



SCHOOL OF NURSING



STUDENT NURSE HANDBOOK 2011-2012

**EDISON STATE COLLEGE
SCHOOL OF NURSING**

**STUDENT NURSE HANDBOOK
2011-2012**

Dear Nursing Student:

Welcome to the School of Nursing at Edison State College!

We are pleased you have chosen Edison State College to pursue your nursing education and we are committed to assist you in accomplishing your goal. We understand that learners are often anxious about returning to a learning environment. Communication between students and faculty members is essential to facilitate your success. You need to actively participate and assume responsibility for your learning; it is a two-way process.

This handbook has been designed to help you become aware of the mission and philosophy of the nursing program and the policies and procedures which will affect your retention, progression, and graduation from the program.

We welcome you and wish you academic success.

The Nursing Faculty

The policies and procedures in this Handbook are subject to change as needed. Students will receive notification in writing if a policy is revised.

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CHAPTER ONE

**DIVISION OF PROFESSIONAL & TECHNICAL STUDIES
SCHOOL OF NURSING**

Administration

Dean

Mary Myers Interim District Dean of Professional and Technical Studies	
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Associate Director of Nursing RN to BSN Program

Denise McNulty Associate Director, RN to BSN Program/Interim Director of Nursing B.S.N., Holy Family University M.S.N., University of Pennsylvania Post-Masters Psych/Mental Health Nursing, Duquesne University Post-Masters Health Administration, Saint Joseph's University D.N.P., Duquesne University
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Coordinators of Nursing

Bobby Holbrook Program Coordinator, Lee Campus Evening Program A.S., Edison Community College B.S.N., Florida Gulf Coast University M.S.N., ARNP, University of South Florida Susan Holland Program Coordinator, Lee Day Program A.S.N., Edison Community College A.A., Edison Community College B.S.N., University of Central Florida M.S.N., University of Central Florida Gayle Wetzel Advanced Placement Coordinator, Collier Campus B.S.N., Florida State University M.S.N., ARNP, University of Arizona	Margaret Kruger Program Coordinator, Collier Campus B.S.N. University of Tennessee Center for Health Science in Memphis M.S.N. University of Tennessee Center for Health Science in Memphis Chitra Paul-Victor Program Coordinator, Charlotte Campus B. Sc., Christian Medical College M. Sc., Christian Medical College
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Nursing Faculty

<p>Patricia Arcidiacono, Collier Campus B.S. in Nursing Fairleigh Dickinson University M.A., Nursing, New York University</p> <p>Catherine Bogar, Lee Campus, Evening A.S., Cuyahoga College B.S. Ohio State University B.S.N., University of Akron M.S.N., University of Akron</p> <p>Cassandra Dehaney-Duffus, Collier Campus Diploma, University of the West Indies B.S.N., St. Joseph's College M.S.N, ARNP, Florida Gulf Coast University D.N.P., University of Miami</p> <p>Debra Ebaugh, Collier Campus B.S.N., Valdosta State College M.S.N., University of Miami</p> <p>Kyle Fairchild, Charlotte Campus B.S.N., Southern Illinois University M.S.N., University of South Florida</p> <p>Monique Findley, Lee Campus A.A. Edison Community College B.S.N. USF M.S.N., ARNP, C.N.M, Frontier School of Midwifery & Family Nursing</p> <p>Marilyn Herlin, Charlotte Campus B.S.N., UCLA M.S.N. , University New Mexico J.D., University of California at San Francisco</p> <p>Rhonda R. Johnson, Lee Campus B.S.N. University of Florida M.S.N. University of Pennsylvania</p> <p>Marti Jenner, Lee Campus – BSN Program B.S.N., University of Pittsburgh M.S.N., George Mason University Post-Masters, George Mason</p>	<p>Kathleen Lanigan, Lee Campus – BSN Program B.S.N., St. Xavier College M.S.N., Rush University Ph.D., University of Wisconsin- Milwaukee</p> <p>Pamela Sanford, Charlotte Campus B.S.N., University of North Dakota B.S. Psychology, University of North Dakota M.S.N. Nursing Education, Florida Atlantic University</p> <p>Julie Strasser, Lee Campus B.S.N. Loma Linda University M.S.N. University of Phoenix</p> <p>Andrea Storrie, Lee Campus A.D.N Henry Ford Community College B.S.N. University of South Florida M.S.N., C.P.N.P., University of South Florida</p> <p>Cheryl Turton, Lee Campus – BSN Program B.S.N., Northern Michigan University M.S., Arizona State University Ph.D., Wayne State University</p> <p>Debra Weeks, Lee Campus B.S.N., University of Florida M.S.N., University of Florida D.N.P University of Florida</p> <p>Suzanne Wells, Lee Campus B.S.N. Murray State Univerity M.N.Sc. University of Arkansas for Medical Sciences</p>
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Nursing Laboratory Supervisors and Clinical Coordinator

Nora Stadelmann Clinical Coordinator, Lee Campus A.A. Green Mountain College B.S.N. Skidmore College M.S.N. Walden University	Mary Pasquinelli Nursing Lab Supervisor, Collier Campus B.S.N Villa Maria College M.S.N. University of Pittsburgh
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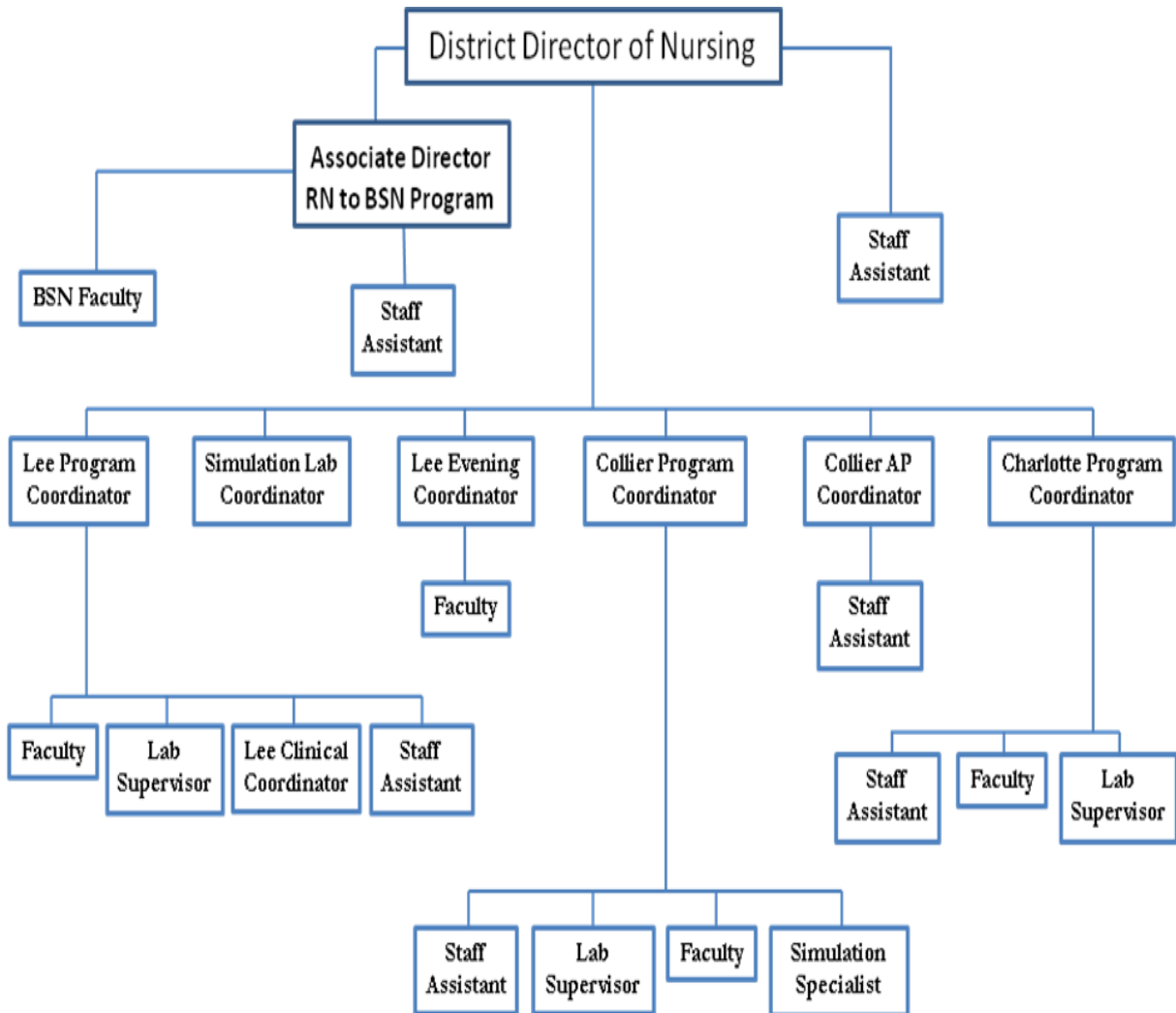
Staff Assistants

Linda Engler, Collier Campus: Basic Program	Sandy Krotov, Lee Campus: Day Basic & Advanced Placement Programs
Elinor Langlois, Collier Campus: Advanced Placement Program	Wendy Morris, Charlotte Campus: Basic & Advanced Placement Programs
Sue Wilson, Lee Campus: RN to BSN Program	

Health Professions Advisor

Evelyn Gierbolini A.A., Edison Community College B.A., Regents College at New York	
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EDISON STATE COLLEGE SCHOOL OF NURSING ORGANIZATIONAL CHART



Historical Background

Edison State College designated the Nursing Program as a School of Nursing in 2009. The first nursing program was established in 1968 on the Lee campus and graduated its first class of eleven students in 1970. The program is now authorized by the Florida Board of Nursing to graduate ninety-six generic students from the Lee campus each year. A Licensed Practical Nurse (LPN) “Challenge” program was established in 1974 for 12 students on the Lee campus. This program was revised in 1994 to an “Advanced Placement (AP) Program for Health Professionals.” Upon meeting all admission criteria, twenty-four students are admitted twice each year with advanced standing and can earn the Associate of Science Degree in Nursing (ADN). The ADN nursing program at Edison was first accredited by the National League for Nurses Accrediting Commission, Inc in 2001 and was reaccredited for eight years in 2009.

In 1982 and 1983, LPN “Challenge” programs were established in Charlotte and Collier Counties in response to community demands. Financial support was initially provided by area hospitals, and the Collier program continues to be partially funded by NCH Healthcare System. Each campus has now initiated the “AP Program”. The Collier campus can graduate 12 students. Charlotte campus can graduate 24 students from the AP Program each year.

In Collier County, a Basic Nursing Program sponsored by Naples Community Hospital (NCH) Healthcare System admitted its first students in 2002. Since then, up to 48 students have been admitted twice a year.

A Basic Nursing Program in Charlotte County is sponsored by a consortium of Charlotte County hospitals, private foundations, state and federal funding. This program admitted its first class in Fall 2004. The program and curriculum are identical to the Lee and Collier Basic Nursing programs.

On the Lee Campus, another new program that began in the Fall of 2004 was the Evening/Weekend option. This program is underwritten by the Lee Memorial Healthcare System, the Southwest Florida Regional Medical Center/Gulf Coast Hospital and state and federal funds. It admits 48 students per year.

The RN to BSN Program was approved by the State of Florida Department of Education in 2009 and the first 83 students were admitted in Fall 2009. These inaugural students graduated in December 2010.

In 1978, Dr. H. Quillian Jones, Jr., in honor of his father, a pioneer physician in Lee County, established an endowment fund for the nursing program to perpetuate the annual pinning ceremonies held for the graduating nursing classes. This endowment purchases each graduate’s school pin. We are honored that Dr. Jones has created this endowment as a way to honor his father.

