



NURSING PROGRAMS



STUDENT NURSE HANDBOOK

2010-2011

August 2010 Revision

EDISON STATE COLLEGE NURSING PROGRAMS

STUDENT NURSE HANDBOOK 2010 - 2011

Dear Nursing Student:

Welcome to the Associate Degree Nursing Programs at Edison State College.

We are pleased you have chosen Edison State College to pursue your nursing education. We are committed to assist you in accomplishing your goal. We understand that as an adult learner you may be anxious about returning to a learning environment. Communication between student and faculty 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 look forward to working with you.

The Nursing Faculty and Staff

**The policies and procedures in this Handbook are subject to change while the nursing program is in progress. The handbook will be posted on the Edison Nursing Website and the Program Colloquium and updated as policies or practice dictates. The students will be notified of changes in writing on the Nursing Program Colloquium Website.*

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Review of the entire Student Nurse Handbook is performed yearly under the direction of the NLN Standard Committee – Students. Revisions are done as policies and practice dictate.



CHAPTER ONE

DIVISION OF PROFESSIONAL & TECHNICAL STUDIES NURSING PROGRAMS

ADMINISTRATION:

Deans

<p>William Roshon District Dean of Professional and Technical Studies</p>	<p>Dr. Mary Lewis District Associate Dean Health Professions B.S.N., University of Wisconsin M.B.A., International College M.S.N., FNP, Barry University Ed. D University of Central Florida</p>
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District Director of Nursing

<p>Dr. Mary Lewis</p>

Associate District Director of Nursing

<p>Sharon Rothwell Main Office Lee Campus B.S.N., University of South Florida M.S.N., ARNP, University of Miami</p>

Coordinators of Nursing

<p>Margaret Kruger Program Coordinator, Collier Campus MSN, Community Health Nursing B.S.N. University of Tennessee Center for Health Science in Memphis M.S.N. University of Tennessee Center for Health Science in Memphis</p> <p>Bobby Holbrook Program Coordinator, Lee Campus Evening Programs A.S., Edison Community College A.A., Edison Community College B.S.N., Florida Gulf Coast University M.S.N., ARNP, University of South Florida</p>	<p>Anita Johnson Programs Coordinator, Charlotte Campus L.P.N., Minneapolis Vocational School of Practical Nurses A.D.N., North Hennepin Community College B.S., Saint Francis University B.S.N., Nursing, Bethel University M.A., Nursing, Bethel University</p>
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NURSING FACULTY:

<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</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>Marilyn Herlin, Charlotte Campus B.S.N., UCLA M.S.N. , University New Mexico J.D., University of California at San Francisco</p> <p>Andrea Kopp, Lee Campus, Evening A.D.N., Saint Louis Community College B.A., Miami University M.A., Texas Christian University M.S., Rush University</p> <p>Rosemary Lewis, Lee Campus B.S.N., University of Akron M.S.N., University of Akron</p>	<p>Chitra Paul-Victor, Lee Campus B. Sc., Christian Medical College M. Sc., Christian Medical College</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>Dixie Scelsi, Collier Campus B.S.N., Saint Louis University M.S., Florida International University M.S.N., Florida Atlantic University</p> <p>Kathleen Tenreiro, Collier Campus B.S.N., University of Rhode Island M.S., University of South Florida</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, RN, MNsc B.S.N., Murray State University M.N.Sc., University of Arkansas for Medical Sciences</p> <p>Gayle Wetzel, Collier Campus Advanced Placement Coordinator B.S.N., Florida State University M.S.N., ARNP, University of Arizona</p>
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NURSING LABORATORY SUPERVISORS and CLINICAL COORDINATOR:

