete **a minimum of:**

One (1) Student Clinical Assignment Report for one (1) patient per clinical day (Fundamentals students only)

Two (2) Student Clinical Assignment Reports for two (2) patients per clinical day (for all other students)

Two (2) Care Plans per Clinical Courses

The clinical faculty may, however, assign additional learning activities as needed. Students are required to complete all assigned work as indicated by the clinical faculty member.

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 Nursing Academic Advisor. Guidance and advisement will be completed by the Nursing Academic Advisor 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 Nursing Academic Advisor. As part of the re-admission requirements an entrance examination and interview will be required.

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

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 in a clinical setting:

- Disciplinary action involving misconduct charges.
- Academic dishonesty or dishonest behavior
- Continued unsatisfactory ratings for personal appearance (not adhering to stipulated dress code).
- Exhibition of disruptive behavior will lead to suspension or possible expulsion.
- Failure to successfully complete a theory course or clinical rotation within the program regulation.
- Time missed (i.e. absences, tardiness, leaving early, sent home by an instructor etc.) in excess of three days per semester. (At the third absence, written warning will be given and at fourth absence dismissal from the program will be enforced).

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 DON/ADON will inform the student of the unacceptable behavior/unsatisfactory performance. A written guidance and advisement report will be completed and placed in the student's file.

ACADEMIC DISHONESTY

Florida National University's ADN 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 expectation and of school policies regarding academic dishonesty during orientation, on the first day of class and on an ongoing basis, as needed.

Academic dishonesty involves a variety of unethical student behaviors, such as lying, cheating, fabrication and plagiarism.

- Cheating includes, but is not limited to; looking at another student's paper, passing answers to or receiving answers from a fellow student, giving signals, procuring unauthorized copies of an exam and using unauthorized written material or notations during an exam.
- Fabrication is considered falsification or invention of any information, citation, data or document. It is also considered signing documents with names other than your own name.
- Plagiarism is defined as stealing and using the ideas of others as one's own. Plagiarism can range from improper citation of a 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 Assistant Director regarding the alleged student is wrong doing. Together they will clarify the problem, validate that faculty member's expectations as appropriate and review policies and options for the student.

All written documents must be reviewed for Plagiarism and a report must be submitted with each written assignment. A similarity index report up to 15 % will be considered acceptable.

- The first incident of academic dishonesty will result in a written warning and 0 points for the assignment.
- The second incident will result in failure to pass the class.
- Other Incidents: 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's decision and may submit a written grievance. Please refer to FNU's Catalog.

CODE OF BEHAVIOR

Students will come to class on time, wearing their student ID card, following FNU's dress code and must remain in their classroom for the entire class session.

All students will bring textbooks (ebooks) and other materials to class every day. Including laptop with Lockdown browser installed to every class.

Breaks will be kept within the designated time frame of ten minutes per every sixty minutes of theory.

The student should follow all safety rules. All female and male students with long hair must wear hair off collar in the lab/clinical site.

Students are expected to be generally in mandatory FNU/ADN nursing program white uniform during all program activities unless otherwise specified.

Guests and visitors, generally, will not be accepted in the classrooms 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 will result in expulsion.

Exhibition of disruptive behavior. 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 University Honor Court for adjudication.

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 AND Program promotes student study behavior of the highest quality, which is required in order to maximize the learning experience. Behavior including sleeping, talking, passing notes, text messaging, studying for other sources in the classroom, reading newspapers and leaving the classroom during theory are disruptive to the faculty, but also, most importantly, to peers.

Cell phones or any electronic devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on silent or vibrate mode at all times. No headphones are allowed during theory, lab, clinical hours, or exams.

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

No visitors are allowed during classroom 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.

PROFESSIONAL BEHAVIOR

In addition to meeting the academic standards of the Program, students must demonstrate professionalism in classroom, skills labs/simulation, and clinicals. 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 demonstrate 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 lack of professional development.

STUDENT PROGRESS EVALUATION

- Each student will receive written and verbal evaluative feedback on their academic and clinical progress from a faculty member.
- Periodic written advising report will be completed by a 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 Midterm and Final Exam, and Standardized Exit Exam.
- 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.

STUDENT PROGRESS EVALUATION TIMETABLE

Semester	Core Courses	Theory Evaluations	Skills Evaluations	Clinical Evaluations
III	NUR 1023C-Fundamentals of Nursing	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	2 (1 mid-semester and 1 at semester end)
	NUR 1060C-Adult Health Assessment	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	N/A
IV	NUR 1211C-Adult Health Nursing I	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	2 (1 mid-semester and 1 at semester end)
	NUR 1140C-Pharmacology/Drug Administration	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	N/A
V	NUR 2213C-Adult Health Nursing II	See Course Syllabus- Methods of Evaluation	N/A	2 (1 mid-semester and 1 at semester end)
	NUR 2420C-Maternal/Infant Nursing	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	2 (1 mid-semester and 1 at semester end)
	NUR 2310C-Pediatric Nursing	See Course Syllabus- Methods of Evaluation	1 (upon completion of skills lab portion)	2 (1 mid-semester and 1 at semester end)
VI	NUR 2520C-Psychiatric Nursing	See Course Syllabus- Methods of Evaluation	N/A	2 (1 mid-semester and 1 at semester end)
	NUR 2610-Community Health Nursing	See Course Syllabus- Methods of Evaluation	N/A	N/A
	NUR 2810C-Professional Nursing Leadership Practicum	See Course Syllabus- Methods of Evaluation	N/A	2 (1 mid-semester and 1 at semester end)
	NUR 2960C-Professional Nursing Review/Licensure Preparation	See Course Syllabus- Methods of Evaluation	N/A	2 (1 mid-semester and 1 at semester end)