Mission Statement

The Edison State College School of Nursing mission is to prepare qualified entry-level professional nurses to work in diverse healthcare settings at the Associate Degree Nursing level, and to provide advanced education through the RN to BSN Program for Registered Nurses. Partnerships with members of the Southwest Florida healthcare community are integral to the mission's success. The programs accomplish their mission by providing a challenging education that prepares students to think logically, critically, and analytically in order to problem solve effectively and make sound clinical decisions; communicate effectively; and to integrate knowledge, skills, values, and professionalism in the delivery of high-quality health care.

Statement of Philosophy

In accordance with the mission of Edison State College the philosophy of the Nursing faculty of the School of Nursing includes the following:

I. Health

The nursing faculty believes that health is a dynamic state that reflects the physical, psychological, and social elements of the individual. An individual's state of health varies along the health-illness continuum as one grows and develops from conception until the time of death. Optimum health is a state achieved by using available resources that assist the individual to reach his/her maximum level of functioning. Health care needs and changes in health status cause health alterations that affect the individual's ability to maintain optimum health, hence the need for nursing care. The faculty believes the individual should be a partner with the health care provider in order to maintain or regain optimum health.

II. People

The nursing faculty believes that each person has basic human needs that are shared by all people and are necessary for survival. Basic human needs are shared by all people. A person is a complex, unique individual made up of physical, emotional, intellectual, social, developmental, and spiritual needs. The extent to which basic and unique human needs are met can determine a person's level of health. Faculty believes that a person's beliefs and behaviors can influence his/her health and predict behavior and adherence to health care interventions.

III. The Profession of Nursing

The nursing faculty believes that nursing is a caring, service-oriented profession. Nursing as a profession is focused on assisting individuals, families and communities in promoting, maintaining and restoring optimal health and functioning. The profession of nursing is achieved through nursing education which is based on a body of knowledge derived from nursing theories, nursing research, skills and the biological, social and behavioral sciences. Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing, professional association and lifelong learning.

IV. The Practice of the Edison State College School of Nursing Graduate

The nursing faculty believes that the practice of the graduate is based on three interrelated roles: (1) provider of care, (2) manager of care, and (3) professional within the discipline of nursing. The graduate of the Associate Degree nursing program adheres to standards of professional practice, is accountable for his/her actions, and practices within the legal, ethical, and regulatory framework of nursing.

The BSN graduate provides therapeutic, caring nursing interventions to individuals, families, groups of people and communities in a variety of settings for clients across the lifespan who are experiencing wellness and/or health care needs. Using the nursing process, the BSN graduate collaborates with other health care providers to meet basic human needs in the maintenance and restoration of health for the client and family. Graduates are prepared to practice in a variety of settings as practitioner or manager in a rapidly changing health care environment with the ability to assume personal accountability for continuing educational and professional development.

V. Nursing Care

The nursing faculty believes that nursing care is accountable to the client, the community, and the profession. The nurse responds to actual or potential problems that interfere with the client's ability to meet human needs. Therapeutic, caring nursing interventions are provided through the use of the nursing process: a logical, systematic decision-making process, which enables the nurse to assist in meeting health needs of individuals, families, and communities. Caring behaviors are client-centered, protective, and compassionate. The nurse participates in a team approach to provide client-centered care across healthcare settings. This occurs through a collaborative approach involving other health care providers, the client, and the client's family. Collaboration requires consideration of client's needs, priorities, available resources, and shared accountability. Ongoing assessment and reassessment are required to meet the client's changing needs. Therapeutic communication is necessary to establish trusting relationships and promotes positive outcomes.

VI. Nursing Education

Nursing education is a process, which fosters the development of critical thinking and clinical decision-making. The nursing faculty believes learning is a continuous and lifelong process, progressing in a manner from basic to complex. The nursing educator's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a member of the nursing profession.

The nursing faculty supports a student-focused philosophy in which faculty serve as facilitator, mentor, and role model to students. The nursing faculty believes that the ability to think critically is one of the most valued skills to be developed in nursing students and is an essential element in the overall education of nursing students.

Critical thinking is an attitude of inquiry that recognizes the existence of a problem, knows that evidence is both empirical and non-empirical, and provides the foundation for appropriate clinical decision-making. The nursing faculty believes that the nursing process is a framework for critical thinking. Clinical decision-making includes integrating and analyzing this knowledge and formulating clinical judgments. Effective clinical decision-making results in appropriate nursing care, and moves the client toward positive outcomes. Teaching/learning activities build a foundation, which is necessary to develop critical thinking and appropriate clinical decision-making skills.

The nursing faculty recognizes that communication plays a vital role in the development of skills and knowledge. Further, the faculty seeks to prepare graduates who integrate effective communication in all aspects of professional practice.

The goal of nursing education is to develop competent beginning level graduates who are committed to professional development. The nursing curriculum addresses the cognitive, psychomotor, and affective abilities that are needed to implement the nursing process and perform therapeutic, caring nursing interventions. As a result of this educational process, students attain the knowledge, and skills needed to make sound decisions and practice competently.

Revised 5/08, 08/2010

Purpose

The purpose of the ADN program is to prepare graduates for the practice in a variety of community settings. At the completion of the program, the graduate is eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Bachelor of Science in Nursing (BSN) program is a RN-BSN program designed for registered nurses who want to advance their education.

Associate Degree Program Outcomes

Upon successful completion of the ADN Program, the graduate will:

1. Perform a comprehensive assessment of the physical, psychosocial and environmental needs of clients within a culturally diverse population across the lifespan.
2. Demonstrate proper use of the nursing process to evaluate the client, modify the plan of care with the mutual goal of achieving the highest quality of life, in a variety of healthcare settings.
3. Demonstrate effective oral and written communication when in the healthcare setting with clients and other members of the healthcare team.
4. Demonstrate effective nursing care skills needed for entry level into the clinical setting.

5. Demonstrate the role of a professional nurse within the scope of nursing practice, interacting in a responsible legal and ethical manner with clients and members of the healthcare team.

Approved 2/10

RN to BSN Degree Program Outcomes

Upon successful completion of the RN to BSN Program, the graduate will:

1. Perform a comprehensive holistic health assessment of populations, groups, families and individuals across the lifespan in their environment.
2. Demonstrate comprehensive culturally sensitive, evidenced-based nursing care based on primary, secondary, and tertiary interventions for populations, groups, families and individuals in the client's environment.
3. Demonstrate critical thinking skills in nursing actions and through professional effective, verbal, nonverbal, written, and electronic communication.
4. Demonstrate accountability for decisions, actions, and outcomes which are rooted in theory, research, ethical, legal and professional standards.
5. Demonstrate leadership and management skills incorporating health policy and health services to improve health outcomes through quality improvement.
6. Demonstrate a commitment to the nursing profession through lifelong learning.

Curriculum Frameworks

Associate Degree Nursing Program and RN to BSN Program

The nursing programs at Edison State College are based upon the three interrelated roles of the nurse and the program outcomes. All clinical courses integrate these elements with the nursing process. Each course's clinical and classroom objectives are organized under the nurse's role of (1) provider of care, (2) manager of care, and (3) professional within the discipline of nursing. The nursing curriculum progresses from basic nursing skills and concepts to complex nursing skills and concepts.

Associate Degree Sequencing of Courses

AS Nursing Curriculum

Nursing courses must be completed as outlined below. Failure to complete courses by required semester may prevent a student from continuing in the nursing program.

ASSOCIATE IN SCIENCE DEGREE PROGRAM

General Education Course Requirements:

BSC 1093C Anatomy & Physiology I ^{1,2}	4 credits
MAC 1105 College Algebra, or Higher, or STA 2023 Statistics ^{1,2}	3 credits
ENC 1101 English Composition I ²	3 credits
BSC 1094C Anatomy & Physiology II ²	4 credits
PSY 2012 General Psychology	3 credits
DEP 2004 Human Growth & Development	3 credits
HUN 1201 Human Nutrition	3 credits
MCB 2010C Microbiology	4 credits
HUM Elective Humanities (Part A or Part B)	3 credits

¹ Pre-requisite for Basic Nursing

² Pre-requisite for Advanced Placement Nursing

In addition, the following core nursing courses or their equivalent are required.
Associate in Science required Nursing Courses:

Basic Students

NUR 1010 Introduction to Nursing	2 credits
NUR 1142 Introduction to Pharmacology/Math Calculations	1 credit
NUR 1022 Fundamentals of Nursing	5 credits
NUR 1022L Fundamentals of Nursing Clinical	0 credits
NUR 1023L Fundamentals of Nursing Practicum	1 credit
NUR 1060 Health Assessment	2 credits
NUR 1060L Health Assessment Lab	1 credit
NUR 1211 Adult I Nursing	7 credits
NUR 1211L Adult Nursing Clinical	0 credits

Advanced Placement Students

NUR 1062 Health Assessment and Skills	2 credits
NUR 1062L Health Assessment and Skills Practicum	1 credit
NUR 1204 Transitional Nursing Concepts	5 credits
NUR 1204L Transitional Nursing Concepts Clinical	0 credits
NUR 1932 Nursing Seminar	1 credit
Advanced Placement	10 credits

All Nursing Students

NUR 1511 Introduction to Mental Health Concepts in Nursing	1 credit
NUR 2140 Advanced Pharmacological Concepts	2 credits
NUR 2424 Maternal Nursing Concepts	3 credits
NUR 2424L Maternal Nursing Clinical	0 credits

NUR 2310	Pediatric Nursing Concepts	4 credits
NUR 2310L	Pediatric Nursing Clinical	0 credits
NUR 2523	Mental Health Across the Lifespan	1 credit
NUR 2260	Advanced Adult Nursing II	7 credits
NUR 2260L	Advanced Adult Nursing II Clinical	0 credits
NUR 2530	Nursing for Clients with Major Mental Health Disorders	1 credit
NUR 2810	Professional Issues and Role Development	2 credits
NUR 2941L	Preceptorship	<u>2 credits</u>
		72 credits

RN to BSN Degree Sequence of Courses

RN to BSN Nursing Curriculum

The RN to BSN courses will be provided in a blended format with Web-CT or in a completely online format. Students who are admitted to the RN to BSN program will enter a learning community or cohort where in which they will stay through the program. However, if a student wishes to step out of the cohort or take courses at a different pace, individual education plans are available.

Blended cohorts or learning communities will meet one day a week. Assignments will be completed on line through the WebCT course site.

RN to BSN Program General Education Requirements (It is recommended that the pre-requisites and co-requisites be completed before entering the core courses).

Prerequisites: Required for acceptance into the RN to BSN program:

ENC 1101 English Composition I

ENC 1102 English Composition II

STA 2023 Statistics or Higher

HUN 1201 Human Nutrition

MCB 2010C Microbiology

BSC 1093C Anatomy & Physiology I

BSC 1094C Anatomy & Physiology II

*3 credit Science (CHM, BSC, PCB, BCH, or PHY)

Speech or Public Speaking

Writing Intensive Humanities

**HUM Elective (PHI 2600 Ethics recommended)

Psychology or Sociology (PSY 2012, SYG 1000, or SYG 1010)

Approved College Level Math (MAC 1105 or higher recommended)

DEP 2004 Human Growth and Development

WOH Writing Intensive World History

RN to BSN Nursing Core Courses

NUR 3805 Professional Roles and Dimensions

NUR 3870 Informatics for the Health Professional

NUR 3826 Legal Ethical Aspects in Nursing

NUR 3125 Pathophysiology for Nursing Practice

NUR 3066C Advanced Health Assessment

NUR 3145 Pharmacology and Alternative Therapeutics

NUR 4847 Clinical Decision Making
NUR 4165 Nursing Research
NUR 4636/4646L Community Health Nursing Theory/Practicum (45 practicum hours)*
NUR 4827/4827L Leadership in Nursing/Practicum (45 practicum hours)*

RN to BSN Electives: (3 credit hours required)

NUR 3655 Multicultural Nursing (3cr)
NUR 4295 Critical Care Nursing (3cr)
NUR 4169 Evidence-Based Nursing Practice (3cr)
NUR 3895 Teaching and Learning for the Healthcare Professional (3cr)

*CHM 2032/2032L General Chemistry for Health Science & Lab recommended

**Humanities electives may be chosen from any course listed in the General Education Program Guide under Humanities.

Students must possess a valid, unrestricted RN license for admission and must complete an FBI background check and 10-panel drug test through Certified Background Corp.