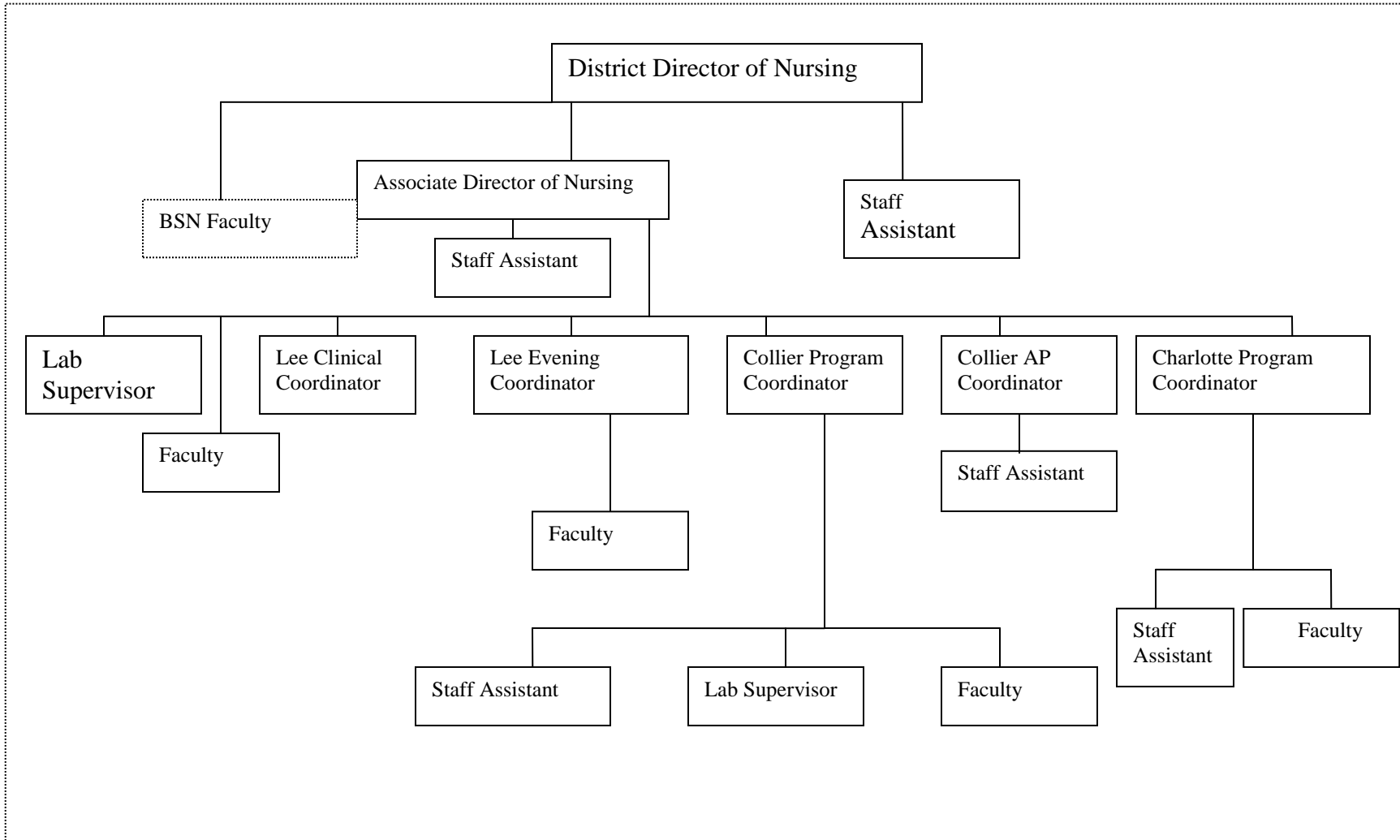
<p>Anne Harner Nursing Lab Supervisor, Lee Campus A.D.N. Edison Community College B.S.N. Florida Gulf Coast University M.S.N. University of Central Florida</p> <p>Nora Stadelmann, RN MSN Clinical Coordinator: A.A. Green Mountain College B.S.N. Skidmore College M.S.N. Walden University</p>	<p>Mary Pasquinelli Nursing Lab Supervisor, Collier Campus B.S.N Villa Maria College M.S.N. University of Pittsburgh</p>
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Staff Assistants:

Kathie Dilascio, Staff Assistant II Lee Campus: Evening Advanced Placement & Evening Basic Programs	Sandy Krotov, Lee Campus: Day Basic & Advanced Placement Programs
Linda Engler, Collier Campus: Basic Program	Wendy Williams Morris , Charlotte Campus: Basic & Advanced Placement Programs
Elinor Langlois, Collier Campus: Advanced Placement Program	

| Revised 5/08, 04/09, 8/09, 8/10

EDISON STATE COLLEGE NURSING PROGRAMS ORGANIZATIONAL CHART



HISTORICAL BACKGROUND

The Edison State College Associate Degree Nursing Programs are located within the Division of Professional and Technical Studies. The 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 and accepts forty eight (48) basic students from the Lee Campus Day Program 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, forty eight (48) students are admitted each year [24 AP students each Fall in the Lee Campus Day Program and 24 AP students in Spring in the Lee Campus Evening Program] with advanced standing and can earn the Associate of Science Degree in Nursing.

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 “Advanced Placement (AP) Program”. The Collier campus does accept 12 students yearly. The Charlotte campus accepts 24 students for 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. Currently forty eight (48) basic students are admitted on the Collier campus annually in two cohorts of twenty four (24) each.

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 and currently accepts twenty four (24) students per year. The program and curriculum are identical to the Lee and Collier Basic Nursing programs.