CLINICAL EVALUATION TOOL

Each core nursing course has its own evaluation tools for the theory, skills lab/simulation, and clinical component. Please refer to the specific course syllabus for further details.

GRADUATION REQUIREMENTS

To graduate from the ADN program the student must complete the following:

- Meet the graduation policies as stated in the school catalog.
- Have a cumulative program GPA of 2.0 ("C").
- Students must attend all NCLEX review courses.
- Upon completion of all nursing core courses, students must successfully complete a Standardized Exit Exam to graduate.

The graduates of the nursing program will be eligible to apply to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) administered by the Florida Board of Nursing.

NCLEX examination must be taken within 90 days after graduation date. Students that fail to take NCLEX examination within 180 days of graduation must attend a Florida Board of Nursing approved licensure preparation review course prior to attempting the NCLEX-RN, pursuant to 464.019 (5) (a)1.

COMMENCEMENT CEREMONY

The Office of Student Services coordinates the graduation ceremony, which consists of the commencement act and the reception. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials, whether they participate or not in the commencement exercises. All student data (address, phone numbers, and e-mail address) must be current in order to receive the ceremony itinerary in the mail or by email.

STUDENT IDENTIFICATION

Students are issued a picture identification card. This identification card must be worn at all times/school activities (unless otherwise specified). If you are not wearing an identification card, you will not be allowed on the premises. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card will be charged \$5.00.

PROGRAM UNIFORM/ DRESS CODE POLICY

- All students enrolled in Florida National University's ADN 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 theory/skills lab simulation/school activities and clinical rotations (unless otherwise specified). The Program uniform will have the official school insignia on the left side.
- Students will be required to abide by the ADN Program dress code or they will be dismissed from theory/skills lab/Simulation or clinical.
- The student will wear nursing type shoes which must be all white with no insignia or color and completely closed. No clogs or "crocs" are permissible.
- T-shirts worn under the uniform must be clear of writings or pictures. All undergarments must be white in color and appropriate for the learning environment. Sweaters must be white in color.
- Males must be clean shaven, unless they have a beard/mustache which must be neatly groomed.
- 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. No rings with stones are to be worn to clinical areas. Only female students are permitted to wear ONE stud earrings. Nails must be maintained and closely clipped.
- No artificial nails may be worn i.e. gel or acrylic polish or nails. No gel nails. Only clear nail polish will be permitted i.e. no French nail polish permitted.
- All tattoos must remain covered to maintain the professionalism expected from Florida National University.

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.
2. If the issue is not resolved, he/she will address the Campus ADON.

3. If the student follows through the chain of command and issue remain unresolved, he/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 its conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he/she will address the Campus Dean.

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 Campus ADON. 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 Campus ADON and should define the complaint with the specific terms that the student believes should be taken to correct it.

The ADON will then investigate the problem which may include a request for additional information and interviews with individuals involved in the incident. The ADON will reply to the student in writing within three working days of receipt of the grievance and will report such resolution to the DON.

If after receiving the ADON'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.

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 and vocational 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 scheduled for an advisement session with the faculty member in 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 file and in CampusVue. All advisements should be witnessed by an administrative staff.

TUTORING

Free tutoring is provided on the various subjects offered at Florida National University Nursing Program. Tutoring information is provided by the ADN program Lead faculty/faculty each semester.

STUDENT HEALTH MAINTENANCE

Florida National University's ADN Program recognizes that health maintenance is the primary responsibility of the each individual student. Students are therefore required to carry their own health insurance.

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 (*Flu season is from October- March*), and Tdap (valid for 5 years) 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 twelve months.

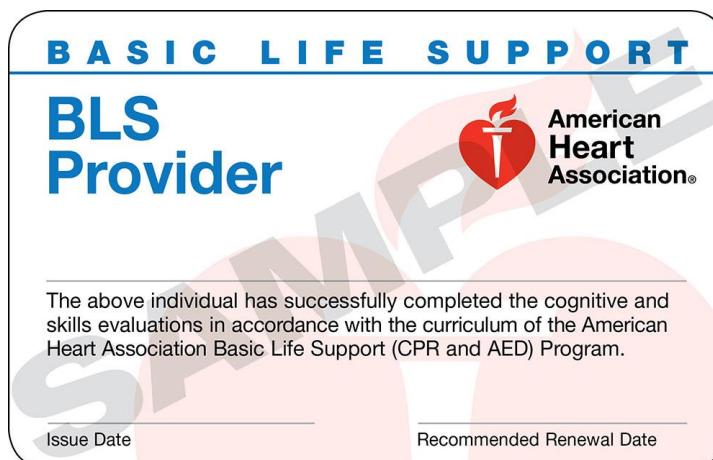
Students have the right to decline to receive the Hepatitis B immunization series and must complete a refusal form which is available at the nursing office on campus.