Students must fulfill a foreign language requirement for graduation either through 2 years of the same language in high school or 2 semesters of the same language in college.

Students must complete all of their general education courses and pre-requisite courses before taking the Leadership in Nursing Theory/Practicum courses and Community Health Nursing Theory/Practicum courses.

Portfolio - For RN to BSN Program

During the last semester of the Program, students submit samples of their scholarly work from their Program in a portfolio. The portfolio is designed to demonstrate how students achieved the program outcomes. The project is not graded but is a requirement for graduation.



CHAPTER TWO

ASSOCIATE DEGREE TRANSFER POLICY

Transfers Between Campuses Policy

Under normal circumstances, transfers between campuses are prohibited. Should extenuating circumstances arise which are beyond the student's control, transfer requests will be considered on a case-by-case and space available basis by a committee comprised of the Program Coordinators and the Dean of the School of Nursing. All requests for transfer must include supporting documentation sent to the Coordinator of the student's home program.

Technical Performance Standards for Nursing Students

The Nursing Program complies with the 1990 Americans with Disabilities Act (ADA). Any students requiring special accommodations or classroom modifications should first see the Coordinator for Students with Disabilities at Edison State College. It is then the student's responsibility to communicate documented modifications or needs to the professor at the beginning of each course.

Nursing at the associate and baccalaureate degree level involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to successfully complete the clinical and laboratory requirements, all students must possess:

1. Sufficient visual acuity such as is needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and implement the skills, including the manipulation of equipment, required in meeting health needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and communicate their needs promptly and effectively as may be necessary in the individual's interest.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Nursing involves the provision of direct patient care for individuals and is characterized by the application of knowledge in the skillful performance of nursing function. Therefore, in order to be retained in the nursing program after admission, all students must be able to demonstrate the following abilities:

CORE PERFORMANCE STANDARDS FOR PROGRESSION*
For the ADN and RN to BSN Programs

ISSUE	STANDARD	EXAMPLES (not inclusive)
Critical Thinking	Critical thinking sufficient for clinical judgment.	Independent decision-making which results in competent client assessment, accurate data analysis and problem identification, appropriate treatment plans and interventions, evaluation of client outcomes.
Interpersonal Abilities	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Therapeutic interactions with clients and their families stressed by illness, death, life situations, and cultural differences.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Accurate interpretation of verbal and/or written instructions, communication of patient responses, documentation of therapeutic procedures, health education, professional consultation with other health care providers.
Mobility	Physical abilities sufficient to move from room to room, walk in hallways, maneuver in small spaces, and lift patients as needed.	Ability to ambulate to and from departments and patient rooms, to care for all assigned clients, to assist in patient transport, to administer CPR.

Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Performance of vital signs and psychomotor nursing skills, calibration and use equipment, physical assessment.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of BP, breath sounds, heart sounds, bowel sounds, ability to hear alarms, emergency signals, call bells, phones, cries for help; ability to converse with patients, family, and staff
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading patient charts/flow sheet/monitors, preparation and administration of medications, assessment of patient skin color, reading thermometers.
Tactile	Tactile ability sufficient for physical assessment and to provide nursing intervention.	Performance of palpation, administration of injections, initiation of IVs and other therapeutic interventions
Strength/Stamina	Sufficient stamina to provide care and related responsibilities for extended periods of time (8-12 hours)	Ability to perform shift work, lift 25 pounds from standing position, ability to bend, position, and lift patients.

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

Physical, Emotional, and Mental Requirements

(For ADN and RN to BSN Students)

In order to provide direct patient care safely and to be able to utilize equipment in a variety of health care settings, the student must meet the following physical, mental and emotional requirements.

PHYSICAL REQUIREMENTS

Ability to perform repetitive tasks.
Ability to walk the equivalent of five miles per day.
Ability to reach above shoulder level.
Ability to hear tape recorded transcriptions.
Ability to distinguish colors.
Ability to adapt to shift work.
Demonstrate a high degree of manual dexterity.
Ability to work with chemicals and detergents.
Ability to tolerate exposure to dust and/or fumes.
Ability to grip.
Demonstrate a high degree of physical flexibility.
Ability to bend both knees.
Ability to sit for periods of time.
Ability to climb stairs or ladder.
Ability to stand for long periods of time.
Ability to lift 25 pounds.
Ability to squat.
Ability to perform CPR.

MENTAL AND EMOTIONAL REQUIREMENTS

Ability to cope with a high level of stress.
Ability to make fast decisions under high pressure.
Ability to cope with the anger/fear/hostility of others in a calm manner.
Ability to manage altercations.
Ability to concentrate.
Demonstrate a high degree of mental flexibility.
Ability to cope in an acceptable manner with confrontation.
Ability to handle multiple priorities in a stressful situation.
Ability to assist with problem resolution.
Ability to work alone.
Ability to demonstrate a high degree of patience.
Ability to adapt to shift work.
Ability to work in areas that are close and crowded.

HEALTH POLICY

(ADN Program)

The student must submit a completed Edison Nursing Program Health Form before he/she will be allowed to attend clinical. The T.B. screening must be updated annually and on file in the Nursing office. The student should keep a second copy of both records to take on certain clinical rotations where required. Any student who has a change in health status due to an injury, hospitalization, pregnancy, etc., should report this change to the Program Coordinator or Staff Assistant. Once health has improved the student must have a letter from his/her physician stating the health improvement and clear the student to return to the clinical area and participate in clinical activities. A lapse of current TB screen will prevent the student from attending clinical rotations and may result in a failure if clinical time is not made up.

Health Record / Ability to Meet Technical Standards

A completed medical health form and self assessment of Program Technical Standards must also be submitted and approved by the Dean of Nursing, or a designee, prior to admission to clinical rotations. This health record will contain results from a physical examination and laboratory tests including immunization records. A change in the student's health status will require an updated health record verified by a licensed physician, Advanced Registered Nurse Practitioner or designee before attending clinical courses. See TB screening rules in the appropriate section.

Nursing students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the School of Nursing after resolution of the health problem. Additionally, student drug screens, criminal background reports, and medical records, when submitted, will become the property of Edison State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons. Students who are out of their program for six months or more must submit new records.

Associate Degree Program Grading Policy

In the Nursing Program, each student is evaluated on application of theoretical concepts, safe performance in the clinical area, and ethical behavior expected of a professional nurse.

The Nursing Program uses the following grading system:

100–92 = A	84-77 = C	F= below 70
91-85 = B	76-70 = D	

A student will also be considered “unsatisfactory” in the clinical area if the student does not make up absences, does not meet the uniform code requirements, is not prepared to meet the objectives for that day, does not consistently make appropriate judgments, does not submit paperwork associated with patient care on a timely basis, and if written work is unsatisfactory. In classes having lecture and clinical components, students receive one grade, but must pass both classroom and clinical portions of the course.

In order to progress in the program, a student must achieve a grade of C or higher in all Nursing courses. Any grade below a 77 percent is a failing grade. **Failing grades will not be rounded up to the higher percent.**

The student must achieve a grade of “C” (2.0) or better. A course grade of “D” is not acceptable for any nursing course. A grade of 77% will not be achieved by rounding up from 76.5 or above. A minimum average score of 77 on exams must be achieved before grades from assignments will be included in the course grade.

The Nursing Program does not offer retake of examinations.

Students in the ADN program will be referred to the Peer Enrichment Program courses (PEP) which are designed to assist the nursing student with studying, grasping concepts, time and stress management in order to help the student having difficulty to succeed. Faculty will refer students if the following conditions occur:

- Students have a HESI score of less than
- Students have a course average of less than 80
- Students fail one course in the curriculum
- Total admission points <70 out of 100 points.
- **THERE ARE NO EXCEPTIONS TO ATTENDANCE IN (PEP) CLUB IF REFERRED**

Relationship of Credit Hours to Classroom and Clinical Hours

The ratio of credit hours to clock hours for theory (class lecture), practicum skills lab, and clinical experiences are consistent for all nursing courses.

The ratio of credit hours to clock hours is as follows:

Theory:	1 clock hour per week per credit hour
Practicum skills lab:	3 clock hours per week per credit hour
Clinical:	3 clock hours per week per credit hour

RN to BSN Program Grading Policy

The RN to BSN program uses the following grading system:

100-90 = A	80-70 = C	F = below 60
89-81 = B	69-60 = D	

The student must achieve a grade of “C” (2.0) or better in each course in the curriculum. A course grade of “D” is not acceptable for any nursing course. A grade of 70% will not be achieved by rounding up from 69.5 or above. A minimum average score of 70 on exams must be achieved before grades from assignments will be included in the course grade.

A student will also be considered “unsatisfactory” in the practicum if the student does not make up absences, does not meet the uniform requirements, is not prepared to meet the objectives for that day, does not consistently make appropriate judgments, does not submit paperwork associated with the practicum experience on a timely basis, and if written work is unsatisfactory.

Length of Program

Students in the Basic Associate Degree Nursing Program will have approximately five (5) semesters of nursing career core courses. This will take approximately two and one third (2 1/3) years to complete after starting the nursing career core courses. Students must complete the program within three and one-half (3.5) years.

Students in the Advanced Placement Associate Degree Nursing Program will have three (3) semesters of nursing career core courses. This will take approximately one and one-half (1.5) years to complete after starting the nursing career core courses. Students must complete the program within two and one-half (2.5) years.

Students in the RN to BSN program will be able to complete the program in 15 months and earn 120 credits. Upon admission and attendance at an advisory orientation, students will be placed in a cohort or learning community and given an individualized education plan. Whenever possible, the group in the learning community will be placed in the same group through the program. Students may select an online or a blended online and ground class option.

Cost of Program

The total cost of the Basic Nursing (ADN) Program is approximately \$14,400 not including travel which will vary by student. The total cost for the Advanced Placement Nursing (ADN) Program is approximately \$ 13,000. The cost is subject to change, based on costs determined by textbook publishing companies, the College (tuition and fees), and other businesses. For a detailed price analysis, please see the Nursing office.

The cost of the RN to BSN Program is approximately \$9,282 plus applicable fees for the BSN Degree.

Student Success Program

Associate Degree Program

The AD Nursing Program has a Student Success Program. All nursing students are required to take various computerized tests at different intervals while in the Nursing Program. The goal is to promote every nursing student's success while in the program and when taking the NCLEX-RN examination after graduation. Satisfactory completion of computerized tests is required in every nursing course by a date set in class. Computerized testing and remediation will be explained during each nursing course.

Student Success Program

RN to BSN Program

The College provides student support for success in the Writing Center found on all campuses and available online. Office hours with faculty are posted to total ten hours per week. Online students may reach faculty through their courses and posted office hours for direct communication with the instructor through online discussion or software or programs like Skype or WIMBA or other programs available at the College. The College Library also offers support every day. Edison Online also provides online instruction for the Web site, research and writing.

