



STUDENT UNDERGRADUATE HANDBOOK (2021)

ASSOCIATE DEGREE IN NURSING



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Associate Degree in Nursing Program

STUDENT UNDERGRADUATE HANDBOOK

Purpose of the ADN Student Undergraduate Handbook

1. The ADN Undergraduate Handbook serves as a resource regarding nursing policies and procedures.
2. The ADN Undergraduate Handbook discusses the pertinent aspects necessary that will be necessary for your adjustment to the role of “*student registered nurse*” at Florida National University.

Florida National University reserves the right to change any provision listed in this Handbook without prior notice to individual students. FNU will work to keep students informed of any change.

The last four pages of the Student Handbook include:

- 1- Nursing Clinical Rotation Attendance Acknowledgment (pg. 39-40)
- 2- Student Undergraduate Handbook Attestation (pg. 41)
- 3- Unexcused Absence Clinical Rotation (pg. 42)

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.

ACADEMICS

ACADEMIC COMPLAINTS AND APPEALS

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

- The student should address his complaint to the faculty member, staff member, or administrator involved.
- If the Student is not satisfied, he or she is to address the Nursing Director.
- 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.
- If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.
- 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.

ACADEMIC INTEGRITY

- Florida National University's Associate Degree 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 number 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 wrongdoing. 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.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

- 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.

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.
- Main 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.

CAPSTONE AND VIRTUAL-ATI REQUIREMENTS

- NUR 2960C or NUR 4836C offer the Capstone and Virtual-ATI for 16 weeks' duration. Progression to the module and benchmark expectations for each week. VATI offers the mile marker and 100% stage mile marker must be successfully completed (as approved by ATI coach) prior to eligibility to take VATI Predictor Exam.

VATI PREDICTOR REQUIREMENTS:

- Student must complete Capstone and VATI-ATI course to be eligible to take VATI Predictor.
- Student must achieve first attempt Virtual-ATI Predictor score of 72% individual adjusted score = 92% probability of passing NCLEX) to take Exit exam.
- If student meets first attempt of 72% individual adjusted score = 92% probability of passing NCLEX on first attempt of VATI Predictor, student will proceed to take Exit Exam.
- If student is unsuccessful to meet 72% individual adjusted score = 92% probability of passing NCLEX, student will not be allowed to take Exit Exam. Student will receive Failure grade. Your ATI account for VATI will be deactivated.
- Any student who does not meet the Weeks 1-15 timeline will receive Failure in the course. No catch-up basis will be allowed. Student will receive Failure grade. The ATI account for VATI will be deactivated.

EXIT EXAM REQUIREMENTS:

- All nursing courses must be completed and passed to be allowed to take EXIT Exam.
- Students are required to meet 74.7% individual adjusted score to Pass Exit exam= 95% probability of passing NCLEX to pass Exit exam. If unsuccessful to meet the score, student will Fail the course.
- Student will **NOT BE ALLOWED** to take Exit exam if 72% individual adjusted score = 92% probability of passing NCLEX) VATI Predictor score on first attempt is **NOT** met.

CLASSROOM DECORUM

- Florida National University's Associate Degree 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 always vibrate mode.
- Students are prohibited from using the computers in the classrooms. They are solely for faculty use only.
- No visitors are allowed during class hours.
- 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.
- 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.

CODE OF CONDUCT

- 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.

CONDITIONS FOR DISMISSAL

Failure of the same course twice will lead to dismissal from the program.

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).

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.

COURSE GRADE REQUIREMENTS

- Nursing students in the nursing core must achieve 80% and above on the cumulative exam first, before adding the remaining 20% on the cumulative overall grade for the course. Any student who does not meet 80% or above on the cumulative exam grade, the rest of 20% activities will be placed on zero. In addition, if student meets 80% and above on cumulative exam, the cumulative overall grade must also be 80% and above to pass the nursing core courses.
- A 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 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 can receive a maximum of 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. See University Catalog pg. 235

- If student Fails the NUR 2960C and NUR 4836C course, this count as a Failure.
- Nursing students are allowed only two Failures on the entire nursing program.
- NUR 2960C course or NUR 4836C may only be repeated once, if unsuccessful or failed two courses including NUR 2960C and NUR 4836C, student will be dismissed in the program.
- Refer to University Catalogue for additional information.

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 grade of 80% or better.
- Pass math drug calculation test with a grade of 80% or better.
- Complete all required assignments.
- Actively participate in class.
- Meet attendance standards of program.

COURSE SCHEDULE

Course schedule (didactic, clinical, lab, simulation) is not guaranteed. The course may be rescheduled (AM or PM, weekends) based upon the availability. Student cannot choose morning or afternoon shift only. Student will be given a semester schedule and will be subject to change. Student can be assigned clinical sites within 120 miles' radius.