On the Lee Campus, an additional new program began in the Fall of 2004. The Evening/Weekend Program was created. This nursing education option is underwritten by the Lee Memorial Healthcare System and state and federal funds. It admits 24 students per year.

In 1978, Dr. H. Quillian Jones, Jr., in memory 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 nursing graduate’s school pin. Edison State College Nursing Programs are privileged that Dr. Jones has created this endowment as a way to honor his father.

The nursing faculty and staff are responsible for the student’s classroom and college laboratory learning, and clinical experiences in community facilities. The college’s service district includes Charlotte, Collier, Glades, Hendry and Lee Counties, an area approximately the size of the State of New Jersey. The nursing program utilizes extended care facilities, acute care hospitals, and other health agencies for direct patient care experiences. Students also have observations in clinics, doctors’ offices and other community facilities.

MISSION STATEMENT:

The Edison State College Nursing Program's mission is to prepare qualified entry-level professional nurses to work in diverse healthcare settings. 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 Associate of Science degree program 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. We believe 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. The Edison State College Nursing 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 ASSOCIATE DEGREE GRADUATE

The nursing faculty believes that the practice of the associate degree graduate is based on three interrelated roles: (1) a provider of care, (2) a manager of care, and (3) being a professional within the discipline of nursing. The document, "Educational Competencies for Graduates of AD Nursing Programs by NLN Research 2000" describes the competencies of the graduate of an associate degree program. The graduate of an 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 associate degree nursing (A.D.N.) graduate provides therapeutic, caring nursing interventions in a variety of community settings for clients across the lifespan who are experiencing wellness and/or health care needs. Utilizing the nursing process, the A.D.N. 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 rapidly changing health care environment and 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.

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PURPOSE

The purpose of the program is to prepare graduates for the entry level of 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).

PROGRAM OUTCOMES (Educational)

Upon successful completion of the Associate Degree Program, the graduate will:

A. FUNCTION AS A PROVIDER OF CARE: (communicating, assessing, caring interventions, teaching/learning, clinical-decision making)

1. Assess the client's health status using a multitude of sources to establish a nursing database from which a plan of care may be developed.
2. Analyze and utilize assessment findings to plan care.

3. Utilize the nursing process as a framework for critical thinking and clinical decision making.
4. Evaluate the effectiveness of the plan of care provided in meeting client outcomes.
5. Modify client care as indicated by the evaluation of outcomes.
6. Assess the client's ability to access community resources.
7. Communicate pertinent information, either verbally, non-verbally, in writing, or through information technology, with the client, the client's family, other health care providers, and appropriate community agencies.
8. Teach the client and significant support person(s) to assist the learner(s) in the achievement of desired learning outcomes.
9. Provide therapeutic, caring nursing interventions in a variety of community settings for clients across the lifespan.
10. Provide a safe physical and psychosocial environment.
11. Assist the client to achieve optimum comfort and functioning.
12. Protect and promote the client's dignity.
13. Implement the prescribed plan of care within the legal, ethical and regulatory framework of nursing practice.
14. Demonstrate caring behaviors in coordinating and providing care for the client and the client's family.

B. FUNCTION AS A MANAGER OF CARE: (collaboration, managing care)

1. Coordinate and manage the care for clients and groups of clients in various community settings.
2. Facilitate the continuity of care across health care settings.
3. Prioritize client care.
4. Supervise and evaluate the activities of assistive personnel.
5. Collaborate and coordinate with the client, the client's family (or significant others), and other health care providers to plan competent, cost-effective care and evaluate progress toward achievement of outcomes.

C. FUNCTION AS A PROFESSIONAL WITHIN THE DISCIPLINE OF NURSING: (professional behaviors)

1. Practice within the ethical, legal, and regulatory framework of nursing and standards of professional nursing practice.
2. Demonstrate accountability for nursing care given by self and/or delegated to others.
3. Practice within the parameters of individual knowledge and experience.
4. Recognize the impact of economic, social, and demographic forces on the delivery of health care.
5. Participate in life-long learning.

Revised and approved 2/19/99

Revised and approved 10/99

Revised and approved 2/00

Revised and approved 6/04

Revised and approved 5/05

Revised and approved 6/08

Revised and approved 04/09

Revised and approved 08/10

CURRICULUM FRAMEWORK

The nursing program at Edison State College is 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.

SEQUENCING OF COURSES - 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.