RETENTION ALGORITHM

Acceptance in the Nursing Program

New Student Nursing Orientation

Successful Course Work: 80% or better	Receives <77% on an exam	Admitted with <70 points or receives a course grade of <80%	Successful Clinical Performance: No "1" rating on clinical evaluation tool	Deficient Clinical Performance
Reassess each semester: -Required paperwork, - Successful results on ATI testing -Satisfactory care plans -Satisfactory clinical evaluations -ATI Review Course	-Tutorial with faculty (course instructor) -Review course exam -Review test taking strategies -Refer to Learning Assistance <u>Fails Second Course Exam:</u> -Review course exam with course instructor -ATI tutorial -Counseling by course instructor -PEP club and Program Coordinator, as appropriate	Mandatory PEP club course for the course semester.	Reassess each semester: -Satisfactory care plans -Satisfactory clinical evaluations	-Counseling with clinical instructor and lead instructor -Written Academic Success Plan -Corrective plan -Refer to Nursing Lab for practice on skills -Recommend hospital work as Patient Care Technician

Revised 10/01, Revised 6/04, Revised 6/05, Revised 6/06, Revised 4/09, Revised 8/09, Revised 8/10

Advisement

Students are encouraged to perform a nursing graduation audit each semester prior to registration. Any variation in graduation compliance should be addressed with a general college academic advisor. This applies to both the ADN and RN to BSN programs.

Graduation Requirements - For ADN Graduates

Students who plan to graduate within four months must have a degree evaluation check before entering the last semester of the nursing program. In order to be eligible for graduation, the students must have completed the 72 credit hour nursing curriculum as outlined in the Edison State College Catalog. Students must also satisfy all graduation requirements as per the college. When students have met the requirements for graduation, they must register for graduation. All students are invited to attend a College-sponsored Nursing Pinning program. Graduating students will be eligible to participate in Pinning ceremonies when all requirements for graduation have been met. Attendance and participation in the Pinning Ceremony does not assume graduation requirements for the College are satisfied.

Graduation Requirements - For RN to BSN Graduates

RN to BSN students who plan to graduate within four months must have a degree evaluation check before entering the last semester of the nursing program. Students must have completed all general education courses, meet foreign language and grade point average requirements. Students may complete their own graduation check online through the Edison State College portal. Discrepancies must be taken care of before enrolling in the last semester in order for the student to graduate when expected. When students have met the requirements for graduation with a baccalaureate degree, they must register for graduation and for the graduation ceremony.

Information on File in Nursing Office

Students must have a copy of their unexpired American Heart Association Basic Life Support for Healthcare Provider card, background and drug testing reports, health report, and current TB test results (required yearly) in the Campus Nursing Office on admission to the program.

The student must notify the nursing office immediately of any name, address, or telephone number or criminal background change. Failure to do so could result in disciplinary action.

Scholarly Papers

Scholarly papers and formal written assignments in the nursing program must be typewritten or completed on a computer. They require utilizing the format found in the *Publication Manual of the American Psychological Association*, Current Edition. This is known as APA Style, which is the style used in professional papers and in nursing and other professional journals. This manual, used as a guide, assists the student to

organize papers and references by recommending a standard of rules that will contribute to a uniform format and clear communication. Included in the manual is information on references and citations, headings, serialization, statistical and mathematical copy, italics and capitalization, numbers style, and table format. (See Chapter Five [supplementary forms] for APA style instructions.)

Academic Standards for all Nursing Students

1.
 - a. A student must earn a grade of “C” or above in theory and a passing grade in clinical in each nursing course attempted.
 - b. An “attempt” is defined as a course registration in effect at the end of the drop/add period. A student who fails a course or withdraws from a nursing class will be permitted to re-enter the nursing program only one time on a space-available basis and only under the condition that they also receive a satisfactory grade in their Peer Enrichment Program (PEP) or satisfactory completion of the Academic Success Plan. .
 - c. Failure or withdrawal in any second nursing course will result in the student being dropped from the nursing program. If a faculty member determines that a student is providing **unsafe patient care**, the student may be terminated from the program at any time.
2. Students must successfully complete the required computerized testing/remediation program.
3. Students wishing to re-enter a nursing course must notify the Program Coordinator in writing of their wish to re-enter the nursing program as soon as possible. Students will be readmitted on a space-available basis only.
4. A student must maintain a cumulative G.P.A. of 2.0 or higher. Failure to do so will result in the student being placed on academic probation (see *Academic Probation* in College Catalog). If the student received a grade below a C in a general education course, they must repeat that course and earn a grade of C or above. Students will not be allowed to enroll in nursing courses while on academic probation.
5. A student who feels there are extenuating circumstances which warrant an exception to these academic standards may appeal to the Nursing Leadership Committee through the Director of Nursing. Members of this Committee include all nursing coordinators, Associate Director RN to BSN program and the Director of Nursing. This request must be in writing and must explain the circumstances. If re-enrollment is approved, it is on a “space available” basis.

Attendance and Punctuality Policy

(For ADN and RN to BSN Students)

In Classroom

Students are expected to attend all classes for which they are duly registered. Regular attendance and class participation are significant factors which promote success in college. More than ONE absence will be considered excessive and will necessitate counseling the student. In the event a class period is missed, the student is responsible for contacting the professor for all material covered and all announcements made prior to returning to class.

Further, punctuality and attentiveness is courteous behavior exemplified by:

- Being on time and remaining for the entire class period.
- Remaining in the classroom until a break or the end of the class period.

In Practice Sites

Attendance at ALL practice sites and practicum classes is required. Due to limited time in the practicum lab and clinical area, students must understand that failure to attend and perform at an acceptable level in the lab and clinical area will deny them the opportunities they may need to acquire skills necessary to meet minimum safety standards. Therefore, clinical and lab class time require 100% attendance. A clinical absence can result in a clinical failure and course failure. Lab absences can result in a course failure. In the event of an absence, the student must contact the instructor and the clinical site. Missed Practicum or Lab hours must be made up. Clinical absences must be made up as arranged with the instructor, if possible. Make up time is not guaranteed due to clinical schedule and time constraints.

Punctuality is expected without exception. Students must be prompt and in uniform as required. Lateness or absences may necessitate the student traveling to a different clinical site to complete time with another clinical group, or in receiving an unsatisfactory clinical grade.

Clinical Rotations

Associate Degree clinical experience sites vary and are located in Charlotte, Collier, and Lee counties. All nursing students are required to travel to clinical facilities and are responsible for arranging their own transportation. Students may be expected to travel to other counties as assigned during their studies. Students are not allowed in any clinical area without prior authorization from their clinical instructor. Failure to comply will result in dismissal from the nursing program.

RN to BSN Practicums

Two courses in the curriculum, NUR 4646L, Community Health Nursing and NUR 4827L, Leadership in Nursing Practicum require 45 hours of community experience. Practicum placement for Community Health Nursing will be assisted by the faculty

member for Community Health Nursing. Any location selected must be approved by Edison State College Associate Director of the RN to BSN Program with a collaborative agreement as well as approved by the course faculty member. Students will be expected to travel to the assigned location and are not permitted to practice where they work, or without prior authorization from their faculty. Failure to comply will result in dismissal from the nursing program.

Computerized Testing and Computer Requirements

(For ADN and RN to BSN Programs)

Courses in the nursing program will have an online component through CE6. This component may consist of course examinations, learning activities, course discussions, and study guides. Several nursing courses will use the CE6 environment for online examinations that are timed. If a student fails to complete an examination in the allotted time, only answers submitted prior to the expiration of the time will be accepted for grading. Cellular phones will not be used for any purpose in any class.

All faculty members who teach online courses will be CE6 certified.

Pharmacology and Drug Calculation Policy

(For ADN Program)

The ability to correctly calculate and administer various medications is a required competency of all nurses. The ADN student must have a thorough knowledge of pharmacology and be able to solve medication dosage problems involving ratios and proportions, and utilizing various systems of measurement. This requires that the student be able to correctly manipulate fractions, decimals, and percents. Pharmacology content will be included in every unit of the curriculum and included in unit examinations where appropriate.

A drug calculation test will be required each semester. The student will be required to score a minimum of 90% on each exam in order to pass the exam. Failure to achieve a minimum of a 90% by the third attempt will result in a course failure.

Intravenous Medications

(For ADN Program)

Students in NUR 1022 may not give ANY IV Push medications. Students in the second half of NUR 1211, and in NUR 1204, NUR 2260, NUR 2424, and NUR 2310 may give some IV Push medications under the direct supervision of the clinical instructor, subject to hospital policy. These medications may include: histamine blockers, steroids, diuretics, and limited others as deemed appropriate by the instructor. Exceptions to this policy may vary during preceptorship.

Community / Volunteer Service

(For ADN Program)

All Associate Degree students must complete 16 hours of volunteer service in a health or human service organization approved by the student's faculty before entering the last semester. This project assists the student to develop an awareness of community agencies and resources available to clients and health care providers. The ***"Community Volunteer Service Handbook"*** is included in Chapter Seven in this handbook. Pre-approval from the faculty or Program Coordinator is required.

Preceptorship

(For ADN Program)

All Associate Degree Nursing students will be required to complete a Level 2 clinical preceptorship (as defined by Florida Board of Nursing) at the end of the nursing program. This preceptorship teams the student with a registered nurse mentor for an in-depth clinical experience consisting of ninety-six hours. It is recommended that the preceptor experience be a general medical-surgical experience. It cannot be in the operating room or on a unit where the student is employed. The student must have Program Coordinator approval for specialty unit placement during preceptorship.

Progression in the Program

(ADN Program)

All nursing courses must be completed within three and one-half years of matriculation into the basic program (two and one-half years for Advanced Placement students). Any student who receives a theory grade of “D” or “F” or a clinical grade of “F” must repeat and successfully complete both theory and clinical components in that course before progressing to a subsequent nursing course. A second failure or withdrawal in that course or any other nursing course will result in the student being dropped from the program (see Retention Algorithm). All courses required in the nursing curriculum must be successfully completed prior to enrollment in the final nursing semester, NUR 2260/2260L, NUR 2530, and NUR 2810, and 2941L.

(ADN and BSN Program)

The faculty of the nursing program reserve the right to discontinue a student's enrollment at any time during the program if, in the faculty's professional judgment, the student does not perform adequately or demonstrates behavior potentially detrimental to patients' safety and well being. Registration for the last semester will be given an “Administrative Hold” if there are any incomplete pre-requisite courses, co-requisite courses, or missing forms in the student file.

Academic Warning

It may become necessary to advise a student that his/her performance is not satisfactory and not meeting the standards required in the program. An academic warning, Academic Success Plan form, will be issued to the student who does not meet these requirements. Failure to comply with the recommendations stated in the warning could result in a course failure or dismissal from the nursing program.