ADN CURRICULUM

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	35
Total				9 Credits	75	0	140
Nursing Program Total				42 Credits	322.5 Hours	135 Hours	500 Hours
Associate Degree in Nursing (ADN) Total				72 Credits	727.5 Hours	255 Hours	500 Hours

DISMISSAL FROM THE PROGRAM

Students will be allowed to repeat a failed course. Two failing grades, in the same course, will result in termination from the program. Students who fail the lecture or clinical component of a practicum course must repeat both lecture and clinical, which will count as one failed course. Students who successfully pass a repeat course will be allowed to move forward in the program.

Students who got dismissed from the nursing program cannot transfer to another undergraduate nursing program. See University Catalogue for details.

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%	Unsatisfactory
I	Incomplete	One Semester Only
W	Withdrawal (Drop period)	No financial implications
WP	Withdrawal (Drop period After Midterm 4 th to 8 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” theory grade. In the Associate of Science in Nursing Program, the lowest acceptable grade is an 80% (B). Anything below an 80% is considered failure. See University Catalog pg. 108.

GRADUATION REQUIREMENTS

All of the following requirements for graduation must be met to be conferred in the program. Florida National University will grant each student who successfully completes the prescribed course of study in the Associate Degree in Nursing Program with a diploma.

- The student must achieve a minimum of 80% in each academic theory course and receive a “satisfactory” grade in each clinical and lab area in order to be eligible for graduation.
- Conferral for graduation is dependent on completion of graduation requirements such as academic credits, clinical hours, community hours, and other graduation requirements stipulated in Undergraduate Course Catalogue. Passing all required nursing courses, meeting all clinical requirements, lab hours, credits, and other

graduation requirements must be met prior to conferral. Passing NUR 2960C or NUR 4836C course nor Exit exam alone does not all meet graduation requirements. See University Catalogue.

- Students must pass NUR 2960C or NUR 4836C VATI Predictor and Exit Exam to pass the course.
- Passing Exit exam (first attempt) with a score of 74.7% (=95% probability of NCLEX success) on first attempt is a requirement for graduation. No retakes of Exit Exam are allowed.
- Refer to University Catalogue for additional information on graduation requirements.

- **NUR 2960C AND NUR 4836C REQUIREMENTS:**
 - Student must pass the first attempt of VATI Predictor with 72% and above (=92% probability of NCLEX success) as a requirement to take Exit Exam. Even though VATI Predictor can be remediated and second attempt is available, only first attempt VATI Predictor score will be accepted to take Exit Exam.
 - Student must Pass Exit exam with a score of 74.7% (=95% probability of NCLEX success) to Pass the course.
 - 80% and above cumulative grade is needed to pass the NUR 2960C or NUR 4836C courses.
 - Failure to complete successfully the required activities and benchmark scores on a timely fashion, student will Fail the course.
 - VATI Predictors, exit exams, and all other exams (practice exams, predictors) are administered one minute per question.
 - Students are responsible for all assigned content, whether such content is covered during class times or not. Exams and other evaluation methods will include all assigned content, whether covered in class or not.
 - NO Incomplete will be awarded for the course. If a student cannot complete the entire course due to mitigating circumstances, student must repeat the entire course. This must be approved by the Division Head and Director of Nursing. Policy for repeating the course must apply.

GUIDANCE AND ADVANCEMENT

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 academic related 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.

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 PLANS AND PROCEDURES

According to the University Catalog:

- 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, www.nbc6.net, and www.telemundo51.com

LATE ASSIGNMENT POLICY

- 10% deduction from the final grade each date of late assignment. Zero will be awarded after 3 days of not submitting assignment. This does not apply for NUR 2960C and NUR 4836 C courses.

LENGTH OF PROGRAM SCHEDULE

- 16 weeks every semester
- Program hours will be from 8:00 am-3:00pm or 4:00pm to 10pm for lectures, labs and skills; clinical hours can be scheduled as follows: 6:30am to 3:30pm / 2:30pm to 11:30pm / 6:30am- 7:30pm - one hour will be deducted for lunch.
- Be aware that there are No split clinical schedules! Students will complete the full scheduled clinical day. Total amount of clinical hours will be determined by program administration. However, other required activities will be scheduled. The students may be required to attend such activities.

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.
- The main library collection is housed at the Hialeah Campus Library, along with the South Campus Resource Room, and the Training Center Resource Room. 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 <https://www.fnu.edu/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.

MISSION STATEMENT

The purpose of the Associate Degree 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.