Day Basic RN Program- Lee, Charlotte & Collier

Prerequisites: Completed before entering the Nursing Program
BSC 1010/1010L Biological Science / Biological Science Lab
BSC 1093C, Anatomy and Physiology I
MAC 1105, College Algebra (or higher) or STA 2023, Statistics

Introductory Semester (Fall D or Summer)

NUR 1010, Introduction to Nursing
NUR 1142, Introduction to Pharmacology and Math Calculations

First Semester *

NUR 1022/1022L, Fundamentals of Nursing
NUR 1023L, Fundamentals of Nursing Practicum
NUR 1060/1060L, Health Assessment
BSC 1094C, Anatomy and Physiology II
ENC 1101, English Composition I
*SLS 1103 (Peer Enrichment Program I)

Second Semester**

NUR 1211/1211L, Adult Nursing I
NUR 1511, Introduction to Mental Health Concepts
NUR 2140, Advanced Pharmacological Concepts
PSY 2012, General Psychology
DEP 2004, Human Growth and Development
** SLS 1104 (Peer Enrichment Program II)

Summer Term (or before final semester)

MCB 2013C, Microbiology
HUM elective
Nutrition

Third Semester

NUR 2424/2424L, Maternal Nursing Concepts
NUR 2523, Mental Health Nursing Across the Lifespan
NUR 2310/2310L, Pediatric Nursing Concepts

All general education courses and community service hours MUST BE COMPLETED before entering the final semester.

Fourth Semester

NUR 2260/2260L, Advanced Adult Nursing II
NUR 2530, Major Mental Health Disorders
NUR 2810, Professional Issues and Role Development
NUR 2941L, Preceptorship

****Peer Enrichment program is open to all students. These courses are required if identified by the faculty by specific criteria listed in this handbook.**

The Nursing Program strongly recommends that students take most or all of the general education requirements before entering the nursing programs.

Advanced Placement Program –Day

Prerequisites: Completed before entering the Nursing Program

ENC 1101, English Composition I

BSC 1010/1010L Biological Science / Biological Science Lab

BSC 1093C, Anatomy and Physiology I

BSC 1094C, Anatomy and Physiology II

MAC 1105, College Algebra (or higher) or STA 2023, Statistics

First Semester*

NUR 1204/1204L, Transitional Nursing Concepts

NUR 1932, Advanced Nursing Seminar

NUR 1062/1062L, Health Assessment & Skills

DEP 2004, Human Growth and Development

PSY 2012, General Psychology

*SLS 1103 (Peer Enrichment Program I)

Second Semester

NUR 2424/2424L, Maternal Nursing Concepts

NUR 1511, Introduction to Mental Health Concepts

NUR 2523, Mental Health Across the Lifespan

NUR 2310/2310L, Pediatric Nursing Concepts

NUR 2140, Advanced Pharmacological Concepts

Summer Term (or before final semester)

MCB 2010C, Microbiology

HUM elective

Nutrition

All general education courses and community service hours MUST BE COMPLETED before entering the final semester.

Third Semester:

NUR 2260/2260L, Advanced Adult Nursing II

NUR 2530, Major Mental Health Disorders

NUR 2810, Professional Issues and Role Development

NUR 2941L, Preceptorship

****Peer Enrichment program is open to all students. These courses are required if identified by the faculty by specific criteria listed in this handbook.**

The Nursing Program strongly recommends that students take most or all of the general education requirements before entering the nursing programs.

Lee Evening Basic RN Program

Prerequisites: Completed before entering the Nursing Program

BSC 1010/1010L Biological Science / Biological Science Lab

BSC 1093C, Anatomy and Physiology I

MAC 1105, College Algebra (or higher) or STA 2023, Statistics

Introductory Semester (Entire Semester)

NUR 1010, Introduction to Nursing

NUR 1142, Introduction to Pharmacology and Math Calculations

NUR 1060, Health Assessment

NUR 1060L, Health Assessment Lab Practicum

BSC 1094C, Anatomy and Physiology II

First Semester*

NUR 1022/L, Fundamentals of Nursing

NUR 1511, Introduction to Mental Health Nursing Concepts

ENC 1101, English Composition I

PSY 2012, General Psychology

*SLS 1103 (Peer Enrichment Program I)

Second Semester**

NUR 1211/L, Adult Nursing I

NUR 2140, Advanced Pharmacology

DEP 2004, Human Growth and Development

**SLS 1103 (Peer Enrichment Program II)

Third Semester

HUM Humanities Elective (Part A or Part B)

MCB 2013C, Microbiology

Nutrition

NUR 2424/L, Maternal Nursing Concepts

NUR 2523, Mental Health Nursing Across the Lifespan

NUR 2310/L, Pediatric Nursing Concepts

All general education courses and community service hours MUST BE COMPLETED before entering the final semester.

Fourth Semester

NUR 2260, Advanced Adult II Nursing

NUR 2260L, Advanced Adult Nursing II Clinical

NUR 2530, Major Mental Health Disorders

NUR 2810, Professional Issues and Role Development

NUR 2941L, Preceptorship

****Peer Enrichment program is open to all students. These courses are required if identified by the faculty by specific criteria listed in this handbook.**

The Nursing Program strongly recommends that students take most or all of the general education requirements before entering the nursing programs.