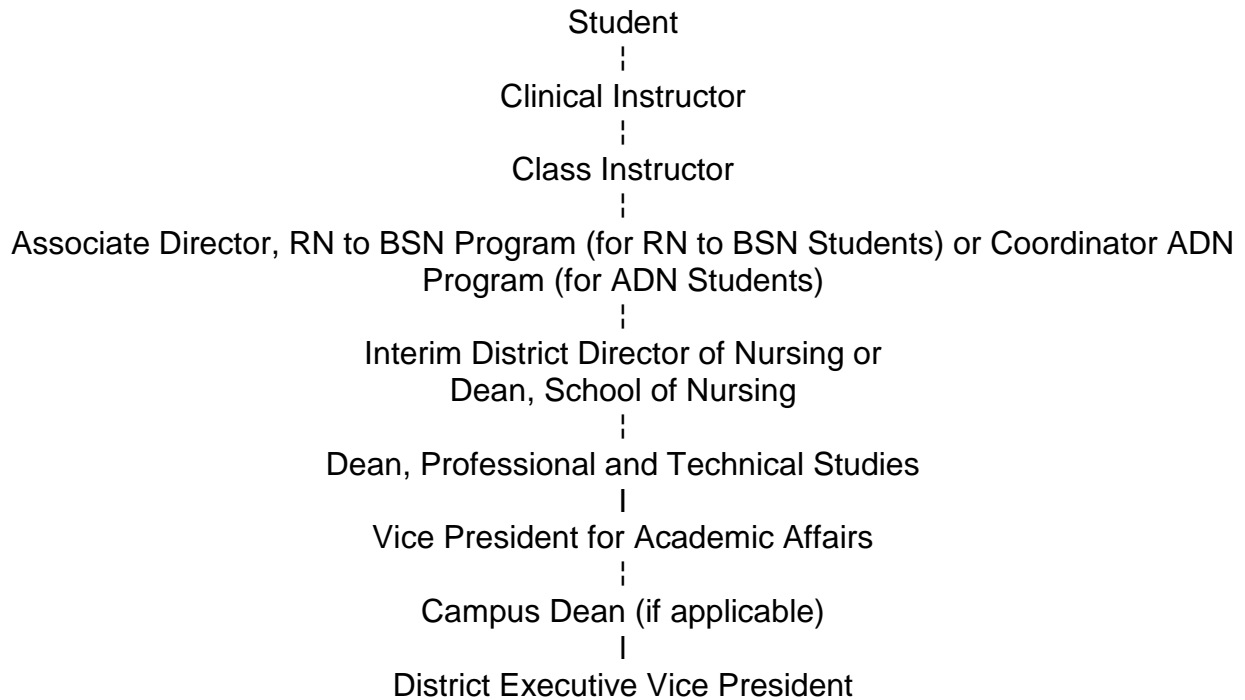
A student could be given an academic warning for failure to meet course requirements, failure to meet clinical objectives, or failure to comply with Nursing Program policies as outlined in the *Student Nurse Handbook* and *College Catalog*.

The student's responsibilities related to an academic warning and/or Counseling, are to:

- Meet with the course professor, Coordinator of the ADN Program (if an ADN Student), the Associate Director of the RN to BSN program (if an RN to BSN Student), or the District Director of Nursing to discuss the reason for the warning and behaviors that are needed to correct the problem.
- Provide evidence of the corrected behaviors to the appropriate person.
- Meet with the professor, Coordinator of the ADN Program (if an ADN Student), Associate Director of Nursing for the RN to BSN program (if an RN to BSN Student), or Director of Nursing to receive additional feedback (if needed).

Lines of Communication

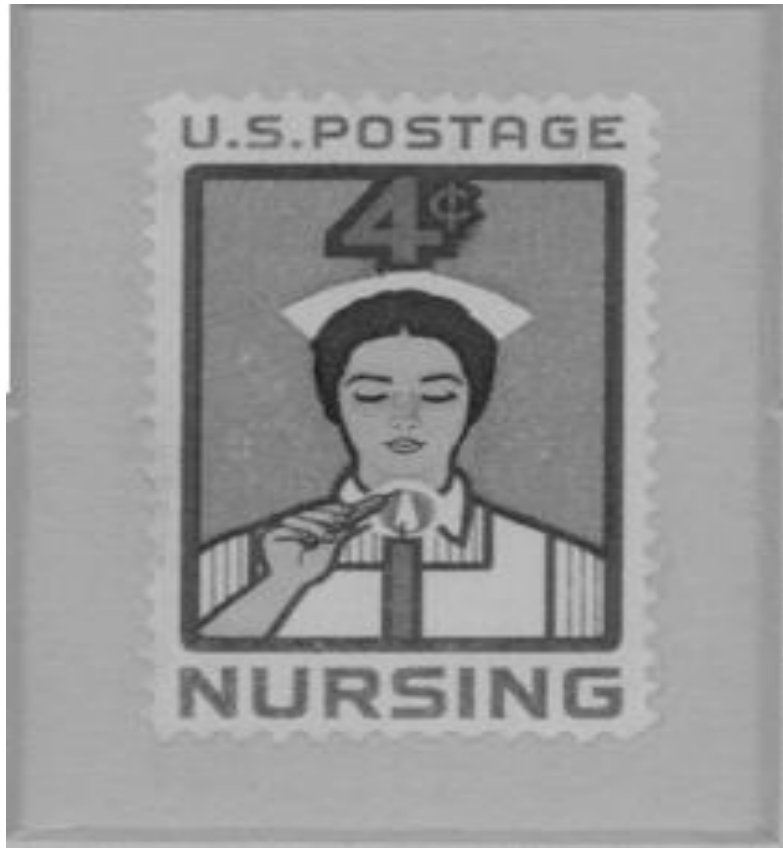
In the Nursing Programs, there is a line of communication students are expected to utilize when attempting to solve problems, offer suggestions, get questions answered, etc. This line of communication begins with the student's class and/or clinical instructor and proceeds as follows until the situation is resolved or the question is answered.



STUDENT INVOLVEMENT IN NURSING PROGRAM

Students are encouraged to express ideas and opinions to improve the academic experience in the Nursing Program at Edison State College. Together we can keep our Nursing Program strong and embrace ideas and opportunities for improvement. Students may communicate ideas or concerns by:

- Becoming a class leader and presenting student ideas or concerns at the Nursing Student Committee and or faculty meeting
- Becoming a member or officer in the Student Nursing Association
- Becoming a member or officer in the Edison State College Student Government
- Taking surveys and offering suggestions on the Program CE site
- Talking to Professors or Program Coordinators
- Attending a nursing faculty meeting or committee meeting (please request in advanced though your Program Coordinator).



CHAPTER THREE

Liability Insurance

For ADN Students

Every student is required to have liability and special risk accidental insurance each year. This insurance is available through the College. It is automatically included in the fees each semester of nursing studies. In the case of injury or error, in the lab or clinical setting, the student must contact the instructor immediately. It will be the student's responsibility to complete all insurance forms. This insurance does not cover injury at the clinical site that may occur when student is not on the clinical unit (i.e., on break, in the cafeteria, in the parking lot).

Personal Health Insurance

The accident insurance will pay for the cost of care should a student injure himself or herself while in the clinical area and require treatment. Any injury received while attending an ESC class or clinical should be promptly reported to the professor and Nursing Program Director or Associate Director. The College does not pay for student illnesses not related to a class or clinical accident. The Nursing Program highly recommends that students provide health insurance for themselves.

Ethics

Nurses are faced with many ethical dilemmas. Nurses are confronted daily with the difficult problem of distinguishing ethical from unethical behavior. One of the functions of the nursing program is to provide the student with a foundation for ethical behavior and decision-making. A nurse must maintain awareness that all decisions have an ethical dimension. Nurses are constantly working with and making judgments about what should be done for other human beings. This level of professionalism must be established in the classroom. Ethics is not an adjunct to nursing practice, but an integral part of the day to day interaction with patients and peers.

The commitment to professional competence in nursing practice is the responsibility of each individual student. Each student will demonstrate responsibility and accountability for individual and professional actions. Each student has the responsibility for maintaining a level of competence which will ensure safety in the delivery of health care. A student who is unable to perform clinical activities as assigned, with reasonable skill and safety to patients, by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a mental, physical or drug screen examination. The drug screen examination will be done at a designated test site determined by the College. A positive drug screen will result in dismissal from the program and referral to the Florida Impaired Practitioner Program (IPN). Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

In the role of patient advocate, the nurse acts to safeguard the patient and the public. When health care and safety are or may be affected by the incompetent, unethical, or illegal practice of any person, responsible action may include, but is not limited to:

- reporting to appropriate persons, students, or faculty behavior that could adversely affect the patient (including, but not limited to, alcohol or drug use, or theft);
- questioning a potentially harmful medical or nursing order;
- confronting or reporting individuals observed stealing clinical or academic materials.

The faculty and students in the nursing program shall avoid any conduct that would bring disrepute and disgrace to the students, faculty, nursing program, College, or profession of nursing, or that would adversely affect the teaching-learning environment. Such conduct may include, but is not limited to:

- acts which violate the accepted social norms regarding conduct of one person towards another
- commission of a misdemeanor or felony
- fraud or deceit in filing an application
- violating client confidentiality
- falsification of the client's medical record

Failure to meet these standards may result in the student being suspended or dismissed from the nursing program.

Civility

The learning environment (classroom, practice sites, hallways, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the Nursing Program conform to, and express themselves in, acceptable patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. It is expected that students express appropriate behavior to all faculty, students, patients, and others. Inappropriate social/professional behavior will not be tolerated and can result in suspension from the program. Cell phones are disruptive to learning and are not allowed in the classroom or clinical area. Personal computers may be used in the classroom to take notes only.

Impaired Provider

Client safety requires that all providers of care be mentally alert and able to think critically sufficient to make sound clinical judgments. Many factors (i.e., drugs, alcohol, lack of sleep, etc.) can interfere with the ability to think critically. Consistent with Edison State College's Drug-Free Campus and Workplace Policy, the School of Nursing prohibits any student from reporting to class or clinical to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy will result in disciplinary action up to and including immediate suspension, expulsion, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program, in accordance with the Florida Board of Nursing. A student who is suspected of violating this policy will not be allowed to provide patient care in the clinical setting..

Procedure:

If a faculty member or instructor suspects a student of being impaired, the faculty member or instructor will take the following steps.

1. The student will be removed from the patient care area.
2. The Program Coordinator or designee will be notified.
3. The student's behaviors will be validated by a second ESC nursing personnel.
4. Arrangements for student transportation to home will be made.
5. Student will make follow-up appointment with Lead Clinical Faculty and Program Coordinator within 48 hours.

Revised 6/08
Revised 4/09
Revised 9/11

Appeal Process/Student Complaints

See the Edison State College 2011-2012 *Catalog* for the policy regarding the Appeals Process and the policy, "Written Concerns or Complaints," which outlines procedures for addressing student complaints. All policies and procedures in the *Catalog* are accessible to students electronically via the College's Web site, www.edison.edu. Within the School of Nursing, the appeal process is as follows: student reports concerns to the faculty member. If resolution is not achieved, student reports concerns to the Coordinator. If resolution is not achieved, the student reports concerns to the Nursing Dean or Campus Dean.

Confidentiality

The right to privacy of students, faculty, staff, patient, families and other health professionals should be judiciously protected by those associated with the nursing program. Cognizance of, and respect for, rights and privileges of others is an expectation of all within the helping professions.

Students honor, respect, and maintain confidences and privacy of patients. All student/patient encounters – written, oral, or other – obligate confidentiality under all circumstances. For written assignments, initials of a patient's first and last name only are used as identifiers. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery. No reproduction of the client's hospital record is allowed.

All information learned by the student about a patient in the course of research and study is considered confidential. The confidentiality with which the information is to be treated should be established with the patient. Patient information should not be discussed in public places with those people not involved with the student's study or patient's care. Failure to take this into account can be considered an invasion of the patient's right to privacy and may lead to the student's dismissal from the nursing program.

Academic Honesty

Cheating is the giving or taking of information or material with the intention of wrongfully using it to aid oneself or another student in academic endeavors. The nursing faculty expects honesty from nursing students in relation to performing patient care, written/electronic examinations, papers, care plans, and any other written/electronic assignments.