NEW STUDENT ORIENTATION OUTLINE

- ADN Credit Hours
- ADN Program's Benefits
- ADN Program Specifics
- Background Forms
 - ACHA Form
 - FERPA Form

- Fingerprint Form
- South Florida Fingerprint Form
- VECHS Form
- Credit Hours: Nursing Core Courses
- Credit Hours: Pre-Requisite Courses
- Nursing Academic Advising Team
- Q&A
- Resources: Library
- Resources: Nursing Core Classes
- Resources: Skills/Simulation Lab

OBSERVED HOLIDAYS Students and Faculty do not attend these days.

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

PHILOSOPHY OF ADN PROGRAM

The Associate Degree 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 Associate Degree 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.

PROFESSIONAL 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.

PROGRAM DRESS CODE POLICY

- All students enrolled in Florida National University's Associate Degree 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 Associate Degree 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 will not be allowed.
- Hair must be off the collar and in a ponytail 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.

PROTOCOL FOR IMPLEMENTING NEW PROCEDURE

The Program Director of the Associate Degree 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.

RESCHEDULING OF EXAMINATIONS

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 MAKE-UP EXAMS**

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

STUDENT LEARNING OUTCOMES

- 1 Provide safe, quality, holistic, patient-centered care for culturally diverse patient populations, including the family unit
- 2 Participates within interdisciplinary teams where collaborative decision –making promotes critical thinking and continuous improvement in quality patient care (EBP).
- 3 Utilize current technology to effectively manage and deliver safe, quality care within various healthcare settings.
- 4 Implement the applicable standards of care to prioritize patient needs and minimize risk of harm to patients and healthcare providers.
- 5 Integrate best current evidence-based research with nursing process to deliver optimal healthcare.

6 Discuss the nursing code of ethics and standards recognized as essential to the art and science of nursing.

STUDENT ORIENTATION OBJECTIVES

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

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 Associate Degree in Nursing (ADN) Program. In addition, the role of the registered nurse is examined to provide for an effective transition into the study of nursing.

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.

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.

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) 8213333, request to be connected to the Office of Student Services for further information.
- See University Catalog or Website for more information or to complete ADA Accommodations paperwork.

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 covered in class.
- The student's attainment of objectives is measured by various tools such as multiple tests and exams 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 Associate Degree 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 to successfully complete the clinical portion of each course. For the courses that have lecture and clinical components, **both** components must be mastered 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 Associate Degree in Nursing at Florida National University.
- The satisfactory progress is computed based on the quality points earned by the grades received in a semester (**grade point average** or **GPA**). The grade point average or GPA for a semester is calculated by dividing (a) a number equal to the sum of credit hours for each course attempted during the semester times the quality point value for each grade earned in the course by (b) a number equal to the number of credit hours attempted during the semester (i.e., hours from courses with grades A through F)
See University Catalog pg. 89. **Satisfactory Progress** is a requirement for graduation.
- All exams and practice questions will be administered one minute per question.

UNIVERSITY CLOSING

- At the time of a disaster, such as hurricane, the Associate Degree in Nursing Program

CLINICAL

ABSENCE 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 (see ADN 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.
- Clinical absence **shall not exceed 2 per semester**. Student who missed more than 2 days (16 hours) of clinical will receive failure grade. Student who missed the make-up before the end of the semester will receive Failure grade.

ADHERENCE TO CLINICAL FACILITY/HOSPITAL POLICIES PROCEDURES AND CORE VALUES

- Students are supervised (direct supervision) by Clinical instructor/faculty of FNU at all times.
- Students and faculty ration is 1:6.
- Clinical Instructor/faculty is available via telephone for indirect supervision.
- As a student of Florida National University's Associate Degree 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.

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

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.

CLINICAL COURSE REQUIREMENTS

- 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.

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.

CRIMINAL BACKGROUND CHECK

- In compliance with Florida National University administrative policy, all students

accepted to the Associate Degree 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 Associate Degree 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 procedure 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 (FBN) 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.
- NO student will be accepted to nursing core and nursing program without clear background and AHCA results.

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 for every clinical:**

- 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.

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 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 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.

HOSPITAL ORIENTATION

- Hospital orientation is 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.

ILLEGAL DRUG USE SCREENING

- In compliance with Florida National University administrative policy, all students accepted to the Associate Degree 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

IMMUNIZATION POLICY

- o Following recommendations for the Immunization for Health-Care Workers issued by the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) of the Centers for Disease Control and Prevention, and to comply with clinical facilities’ requirements, all Florida National University students who are pursuing a program that requires a clinical rotation or externship (Medical Assistant, Respiratory Therapy, Radiologic Technology, Diagnostic Medical Ultrasound, Physician Assistant, Physical Therapist Assistant, and certain Nursing programs) must have the following vaccines, which must be up-to-date and administered according to the schedules noted below, before beginning their rotation or externship in a clinical facility:

Vaccines/Tests	Requirements
Hepatitis B	<p>If you do not have documented evidence of a complete HEP.B vaccine series, or if you do not have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination), then you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get a 3-dose series of the vaccine available: dose #1 now, #2 in 1 month, #3 approximately 5 months after #2.
Flu (Influenza)	<p>Get 1 dose of influenza vaccine annually during Flu outbreak: October 1st to March 30th of each year.</p>
MMR (Measles, Mumps, & Rubella)	<p>If you were born before 1957 and there is no immunity for Measles, Mumps and Rubella (i.e., no serologic evidence of immunity), the student must get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).</p>
Varicella (Chickenpox)	<p>If you were born in 1957 or later and have not had the MMR vaccine, or if you do not have an up-to-date blood test that shows, you are immune to rubella, only 1 dose of MMR is recommended.</p> <p>If you have not had chickenpox (varicella), if you have not had varicella vaccine, or if you do not have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of varicella vaccine, 4 weeks apart.</p>

<p>TDAP (Tetanus, Diphtheria, Pertussis)</p>	<p>Get a one-time dose of TDAP as soon as possible if you have not received TDAP previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter.</p>
<p>Tuberculosis (TB)</p>	<p>Get PPD skin tests as described below.</p> <p>The PPD skin test is a method used to determine if someone has developed an immune response to the bacterium that causes tuberculosis (TB). PPD stands for purified protein derivative.</p> <p><i>The PPD test must be repeated every 6 months.</i></p> <p>QuantiFERON tuberculosis test is an alternative to the PPD. QuantiFERON is simply a blood test approved to diagnose latent or active tuberculosis in a patient. Certain people should be tested for TB infection because they are at higher risk</p> <hr/> <p>for being infected with TB bacteria, including:</p> <ul style="list-style-type: none"> • People who have spent time with someone who has TB disease • People from a country where TB disease is common (most countries in Latin America, the Caribbean, Africa, Asia, Eastern Europe, and Russia) • People who live or work in high-risk settings (for example: correctional facilities, long-term care facilities or nursing homes, and homeless shelters) • Health-care workers who care for patients at increased risk for TB disease • Infants, children and adolescents exposed to adults who are at increased risk for latent tuberculosis infection or TB disease

Immunization Timing and Submission Requirements

- Compliance with the immunization policy described above must be demonstrated at the time of completing the clinical documentation package to be submitted to the clinical facility. Students must also demonstrate that the Flu vaccine was received during each annual Flu season as noted above. Additional information, including due dates, will be provided by the Director of Clinical Education or appropriate Program Director.
- All immunization records must be submitted to the Director of Clinical Education or

appropriate Program Director as advised and by the specified due date.

- Failure to comply with these immunization requirements will prevent students from being accepted or continuing in a clinical rotation or externship and graduating from their program.

Additional Clinical Facility Immunization Requirements

- Immunization requirements are established in part by the University's affiliated clinical facilities. The immunization requirements listed above may be modified or expanded if required by the clinical facility at which a student will complete their rotation or externship. If so, additional information will be provided by the Director of Clinical Education or the appropriate Program Director.

LAB AND CLINICAL CARE PLAN

- 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.

LAB COMPETENCY SKILLS

- 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 to advance in the term.
- The skills station will be divided into head-to-toe assessments with documentation and nursing
- The fees are \$342 for 8 hours MISSED LAB and \$494 for 12 hours MISSED LAB HOURS.
- Lab absence **shall not exceed 2 per semester**. Student who missed more than 2 days (16 hours) of clinical will receive failure grade. Student who missed the make-up before the end of the semester will receive Failure grade.

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.

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.
- 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.

PROCEDURE TO FOLLOW IN CLINICAL

- Contact your assigned faculty for the clinical day for instructions
- If there is no answer, contact ADN office if clinical is scheduled during university working hours.
- 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.
- E-mail the ADN office at dcorner@fnu.edu informing them about the incident.

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.

RESPONSIBILITY OF STUDENTS' HEALTH MAINTENANCE

- Florida National University's Associate Degree 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.*

SECURITY OF STUDENTS' PERSONAL EFFECTS

The student will be responsible for the security of his/her 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.

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.

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.

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:
 - The critical performance behavior expected
 - An evaluation of the behavior performed
 - "S" - signifies that the behavior was performed satisfactory
 - "NI" - signifies that the behavior performed needs improvement
 - "NA" - signifies that the student was not given the opportunity to perform the behavior.
 - "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 Review

- 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.



APPENDIX A

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 scheduled 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 (2 maximum per semester) to 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 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.

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.

Print Student's Name

Date

Student's Signature



APPENDIX B

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.

Print Student's Name

Date

Student's Signature



APPENDIX C

STUDENT UNDERGRADUATE HANDBOOK ATTESTATION

I _____, (print name), reviewed, and understand the Policy and Procedure stipulated on Student Undergraduate Handbook.

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.

Print Student's Name

Date

Student's Signature