Advanced Placement Program –Evening Program

Prerequisites: Completed before entering the Nursing Program

ENC 1101, English Composition I

BSC 1010/1010L Biological Science / Biological Science Lab

BSC 1093C, Anatomy and Physiology I

BSC 1094C, Anatomy and Physiology II

MAC 1105, College Algebra (or higher) or STA 2023, Statistics

First Semester

NUR 1204/1204L, Transitional Nursing Concepts

NUR 1932, Advanced Nursing Seminar

NUR 1060/1062L, Health Assessment & Skills

DEP 2004, Human Growth and Development

PSY 2012, General Psychology

Summer Term (or before final semester)

MCB 2010C, Microbiology

HUM elective

Nutrition

Second Semester

NUR 2424/2424L, Maternal Nursing Concepts

NUR 1511, Introduction to Mental Health Concepts

NUR 2523, Mental Health Across the Lifespan

NUR 2310/2310L, Pediatric Nursing Concepts

NUR 2140, Advanced Pharmacological Concepts

All general education courses and community service hours MUST BE COMPLETED before entering the final semester.

Third Semester.

NUR 2260/2260L, Advanced Adult Nursing II

NUR 2530, Major Mental Health Disorders

NUR 2810, Professional Issues and Role Development

NUR 2941L, Preceptorship

****Peer Enrichment program is open to all students. These courses are required if identified by the faculty by specific criteria listed in this handbook.**

The Nursing Program strongly recommends that students take most or all of the general education requirements before entering the nursing programs.



CHAPTER TWO

TRANSFER 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 case-by-case and space available bases by a committee comprised of either the Basic or Advanced Placement Program Coordinator and the District Director of Nursing. All requests for transfer must include supporting documentation to the Coordinator of the student's home program.

TECHNICAL PERFORMANCE STANDARDS FOR ASSOCIATE DEGREE 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 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*

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 and 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 blood pressure, 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

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.

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	

All clinical laboratories will be given a grade of S (Satisfactory) or F (Unsatisfactory). 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 77.0% will not be achieved by rounding up from 76.5, 76.6, 76.7, 76.8, or 76.9. A minimum average score of 77.0 on exams (and if applicable quizzes) must be achieved before grades from non-testing assignments will be included in the course grade.

Students will be **MANDATED** to take 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 80 or an ACT score of less than 17
- Students have a course average of less than 80 (or 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**

The Nursing Program does not offer retake of examinations.

LENGTH OF PROGRAM

Students in the Basic 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 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.

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

The credit breakdown for each nursing course in the nursing curriculum is as follows:

NUR 1010 (2 credits)	2 hours per week of theory-2 credits
NUR 1022/1022L (5 credits)	3 hours per week of theory-3 credits 96 total hours of clinical-2 credits
NUR 1142 (1 credit)	1 hour per week of theory-1 credit
NUR 1023L (1 credit)	3 hours per week of practicum lab skills-1 credit
NUR 1932 (1 credit)	1 hour per week of theory-1 credit
NUR 1211/1211L (7 credits)	4 hours per week of theory-4 credits 144 total hours of clinical-3 credits
NUR 1060 (3 credits)	2 hours per week of theory
NUR 1060L	3 hours per week of lab practice
NUR 1062 (3 credits)	2 hours per week of theory
NUR 1062L	3 hours per week of lab practice
NUR 1204/1204L (5 credits)	3 hours per week of theory-3 credits 96 total hours of clinical-2 credits
NUR 1511 (1 credit)	2 hours per week of theory (8 weeks)-1 credit
NUR 2424/2424L (3 credits)	4 hours per week of theory (8 weeks)-2 credits 48 total hours of clinical-1 credit
NUR 2523 (1 credit)	2 hours per week of theory (8 weeks)-1 credit
NUR 2310/2310L (4 credits)	4 hours per week of theory (8 weeks)-2 credits 96 total hours of clinical-2 credits
NUR 2530 (1 credit)	1 hour per week of theory
NUR 2140 (2 credits)	2 class hours per week of theory-2 credits
NUR 2260/2260L (7 credits)	3 hours per week of theory-3 credits 192 total hours of clinical-4 credits
NUR 2810 (2 credits)	2 hours per week of theory-2 credits
NUR 2941L (2 credits)	96 total hours of clinical-2 credits

COST OF PROGRAM

The total cost of the Basic Nursing Program is approximately \$9000, not including travel which will vary by student. The total cost of the Advanced Placement Program is approximately \$7500. These prices are subject to change, based on costs determined by publishing companies, the College (tuition and fees), and other businesses. For a detailed price analysis, please see the Nursing office.