Examples of cheating include, but are not limited to:

- Copying test questions and/or answers by electronic or manual means before, during, or after the test
- Copying another person's written work and turning it in as your own without giving credit to the original author
- Utilizing outside sources during a test (i.e. hidden notes, cell phone, etc.)
- Two students turning in identical, or nearly identical , assignments

See Article III: Academic Integrity Violations in the current Edison State College catalog for more details.

Every nursing student and faculty member has the responsibility to promote the highest standards of academic honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct like the multifaceted forms of cheating. Evidence of cheating in any nursing course will result in a grade of "F" and referral to the Dean of Student Affairs with the recommendation for dismissal from the nursing program and the College.

Sharing of Prior Clinical Evaluations (For ADN and RN to BSN Programs)

Due to patient safety concerns, before a rotation or assignment to a new, or different clinical site location, departmental officials of the accepting site are given the right to review prior clinical evaluations of students they are being asked to accept into their institution. Therefore, be advised that program administrators will be sharing prior clinical evaluations of students before new assignments or transfers take place. Your signature agreeing to abide with the policies and procedures of this handbook and the health professions program it represents provides authorization for this practice.

Uniform and Hygiene Regulations

The student is constantly being appraised by patients, nursing staff, and fellow students and must be aware of factors which promote the most acceptable appearance. When wearing any part of the uniform at any time, the student represents Edison State College and the nursing program. The student's behavior is a reflection on the Nursing Program and the nursing profession. Any deviation or laxity in the observation of uniform regulations will result in counseling or action by the faculty of the Nursing Program.

THE EDISON UNIFORM/LAB COAT CAN ONLY BE WORN WHEN REPRESENTING EDISON STATE COLLEGE (For ADN Program)

A complete uniform, as described below, must be worn during clinical experiences unless otherwise stated by instructors:

1. Students will wear a clean, well-pressed white top and uniform pant as directed by the Nursing Program. These will be obtained from the designated supplier.
2. The Edison logo and Nursing Program designation are to be worn on the left sleeve of the uniform.
3. Hosiery and shoes should be white. Undergarments shall be neutral in color. Men shall wear a solid white T-shirt under the uniform top. Shirts will be zippered or buttoned to the top at all times.
4. Full uniform or Edison Nursing polo shirt with long slacks (no jeans) should be worn, with proper identification, whenever students go to the clinical areas to obtain patient assignments. If Lab coat is worn over the Edison uniform, it is to be 3/4 or full length, with the Edison logo and Nursing Program designation on the left sleeve.
5. Full uniform, Edison Nursing light blue or white polo shirt with long slacks (no jeans), or scrubs will be worn in all nursing lab classes.
6. Clean, all white, leather shoes with a closed back and toes are required. Sport shoes, tennis shoes, hi-tops, clogs or sandals are not acceptable. In order to prevent transmission of infection, shoes worn for clinical duty should not be worn for other purposes.
7. Picture IDs must be worn on the uniform or lab coat at all times.
8. Hair must be clean, neat and not extremely colored, styled or loose enough to come in contact with patients or equipment. If the student's hair falls below the collar, the student will be asked to style the hair off the collar. Sideburns and beards should be neatly trimmed.
9. Jewelry should not be worn, except for wedding rings, earrings, and the nursing watch. Students may wear one small pierced post earring per ear. No body or tongue piercing jewelry allowed.

10. Tattoos are not to be visible when in the clinical area. A long sleeve white tee shirt may be worn under the uniform top to cover tattoos.
11. Fingernails should be short (piano length), neat and clean, and without polish. No artificial nails are allowed.
12. Make-up should be used with discretion.
13. Students should be clean, and without offensive body or mouth odors. This can **include the smells from perfumes, cigarette smoke, and failing to wear deodorant.**
14. Essentials, such as pens, stethoscopes, watch with a second hand, penlight, scissors, and notepaper are considered part of the uniform and should be carried in the clinical areas at all times.

Failure to comply may result in the student being removed from the clinical area. This may result in an unsatisfactory clinical absence.

The Edison Uniform for the RN to BSN Program

RN to BSN Students must wear a polo shirt with slacks for both community health and leadership practicums. Wearing a lab coat is optional.

Edison picture ID must be worn at all times during clinical practicums unless prohibited by the clinical agency.

Nursing Laboratory Utilization

The nursing laboratory is available to students during hours other than the regular class periods. Faculty encourages students to use the facility as often as needed to meet course objectives (see lab schedule).

- For computerized testing purposes, the student may call the nursing laboratory and schedule an appointment 239-489-9137 for the Lee campus, 941-637-5667 for the Charlotte campus, and 239-732-3775 for the Collier campus.
- The student should sign the “in and out” sheet in the nursing lab, indicating date, time, equipment used and disposition of same.
- Students must supply their own paper when using the lab printer, if available

The phone in the lab is for on-campus calls only.

Student responsibilities for the lab are:

- Wear proper attire (Edison Nursing Program polo shirt or scrubs and closed-toe shoes)
- properly utilize equipment;
- report any breakage or malfunctioning of equipment;
- do not remove equipment from the lab without specific approval of the instructor;
- clean up lab after use;
- refer to Nursing Lab Safety Manual for detailed policies and procedures.

BLS for Healthcare Provider Certification

A student must have current BLS (Basic Life Support) certification for Healthcare Provider prior to clinical experience in the health care facilities. The BLS for Healthcare Provider course must be approved by the American Heart Association. It must include infant, child, adult, one person and two person CPR and AED. It is the student’s responsibility to maintain current certification throughout the program. A photocopy of the certification must be submitted to the Nursing Office before clinical begins. A second copy should be carried with the student. If the student’s BLS Certification is expired the student will not be permitted to attend clinical rotations.

Student Organizations

Associate Degree Nursing students are encouraged to join the Edison Student Nursing Association (SNA) and State and National Affiliates. Students may also be elected or appointed to various Nursing Program or college-wide committees. Students so designated are encouraged to accept and fulfill the responsibilities of committee participation.

Students from individual campuses / programs are invited to elect a class representative to attend the Nursing Faculty Meetings representing the student prospective and concerns. There may be portions of the meetings where the student representative(s)

will be asked to leave the meeting to protect confidentiality of other students or protect privacy of class evaluation materials.

Licensure

(RN to BSN)

All students in the RN to BSN program must have a valid, unrestricted, unencumbered RN license from the state in which the student is practicing, to be kept current throughout the duration of the required course of study.

(ADN Program)

Graduates of Edison State College Nursing Programs are eligible to apply to State of Florida's licensing exam called the NCLEX-RN examination. Satisfactory completion of this examination results in Registered Nurse licensure. Students admitted to the A.D.N. program are expected to take a licensure examination after graduation to become Registered Nurses. **Students must consider the legal requirements for licensure before entering the program.** The Florida Statutes, Chapter 464 and the Board of Nursing Rules 64B9 state that an applicant's application for licensure by examination may be denied in Florida for such reasons as (but not limited to):

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

The Florida Legislation has also mandated criminal checks on all applicants for licensure by examination. An arrest history, by itself, does not disqualify a person from licensure. Falsification of a document and an attempt to obtain a licensure by known misrepresentation are violations of Chapter 464-The Nurse Practice Act.

The Florida Board of Nursing requires that any nursing licensure applicant who has an arrest record must have arrest and court records of final adjudication of each offense sent to the Board at the time of licensure application. A nursing licensure application will not be considered complete until these records are received. The Florida Board of Nursing may require the candidate for licensure to appear before the Board. A graduate of the ESC Nursing Program is eligible to apply for nursing licensure, but graduation does not guarantee that the Board of Nursing will issue the candidate a nursing license.

The laws in the State of Florida may change while the student is enrolled in a nursing program. It is the student's responsibility to continue to monitor laws and be aware of how they may be affected by changes in Statutes. Students wishing to take a licensing

exam in other states need to contact that state's nursing license issuing body to determine if the student is eligible for being considered for testing or licensure.

Some felonies may result in the nursing student not being eligible for license for 15 years after the incident. Questions should be directed to the Florida Board of Nursing.

See Chapter Four: Criminal Background Check for more information

MISCELLANEOUS

Accreditation for ADN Program

The Edison State College Nursing Program is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3252 (850) 488-0595, and the National League for Nursing Accrediting Commission, Inc. (NLNAC), 3343 Peachtree Rd. NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000. Accreditation reviews are available in the Lee campus Nursing office.

Accreditation for the RN to BSN Program

The Baccalaureate in Nursing Program is a Candidate for accreditation by the National League for Nursing Accrediting Commission.

Faculty

Faculty office hours are posted at individual faculty member's office doors. Students with any classroom or clinical issues should meet first with the individual faculty member with whom the student is working. Appointments can be made through the Nursing office either at the Collier, Charlotte, or Lee Campus. Appointments can also be made with faculty to go to the Nursing Lab for skill assistance.

Nursing Bulletin Boards (For ADN Program)

The Nursing Program Notices are located in the online Colloquium and in the nursing labs and outside the nursing offices. These boards contain information pertaining to:

- Clinical Schedules
- Registration information
- Class schedules and orientation information
- General information items

Students are invited to bring information to the District Meetings by discussing concerns with their program coordinator or Dean of Nursing.



CHAPTER FOUR

Criminal Background Check

Criminal Background Check - For ADN and RN to BSN Programs

Students must consider the legal requirements for licensure before entering the program. The Florida Statutes, Chapter 464 and the Board of Nursing Rules 64B9 provide that an applicant's application for licensure by examination may be denied or revoked in Florida for such reasons as (but not limited to):

- a. Having been convicted or found guilty, regardless of adjudication, of a crime which directly related to the practice of nursing or the ability to practice nursing.
- b. Being unable to practice nursing with reasonable skill and safety by reason of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical conditions.
- c. Having engaged in certain activities or having been convicted of certain specified criminal offenses as set forth in Section 464.018, Florida Statutes.
- d. Procuring a license to practice nursing by bribery or through knowing misrepresentation.

The Florida Board of Nursing requires that any nursing licensure applicant who has an arrest record must have arrest and court records of final adjudication of each offense sent to the Board at the time of licensure application. A nursing licensure application will not be considered complete until these records are cleared through the State Board of Nursing. The laws in the State of Florida may change while the student is enrolled in a nursing program. It is the student's responsibility to continue to monitor laws and be aware of how they may be affected by changes in Statutes. Students working and attending ESC online must be aware of that state's nurse practice act and follow the rules of that state.

Applicants must be cleared through the Background Check committee prior to admission to the program. Students who are arrested while in the Nursing Program must contact the Program Coordinator or Dean of Nursing immediately.

Each applicant is required to inform the Dean of Nursing in writing of any criminal charges on his/her record in any state or national jurisdiction upon submission of an application for enrollment to the program. This information is submitted on the ESC School of Nursing Student Disclosure Form with the student's application.

Criminal Background Check

Required for applicants who are finalists for admission into the nursing program

Applicants notified of finalist status for the Nursing Program are required to complete a Level 2 background check (Florida and National search by fingerprint scan) and a Ten-Panel urine drug screen through the currently specified background check company. This criminal background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care agencies with which Edison State College has clinical affiliation agreements. Background screening must be completed before final acceptance to any Health Professions Program can be approved. It is the applicant's responsibility to pay for and complete the background

check and drug screen by the deadlines specified in the finalist notification.

Applicants with criminal records are forewarned that the Florida Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. Per recent legislation changes, a graduate with a felony conviction within the past 15 years may not be approved for a license. The same is true for other states with licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

Disqualifying Offenses

Pursuant to section 435.04(2) and 408.809(4) of the Florida Statutes, "The security background investigations under this section must ensure that no persons subject to the provisions of this section have been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of state law or similar law of another jurisdiction:

(a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

(b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.

(c) Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.