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.

BLS CARD AND OTHER CERTIFICATIONS

All students must have a current BLS certification from a live class (issued by American Heart Association only!) before entering the clinical areas. Program personnel may be able to schedule a BLS 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 BLS certification in the community. BLS certification renewals are the responsibility of the student. Certification must be renewed a month prior to date of expiration. BLS card MUST be signed on the back. Hospitals will not accept any unsigned document.



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

CRIMINAL BACKGROUND CHECK

In compliance with Florida National University administrative policy, all students accepted to the ADN 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 by the student through the Bursar's office. The ADN 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 student may be subject to dismissal from the program depending on the criminal offense in question.

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 in this manual. You will not be allowed in class without a completed background check.

DRUG SCREENING

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

The drug screening will be performed upon payment of such by the student through the cashier's office. The ADN 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.

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.

Students may be subject to random drug screening test throughout the duration of the program pursuant to clinical facilities' requirements. Failure to pass said random drug screening test may result in dismissal from the nursing program.

HAZING

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

HURRICANE PLAN 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 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, www.nbc6.net, and www.telemundo51.com

POLICY ON UNIVERSITY CLOSINGS

At the time of a disaster, such as hurricane, the ADN Program will follow the guidelines set by the University. (FNU student handbook)

PARKING

For the safety and security of students, all motorized vehicles are required to have an FNU parking decal affixed to the vehicle's lower right/left back window. Students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required. Failure to have a visible parking decal may result in cars being towed away at the owner's expenses.

SECURITY OF STUDENTS' 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 ADN Program will assume liability for items left unattended. The student alone is responsible for the safe-keeping of his/her personal belongings.

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.

FNU is committed to offering accessible courses to all students, in full compliance with the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973. If you require special accommodations, you have the right to receive services including but not limited to: customized assessments, individualized tutorial services, and other accommodations provided to you by faculty and staff.

Please do not hesitate to contact our Student Services Office or Distance Learning department if you require any special accommodations.

PREGNANT STUDENT

A pregnant student 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 student's ability to carry out her responsibilities in the classroom and in the clinical setting, the DON or ADON, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

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 (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 scheduled 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.

COURSE CANCELLATION

The Florida National University ADN 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.

PROTOCOL FOR IMPLEMENTING NEW PROCEDURES

The Program Director and/or Assistant Director of the ADN Program will review all new school policy and procedures and will provide the students with a copy of the new and/or revised policy and procedure statements via email. If needed, verbal notification will be provided.



ASSOCIATES DEGREE 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, theory, 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 Associate Degree 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 Associates Degree 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 Associate Degree 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 Associate Degree in Nursing Program, then the Student Grievance Procedure, as stated in the Florida National University's Associate Degree 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 Associate Degree in Nursing Program Student Handbook. All such provisions of the Florida National University's Associate Degree 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 theory.

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 theory, except for those substances prescribed by a physician. Students shall not consume intoxicants while enrolled in the Associate Degree in Nursing program. If a member of FNU (student, faculty, or administration) or a clinical site staff member has suspicious and/or reasonable doubt that the student could be under the influence of illicit drugs/intoxicants, the student will be sent immediately for drug testing. And 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 theory. 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 his or her 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 Associate Degree in Nursing Program employee, Florida National University's Associate Degree 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 Associate Degree 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, theory, 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 Associate Degree 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 Associate Degree 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 Associate Degree in Nursing Program, the student is subject to permanent dismissal from the Florida National University's Associate Degree 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_____.



ASSOCIATE DEGREE IN NURSING PROGRAM

Employability Acknowledgement

FNU is committed to providing an accessible learning environment for all students, regardless of disability. However, some clinical health fields require licensure and the ability to perform to physical standards that may not be attainable by those with certain disabilities. FNU has no control whatsoever over professional licensing requirements or any industry performance standards. As a result, under these circumstances, FNU cannot guarantee that successful completion of any course of study will result in the ability to attain professional licensure or job placement in any specific field of work. By signing below, I acknowledge that I am enrolling in this program with knowledge of the foregoing, and I waive all claims against FNU in connection with any inability I may later have to attain such professional licensure or job placement.

Student Name (Print)

Student Signature

Date



ASSOCIATE DEGREE IN NURSING PROGRAM

Student Handbook Acknowledgement

This is to certify that I have received my personal copy of the Associate Degree 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 also agree to abide by all established policies and procedures, while a student in the Florida National University's Associate Degree in Nursing Program.

Student Name (Print)

Student Signature

Date