STUDENT SUCCESS PROGRAM

The Nursing Program has a Student Success Program. All nursing students are required to take various computerized tests at different intervals while in the Nursing Programs. 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.

RETENTION ALGORITHM

Acceptance in the Nursing Program

New Student Nursing Orientation

Successful Course Work: 80% or better	Receives <78% 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

Each semester, prior to registration, the student must meet with his/her advisor to review the student's course plan, and complete and sign the Graduation Check List form to ensure successful progression through the nursing program.

GRADUATION REQUIREMENTS

Students who plan to graduate within four months remaining in the nursing program succession, must have a graduation compliance 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 College Catalog. Students must also satisfy all graduation requirements as per the college. All students are invited to attend a College-sponsored Nursing Pinning program. Students will be eligible to attend 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.

INFORMATION ON FILE IN NURSING OFFICE

Students must have a copy of their unexpired American Heart Association Basic Life Support for Healthcare Provider card, FDLE results, health report, and current TB test results (required yearly) in the Campus Nursing Office by the end of NUR 1010, Introduction to Nursing. It is the student's responsibility to keep their BLS card and TB results current. If there is a history of a positive TB test, current public health protocol must be followed. If this is the case, the student must submit a negative yearly "TB Assessment" after a chest x-ray is reported as negative.

The student must notify the nursing office immediately of any name, address, or telephone number 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 Six [supplementary forms] for APA style instructions.)

ACADEMIC STANDARDS

1. A student must earn a minimum grade of "C" in all courses required in the nursing program. In nursing courses, a student must get a grade of "C" or above in theory and a passing grade in clinical in each nursing course attempted. 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 PEP course.

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, and will receive a failing grade in the course.

2. Students must successfully complete the required computerized testing/remediation program to complete select nursing courses (see information in course syllabus and under Retention Algorithm).
3. Students wishing to re-enter a nursing course must notify the Director of Nursing and 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. Basic nursing students must complete the program within 3 ½ years from matriculation in the first nursing course. AP students have 2 ½ years to complete their curriculum.
3. A student must maintain a cumulative G.P.A. of 77.0 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 77.0 in a general education course, they must repeat that course and earn a grade of 77.0 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 review committee through the Director of Nursing. Members of this committee include all nursing faculty, coordinators, Associate Director of Nursing 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

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 result in a report of counseling being issued to 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, instructor cost and time constraints. If clinical time is not made up, the student will receive a failing grade in the clinical lab class.

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

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. Student may be expected to travel to other counties as assigned during their studies. Clinical experiences are scheduled for students in all clinical courses. Students may also be scheduled for evening clinical in some courses. **Clinical courses require student preparation time, the day before the assigned clinical, which is not calculated as clinical hours. Lunch breaks are not to be counted as clinical hours.**

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. Students may not attend a clinical site, representing themselves as clinical students, outside the scheduled clinical times without the authorization of an instructor. To do so may result in failing the clinical class and expulsion from the program.

COMPUTERIZED TESTING AND COMPUTER REQUIREMENTS

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.

PHARMACOLOGY AND DRUG CALCULATION POLICY

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

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

All 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 Five in this handbook. Pre-approval from the Program Coordinator / Director is required.

PRECEPTORSHIP

All 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. The preceptor experience must be a general medical-surgical experience. It cannot be in a critical care, emergency room, operating room, or on a unit where the student is employed.

PROGRESSION IN THE PROGRAM

All nursing courses must be completed within three and one-half years of matriculation into the basic program. 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.

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 co-requisite courses, volunteer hours 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, Report of Counseling, 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.

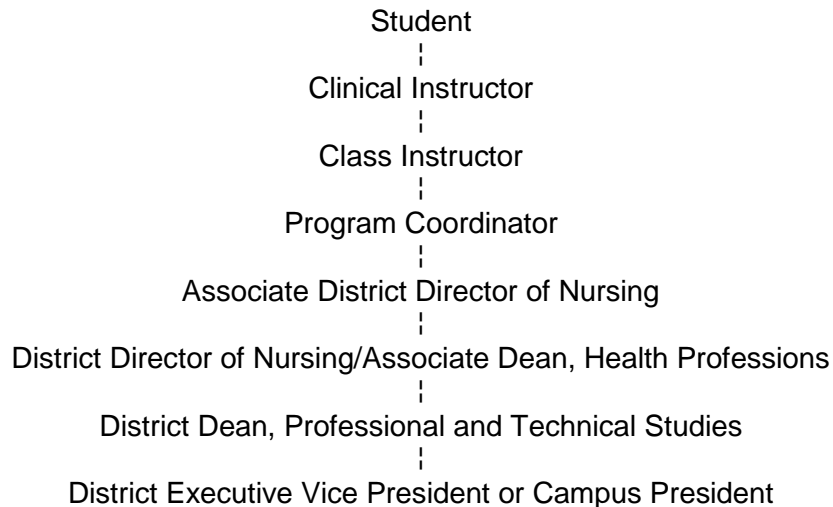
A student could be given a written academic success plan for failure to meet course requirements, failure to meet clinical objectives, or failure to comply with Nursing Program policies as outlined in the *Student Nurse Handbook* and *College Catalog*.