(d) Section 782.04, relating to murder.

(e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.

(f) Section 782.071, relating to vehicular homicide.

(g) Section 782.09, relating to killing of an unborn quick child by injury to the mother.

(h) Chapter 784, relating to assault, battery, and culpable negligence, if the offense was a felony.

(i) Section 784.011, relating to assault, if the victim of the offense was a minor.

(j) Section 784.03, relating to battery, if the victim of the offense was a minor.

(k) Section 787.01, relating to kidnapping.

(l) Section 787.02, relating to false imprisonment.

(m) Section 787.025, relating to luring or enticing a child.

(n) Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings.

(o)Section 787.04(3), relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person.

(p)Section 790.115(1), relating to exhibiting firearms or weapons within 1,000 feet of a school.

(q)Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon on school property.

(r)Section 794.011, relating to sexual battery.

(s)Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.

(t)Section 794.05, relating to unlawful sexual activity with certain minors.

(u)Chapter 796, relating to prostitution.

(v)Section 798.02, relating to lewd and lascivious behavior.

(w)Chapter 800, relating to lewdness and indecent exposure.

(x)Section 806.01, relating to arson.

(y)Section 810.02, relating to burglary.

(z)Section 810.14, relating to voyeurism, if the offense is a felony.

(aa)Section 810.145, relating to video voyeurism, if the offense is a felony.

(bb)Chapter 812, relating to theft, robbery, and related crimes, if the offense is a felony.

(cc)Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.

(dd)Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.

(ee)Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.

(ff)Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.

(gg)Section 826.04, relating to incest.

(hh)Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

(ii)Section 827.04, relating to contributing to the delinquency or dependency of a child.

(jj)Former s. 827.05, relating to negligent treatment of children.

(kk)Section 827.071, relating to sexual performance by a child.

(ll)Section 843.01, relating to resisting arrest with violence.

(mm)Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.

(nn)Section 843.12, relating to aiding in an escape.

(oo)Section 843.13, relating to aiding in the escape of juvenile inmates in correctional institutions.

(pp)Chapter 847, relating to obscene literature.

(qq)Section 874.05(1), relating to encouraging or recruiting another to join a criminal gang.

(rr)Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(ss)Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.

(tt)Section 944.35(3), relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm.

(uu)Section 944.40, relating to escape.

(vv)Section 944.46, relating to harboring, concealing, or aiding an escaped prisoner.

(ww)Section 944.47, relating to introduction of contraband into a correctional facility.

(xx)Section 985.701, relating to sexual misconduct in juvenile justice programs.

(yy)Section 985.711, relating to contraband introduced into detention facilities.

(3)The security background investigations under this section must ensure that no person subject to this section has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in s. 741.28, whether such act was committed in this state or in another jurisdiction.” (<http://flsenate.gov/Laws/Statutes/2011/Chapter435/All>)

(4) In addition to the offenses listed in s. [435.04](#), all persons required to undergo background screening pursuant to this part or authorizing statutes must not have an arrest awaiting final disposition for, must not have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, and must not have been adjudicated delinquent and the record not have been sealed or expunged for any of the following offenses or any similar offense of another jurisdiction:

(a)Any authorizing statutes, if the offense was a felony.

(b)This chapter, if the offense was a felony.

(c)Section [409.920](#), relating to Medicaid provider fraud.

(d)Section [409.9201](#), relating to Medicaid fraud.

(e)Section [741.28](#), relating to domestic violence.

(f)Section [817.034](#), relating to fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems.

(g)Section [817.234](#), relating to false and fraudulent insurance claims.

(h)Section [817.505](#), relating to patient brokering.

(i)Section [817.568](#), relating to criminal use of personal identification information.

- (j)Section [817.60](#), relating to obtaining a credit card through fraudulent means.
- (k)Section [817.61](#), relating to fraudulent use of credit cards, if the offense was a felony.
- (l)Section [831.01](#), relating to forgery.
- (m)Section [831.02](#), relating to uttering forged instruments.
- (n)Section [831.07](#), relating to forging bank bills, checks, drafts, or promissory notes.
- (o)Section [831.09](#), relating to uttering forged bank bills, checks, drafts, or promissory notes.
- (p)Section [831.30](#), relating to fraud in obtaining medicinal drugs.
- (q)Section [831.31](#), relating to the sale, manufacture, delivery, or possession with the intent to sell, manufacture, or deliver any counterfeit controlled substance, if the offense was a felony.” (<http://flsenate.gov/Laws/Statutes/2011/Chapter408.809/All>)

Criminal History Findings

Upon notification of finalist status for the nursing program, each applicant will be provided with a detailed procedure for completing the Level 2 background check and drug screen. The results are sent to the Nursing Background Check representative for review. Failure to complete the Background Check by the deadline set will result in forfeiture of finalist status for that application cycle.

If the background results are negative and drug screen is negative, the student will be admitted into the School of Nursing.

If a positive background result (i.e. arrest record) is found, a certified letter will be sent asking the student to write a letter to explain: 1) the circumstances surrounding each arrest, 2) the outcome or adjudication of each arrest and 3) what he/she learned. Court documents of each charge are also required to accompany the letter. These documents will be brought before the Background Review Committee for a decision whether the student may enter, or continue in, the nursing program.

Initial Drug Testing

A ten-panel drug test will be required before entering the clinical portion of health professions program. A positive result may result in immediate dismissal from the health program.

Appeal Process

If a review of a criminal background check or a medical health report deems an applicant or student ineligible for admission or continuation in the Nursing Program, an appeal can be filed through Edison State College’s Academic Grievance process outlined in the catalog. The College’s published appeal process is to be followed as found in the current *Catalog* under “Student Rights and Responsibilities”.

Arrests During the Health Program

If a health professions student is arrested at any time while enrolled in the program, the arrest must be reported to the program coordinator or Dean, School of Nursing within two (2) class days of the arrest. Failure to do so may result in dismissal from the

program. A student arrested during the program will be placed on academic probation until the case disposition can be obtained. Clinical privileges will be at the discretion of the Program Coordinator or Dean during this time period.

SCHOOL OF NURSING BACKGROUND CHECK PROCEDURE

Each student in the Nursing program at Edison State College is required to complete the background check procedure before entering the program. The following is the procedure required in order to complete your background check. Certified Background is the company used to complete the FBI and drug testing process.

- Go to: www.certifiedbackground.com
- Click on “Students” located on the right side panel
- Enter Package Code: ED09 (EDzero9)
- The cost should be \$87.00 on the Edison State College page
- Click on appropriate boxes and click “Next”
- Complete the personal information and click “Next”
- Make sure your date of birth and social security numbers are correct and that the cost is still \$87.00
- Complete the payment information and click “Next”
- When you have successfully paid and registered with Certified Background, they will email you a link for scheduling an appointment for your fingerprinting and drug testing. Remember, you will need to schedule and keep those appointments.
- The \$ 87 includes the fingerprint scan; you do not owe an additional fee.
- Be sure to put your address on the fingerprint registration; it does not transfer automatically from the first registration.

Scheduling information:

CertifiedBackground.com

Package Code: ED09 (ED zero 9)

Do you have a question about your order or need help registering for your fingerprints?

Student Support Customer Service: Call 888-666-7788



CHAPTER FIVE

Supplementary Items



FLORIDA COMMUNITY COLLEGES RISK MANAGEMENT CONSORTIUM

ACCIDENT - INCIDENT REPORT
 (A copy of this report is not authorization for medical treatment.)

FOR FCCRCM USE ONLY

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LOCATION CODE

--

FYI Only

1. COMMUNITY COLLEGE						
COLLEGE NAME		<input type="checkbox"/> W/C <input type="checkbox"/> CC PROP. <input type="checkbox"/> LIABILITY		<input type="checkbox"/> FAC USE <input type="checkbox"/> ALLIED HEALTH <input type="checkbox"/> BOILER & MACH.		PERSON INJURED: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT
				<input type="checkbox"/> VISITOR <input type="checkbox"/> VOLUNTEER		SOCIAL SECURITY NO.:
2. ACCIDENT						
DATE OF LOSS:	TIME OF LOSS:	LOCATION OF LOSS (BE SPECIFIC):				
	AM <input type="checkbox"/> PM <input type="checkbox"/>					
INSTRUCTIONS: If Worker's Compensation claim, complete sections 3, 6, 7 and 8 below. 3A and 3B must be completed. If General Liability or Allied Health claim, complete sections 4, 6, 7 and 8 below. If College Property or Boiler & Machinery claim, complete sections 5, 6, 7 and 8 below (as appropriate).						
3. CLAIMANT (WORKER'S COMPENSATION CLAIMS)						
NAME OF EMPLOYEE:		AGE:	OCCUPATION & DEPARTMENT:	PART OF BODY INJURED:	TYPE OF INJURY (CUT, STING, BUMP, BRUISE, ETC.):	
ADDRESS:		CITY:	ST:	ZIP:	PHONE NO.: ()	
3A - DOES EMPLOYEE WISH TO SEEK MEDICAL ATTENTION TODAY: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF "YES," DESIGNATE REFERRAL (NAME OF PHYSICIAN, CLINIC, HOSPITAL):		3B - WILL EMPLOYEE REQUIRE TIME OFF FROM WORK: <input type="checkbox"/> YES <input type="checkbox"/> NO		RETURN TO WORK DATE:
A "NO" answer above does not waive the employee's right to request medical attention at a later date.		3C - DATE INJURY FIRST REPORTED:		TIME INJURY FIRST REPORTED:		
4. CLAIMANT (GENERAL LIABILITY CLAIMS - Includes non-college employees and/or property not owned by college)						
NAME:		AGE:	DESCRIBE INJURY OR DAMAGED PROPERTY:			
ADDRESS:		CITY:	ST:	ZIP:	PHONE NO.: ()	
5. PROPERTY (COLLEGE OWNED)						
DESCRIBE DAMAGED OR STOLEN PROPERTY:						
						ESTIMATED COST OF DAMAGE OR VALUE OR STOLEN ITEM:
6. WITNESS(ES)						
NAME:		ADDRESS:	CITY:	ST:	ZIP:	PHONE NO.: ()
NAME:		ADDRESS:	CITY:	ST:	ZIP:	PHONE NO.: ()
7. DESCRIBE ACCIDENT (To be completed by claimant if at all possible)						
8. SIGNATURE OF CLAIMANT:			DATE:	FOR WORKER'S COMPENSATION CLAIMS ONLY:		
				DOES EMPLOYER AGREE WITH DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
SIGNATURE OF SUPERVISOR:			DATE:	SIGNATURE OF COLLEGE RISK MANAGEMENT COORDINATOR:		DATE:

WHITE - FCCRCM copy YELLOW - College copy

**EDISON STATE COLLEGE
SCHOOL OF NURSING
HEALTH REPORT – FOR ADN STUDENTS**

TO THE APPLICANT: This certificate should be completed, signed, and returned to the Nursing Office.