The student's responsibilities related to an academic warning or Academic Success Plan, are to:

- Meet with the course professor, the campus Program Coordinator, 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, campus Program Coordinator, or District Director of Nursing as instructed, 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 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
 - o Charlotte Programs – contact Professor Kyle Fairchild
 - o Collier Programs – contact Professor Kathleen Tenreiro
 - o Lee Day Program – contact Professor Chitra Paul-Victor
 - o Lee Evening Program – contact Professor Bobby Holbrook
- Become a member or officer in the Student Nursing Association
- Become a member or officer in the Edison State College Student Government
- Taking surveys and offering suggestions on the Program CE 6 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

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.

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 the Nursing Program. 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. The actual claims are between the student and the insurance provider. Edison State College does not accept responsibility for the student's medical costs from a claim initiated by the student.

ETHICS

Nursing is 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, conventional 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.

Health Programs Behavior Standards, Policy and Procedure Code of Conduct

Introduction

Edison State College strives to facilitate a safe and effective learning environment. Through this environment, students gain knowledge, values, and competencies. The character and behavior of our students play a critical role in determining the quality of this learning environment. Students in any of the healthcare programs expect all participants to be collegial, respectful, and honest. This Code of Conduct is intended to guide students as they interaction with faculty, other students, patients, and clinical partners.

Article I Authorization

1. Role of Academic Standards Committee (in one) or who authorizes and regulates the Nursing Department and all health profession programs in their efforts to manage student conduct
2. Health Profession Program Conduct Administrators (Directors, Associate Directors, and Coordinators)
3. Role of Associate Dean for Health Sciences
4. Role of Dean for Professional and Technical Studies
5. Role of Dean of Student Services
6. Role of Vice President for Academic and Student Services
7. Health Programs to include: Emergency Medical Services, Nursing, Dental Hygiene, Radiological Technology, Cardiovascular Technology, Respiratory Care, Health Information Management, Human Services

Article II Definitions

1. Formal allegation of violations of the nursing code of conduct or conduct standards for other health programs
2. Health Program Conduct Administrators
3. Positive Drug Screening Result
4. Positive arrest record report

Article III Proscribe Conduct

1. Commission of a misdemeanor or felony while a student is a student in a Health program at Edison State College
2. Violating client confidentiality
3. Falsification of medical records
4. Fraud or deceit in filing an application
5. Any behaviors described in Article III (Proscribed Conduct) section of the General Student Code of Conduct:
(<http://catalog.edison.edu/content.php?catoid=3&navoid=131>)
6. Negligent, fraudulent care in the clinical or laboratory setting

Article IV Health Program Conduct Procedures

1. Hearings and procedures
 - a. Written charge of violation
 - b. Preliminary meeting
 - c. Conduct hearing
 - i. Written notification of hearing

1. Notification delivery mode
2. Place of hearing
3. Time of hearing
4. All documents relating to accusation
- ii. Participants in hearing
 1. Health Program conduct administrators
 2. Public Safety
 3. Student Services
 4. Accused Student
 5. Witnesses
- iii. Documentation associated with allegation
- iv. Hearing notes
- v. Decision process
- vi. Written notification of hearing results
 1. Delivery mode
 2. Decision
 3. Rationale
 4. Sanctions
 5. Appeal method
2. Note regarding drug and alcohol testing
 - a. Drug screen examination sites: DSI Laboratories, Lab Corp, Quest
 - b. Frequency of testing
 - c. Positive drug screen result
 - i. Definition: As defined by pathologist report
 - ii. Removal from program
 - iii. Referral to Impaired Practitioner Program
3. Potential corrective actions
 - a. Probationary status
 - b. Improvement plans
 - c. Removal from the program
 - d. Removal of students from clinical settings

Article V Appeals

1. Written appeal description
2. The constituencies represented on appeal board
3. The issues that can be appealed
4. Written notification of appeal hearing
 - a. Notification delivery mode
 - b. Place of hearing
 - c. Time of hearing
 - d. All documents relating to appeal
5. Written notification of appeal results
 - a. Delivery mode
 - b. Decision
 - c. Rationale

Article I: Authorization

Health Program Administrators will have authorization for participation in the Background Check Committee and will have opinions in each case. The Background Check Committee will meet as needed but at least monthly to hear cases and discuss changes in state or community rules or to receive training as is available.