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBERS _____

E-MAIL ADDRESS _____

IN CASE OF EMERGENCY NOTIFY _____ PHONE _____

The following are from the A.D.A.'s physical, mental, and emotional performance requirements for an entry level R.N. The Nursing Programs at Edison State College has accepted the following as requirements for all students entering the program:

Nursing Students must meet the following requirements:

PHYSICAL REQUIREMENTS

<p>I have the Ability to:</p> <p>_____ perform repetitive tasks.</p> <p>_____ walk the equivalent of five miles per day.</p> <p>_____ reach above shoulder level.</p> <p>_____ hear tape recorded transcriptions.</p> <p>_____ distinguish colors.</p> <p>_____ adapt to shift work.</p> <p>_____ perform with a high degree of manual dexterity.</p> <p>_____ work with chemicals and detergents.</p> <p>_____ tolerate exposure to dust and/or fumes.</p>	<p>_____ Ability to grip.</p> <p>_____ High degree of physical flexibility.</p> <p>_____ Ability to bend both knees.</p> <p>_____ Ability to sit for periods of time.</p> <p>_____ Ability to climb stairs or ladder.</p> <p>_____ Ability to stand for long periods of time.</p> <p>_____ Ability to lift 25 pounds.</p> <p>_____ Ability to squat.</p> <p>_____ Ability to perform CPR.</p> <p>Health Care Provider: To the best of my ability from my examination and history taking on this nursing student concur that the student can perform all the listed physical requirements.</p>
<p>Student Signature: _____</p>	<p>Health Care Provider initials: _____</p>

MENTAL AND EMOTIONAL REQUIREMENTS

<p>I have the Ability to:</p> <p>_____ cope with a high level of stress.</p> <p>_____ make fast decisions under high pressure.</p> <p>_____ cope with the anger/fear/hostility of others in a calm manner.</p> <p>_____ manage altercations.</p> <p>_____ concentrate.</p> <p>_____ demonstrate a high degree of mental flexibility.</p> <p>_____ cope in an acceptable manner with confrontation.</p> <p>_____ handle multiple priorities in a stressful situation.</p>	<p>_____ Ability to assist with problem resolution.</p> <p>_____ Ability to work alone.</p> <p>_____ Ability to demonstrate a high degree of patience.</p> <p>_____ Ability to adapt to shift work.</p> <p>_____ Ability to work in areas that are close and crowded.</p> <p>Health Care Provider: To the best of my ability from my examination and history taking on this nursing student concur that the student can perform all the listed mental and emotional requirements.</p>
<p>Student Signature: _____</p>	<p>Health Care Provider initials: _____</p>

IMMUNIZATIONS REQUIRED:

Tetanus date _____ (Tetanus must be within 10 years)

MMR dates _____ or Rubella Titer date _____
(If Rubella Titer negative, MMR is required regardless of age or sex.)

Tuberculosis clearance must be provided yearly in the form of a negative PPD (Date) _____ or if student's PPD is positive must provide clearance by health care practitioner by result of Chest X-ray or county health department clearance.

Hepatitis A date #1 _____ #2 _____ Hepatitis B date #1 _____ #2 _____ #3 _____

*Edison State College **highly recommends** that all students receive the Hepatitis A & B Vaccine. Students who elect not to receive the Hepatitis A and B Vaccine will need to sign a release form the first week of school.*

EXCEPTIONS:

Please note below any physical, mental, and emotional abnormalities, or any medications, or diseases which might in any way interfere with the student's safety and/or the student's ability to provide safe patient care.

MEDICATIONS: Please list any medications that the student is currently taking: _____

This is to certify that I have examined _____ on this date and have found her/him to be in good physical, mental, and emotional health, as described in the stated requirements, and has been found to be in reasonably good health and appears to be without communicable diseases, including TB.

SIGNED: _____
(Signature of M.D., D.O., A.R.N.P., P.A.)

ADDRESS: _____

DATE: _____

PLEASE RETURN TO: School of Nursing
Edison State College
8099 College Parkway
Ft. Myers, FL 33906-6210

TO THE STUDENT:

I agree I have disclosed all physical and mental health disorders to my health care providers that could impact my performance of required tasks listed but not limited to the items listed on front. In addition, I _____, give the college permission to share part, or all of the information on this health evaluation with the clinical agency (ies) or instructors to which I will be assigned.

SIGNED: _____ DATE: _____
Signature of Student

EDISON STATE COLLEGE SCHOOL OF NURSING
GUIDELINES FOR APA FORMAT, SCHOLARLY PAPERS

The ADN and RN to BSN Programs require that students use the current edition of the American Psychological Association (APA) format for all scholarly papers.

For information on APA, please refer to the Edison State College library website:
<http://www.edison.edu/library/citationguides.php>.



CHAPTER SIX

Documents to be Signed & Returned

EDISON STATE COLLEGE
SCHOOL OF NURSING
DATA PROFILE SHEET

NAME: _____
Last First Middle

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

COUNTY: _____ **STUDENT ID #:** _____

SOCIAL SECURITY NUMBER: _____

MARITAL STATUS: Single _____ Married _____

Number of Children _____

SEX: Male _____ Female _____

DATE OF BIRTH: _____ **AGE:** _____

ETHNICITY:

_____ Latin or Hispanic

_____ American Indian

_____ Alaska Native

_____ Asian

_____ Black

_____ Hawaiian Native

_____ Other Pacific Islander

_____ White

PROGRAM:

_____ Advanced Placement ADN

_____ Basic ADN

_____ Evening ADN

_____ RN to BSN

CAMPUS:

_____ Charlotte

_____ Collier

_____ Lee

DISABILITY: Yes _____ No _____

VETERAN: Yes _____ No _____

EMPLOYMENT:

_____ Employed full-time/Place of employment _____

_____ Employed part-time/Place of employment _____

_____ Not currently employed

Currently employed in healthcare: Yes _____ No _____

Current job title _____ Current licensure? _____

Number of hours you work per week _____ Current wage per hour \$ _____

**EDISON STATE COLLEGE
DIVISION OF PROFESSIONAL & TECHNICAL STUDIES**

**INFORMED CONSENT – LIABILITY AND SPECIAL RISK
ACCIDENTAL INSURANCE
(For ADN Students)**

As a student performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, tuberculosis, hepatitis B, and HIV (AIDS).

Every student is required to have liability insurance (which covers malpractice) and special risk accidental insurance while enrolled in classes involving clinical activities. This insurance is automatically included in the course fees. This special risk accidental insurance, provided by the College, will pay for the cost of care should a student be injured while in the clinical or classroom setting. It will not cover student illness not related to a classroom or clinical injury. To obtain coverage following an injury, the student must complete and submit the required paperwork provided by the nursing department or Division office. It is strongly recommended that students have private health insurance to cover other health illnesses and needs. Proof of health insurance may be required before beginning certain clinical rotations.

I hereby verify informed consent of the inherent risks of clinical/practicum by completion of this form.

I, _____, have been informed and understand
(please print name)
the inherent risks involved in the education of Health Program students at Edison State College.

Signature

Date

**EDISON STATE COLLEGE
DIVISION OF PROFESSIONAL & TECHNICAL STUDIES**

**INFORMED CONSENT – HEPATITIS B
(For ADN Students)**

As a student, performing in clinical facilities, I understand that I may be exposed to environmental hazards and infectious diseases including, but not limited to, tuberculosis, hepatitis B, and HIV (AIDS).

Edison State College recommends that all Health Program students obtain the hepatitis B vaccine.

Proof of vaccination from hepatitis B may be required before certain clinical rotations.

I, _____, have been informed and understand the
(please print name)

inherent risks related to exposure to environment hazards and infectious diseases through contact with body fluids, including hepatitis B, while involved in clinical rotations. I also understand that the hepatitis B vaccine is highly recommended.

Signature

Date

EDISON STATE COLLEGE
DIVISION OF PROFESSIONAL & TECHNICAL STUDIES
Internet and Computer Code of Ethics Form

The Edison State College School of Nursing sets forth the following additional standards for conduct in online courses, course companion websites and laboratory Internet use.

Students who are given access to these resources are expected to utilize them in an ethical manner to support research, education and other legitimate educational pursuits. Users have the legal and ethical responsibility not to abuse the resources and to respect the privacy, copyrights, and intellectual property rights of others. Violations of the Code of Ethics will be subject to disciplinary action through the Program and College's existing structures.

It is a violation of this Code of Ethics to:

1. Obtain, possess, utilize or attempt to utilize a User ID and password of another individual. Each student retains the responsibility to maintain this information as confidential and to contact the instructor of the course if they feel the confidentiality has been compromised.
2. Utilize course discussion boards, email and chat rooms in any way that harasses, threatens or negatively impacts the educational experience of other students. Whether or not the receiver objects the following are examples of inappropriate use:
 - ❖ Electronic mailings ('junk mail')
 - ❖ Personal business/profit making activities
 - ❖ Email/Discussion Forum - Any non-course related use including but not limited to chain letters, pyramid schemes, jokes etc.
 - ❖ Sexually explicit or obscene materials
 - ❖ Any other type of offensive, annoying, racist, sexist or threatening materials or messages
3. Knowingly introduce a virus, worm or other program that damages or otherwise harms the system or network.
4. Vandalize computer hardware and components in any way that damages or destroys them.

I acknowledge the Code of Ethics detailed above and will respect the academic intent of the computer and Internet tools utilized in the Nursing Program.

Name

Student ID Number

Signature

Date

EDISON STATE COLLEGE
DIVISION OF PROFESSIONAL & TECHNICAL STUDIES
STATEMENT ON CONFIDENTIALITY AND DISSEMINATION
OF PATIENT INFORMATION

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Edison State College (ESC) prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits and quality assurance activities.

I understand that ESC students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Program Coordinator immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion from ESC's program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by ESC. I agree to abide by all policies or be subject to disciplinary action, which may include verbal or written warning, suspension, or expulsion. This does not alter the nature of the existing relationship between ESC and me.

Name (printed): _____ Date: _____
Signature: _____

**EDISON STATE COLLEGE
SCHOOL OF NURSING**

ACCEPTANCE OF RESPONSIBILITY

I HAVE READ THE SCHOOL OF NURSING STUDENT HANDBOOK AND UNDERSTAND THAT I AM RESPONSIBLE FOR ITS CONTENT, AND AGREE TO HONOR THE RULES AND REGULATIONS SPECIFIED IN THE HANDBOOK.*

Each student is responsible for the objectives and course requirements of each course in the curriculum and understands that he/she must abide by the policies, objectives, and course requirements of the Nursing Program and of Edison State College. I hereby verify informed consent of this acceptance of this responsibility by the completion of this form.

Signature

Date

Name (please print)

Banner ID Number

**The policies and procedures in this Handbook are subject to change as needed. Students will receive notification in writing if a policy is revised.*



CHAPTER SEVEN

Community Volunteer Service Handbook

COMMUNITY VOLUNTEER SERVICE PROJECT

Associates Degree in Nursing

DESCRIPTION:

The Community Service Project is 16 hours of volunteer work in the community that enables the student to develop an awareness of community agencies and resources available to both clients and health care providers.

REQUIREMENTS:

Students must complete 16 hours of volunteer service in a health or human service organization approved by the student's faculty advisor before entering NUR 2810 (Professional Issues and Roles) which is offered during final semester of the Nursing program. The area of volunteer service to qualify for Community Service hours must be evaluated and pre-approved by the student's advisor.

The Community Project can be done independently providing it does not involve any direct nursing care. Any community project involving nursing care (ex. Health Fair) must have approval from an instructor and must have an instructor present.

Some examples of a community project include: preparing meals for the homeless at St. Matthew's House, volunteering at a local church, volunteering at a local hospital, working for Humanity for Habitat, Salvation Army, Red Cross, or Rescue Missions.

The enclosed Student Log must be completed and submitted to the Nursing Office before entering the last semester of the program. Failure to do so will result in the Edison State College Registrar's Office placing a HOLD on the student's registration for NUR 2260/L , NUR 2530, NUR 2810, and 2941 L (the last semester of the nursing program).

COMMUNITY PROJECT LOG

Student Name _____

Name of Community Agency _____

Agency Address _____

What is the primary purpose of this agency? _____

Who does this agency serve? _____

Date and time spent at the Agency _____

Total hours spent at this agency _____

Verification Signature (Signature from someone at agency verifying that above time was spent volunteering at agency).

Title