The Background Check Committee, consisting of Directors and Associate Directors and Coordinators of the Health Programs will be chaired by the Associate Dean of Health Professions. The College attorney, Dean of Student Services or representative will also be members of the committee.

Student background reports will come to the attention of the committee in one of several ways;

1. Certified Background check result required at the beginning of each program, which uses FBI investigation of fingerprinting
2. Self-report of an arrest while in the program
3. Discovery of a crime committed by a student
4. Incident at the College or clinical setting
5. Drug report incidentally or for “cause”

Drug-Free Campus and Workplace Policy (in compliance with the Edison State College Drug-Free Policy)

This policy is being revised and will be added soon.

Revised 6/08
Revised 4/09, 8/09, 8/10

APPEAL PROCESS/STUDENT COMPLAINTS

See the Edison State College 2010-2011 *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 also accessible to students electronically via the College’s Web site, www.edison.edu.

CONFIDENTIALITY

The right to privacy of students, faculty, staff, patients, 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, patient initials 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.

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. Evidence of cheating in any nursing course will result in a grade of "F" and referral to the District Dean of Student Affairs with the recommendation for dismissal from the nursing program and the College.

Two students turning in an assignment that is identical, when the assignment is not a group project, is considered to have shown academically dishonesty and may be ground for expulsion from the nursing program.

SHARING OF PRIOR CLINICAL EVALUATIONS

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.

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 State College 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 are to be on the left sleeve.
5. Full Uniform or Edison Nursing polo shirt with long slacks (no jeans) will be worn in all Nursing lab classes. Some health assessment practicum labs may require different attire. Students may bring the requested attire with them and change in the appropriate area for the practice session and change back to the regular nursing lab required attire.
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.
9. 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.

10. Fingernails should be short (piano length), neat and clean, and without polish. No artificial nails are allowed.
11. Make-up should be used with discretion.
12. 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. Facilities may have a no smoking on grounds facility. Students are expected to obey all rules of the clinical sites while training at said facility.
13. Students are not permitted to use chewing gum while at the clinical facilities.
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.

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 computer use purposes, the student may call the nursing Staff Assistant at 239-489-9239 for the Lee campus, 941-637-5667 for the Charlotte campus, and 239-436-5410 for the Collier campus.
- Students must supply their own paper when using the computer lab printer.
- The open nursing lab schedule will be posted near the nursing lab area or contact the Nursing Lab Supervisor or Program Coordinator for available times.

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

Student responsibilities for the lab are:

- wear proper attire (Edison State College Nursing Program Polo Shirt 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.

HEALTH POLICY

The student must submit a completed Edison Nursing Program Health Form before he/she will be allowed to attend clinical. The tuberculosis (TB) 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 clearing 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 District Director of Nursing 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 appropriated 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 Nursing Program after resolution of the health problem. Additionally, student drug screens, criminal history 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.

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 and if the missed classes are not able to be made up by the student, the student could fail the clinical class.

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. In addition, nursing students are encouraged to explore other college-wide student organizations that meet the student's interest. Please see the college catalog or contact Student Services to obtain a list of all the organizations available at Edison State College.

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

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.

Students admitted to the Nursing Program who have an arrest record should meet with the Director of Nursing within the first month of school to discuss this issue.

MISCELLANEOUS

ACCREDITATION

The Edison State College Nursing Program is accredited 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, 61 Broadway, New York, New York, 10006 (800) 669-1656. Accreditation reviews are available in the District Nursing Office.

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 WEBSITE & BULLETIN BOARDS

The Nursing Program Website will start at the beginning of the school year for 2010 - 2011. Students will have access just like the CE 6 websites for all nursing classes. This website will provide students with up to date information of interest about the nursing program, policy changes, volunteer opportunities and have necessary forms needed by the students available there. Students must visit the website frequently to stay up to date on policy and procedural changes for the nursing program. The Nursing Website contains information pertaining to:

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

If a student wishes to post an item on a college or nursing bulletin board it must be approved by the appropriate administrative representative.



CHAPTER FOUR

Criminal Background Check

Criminal Background Check

Criminal Background Check

Required for applicants who are provisionally accepted into the Nursing Program

Each applicant is required to inform the Director 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 needs to include an explanation of circumstances for possible review by an admissions committee.

Applicants notified of provisional acceptance into the Nursing Program are required to complete and send a Request for Civilian Criminal Records Inquiry through the specified certified 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. The Request for Civilian Criminal Records Inquiry requires payment of a processing fee of \$87 to Certified Background at the applicant's expense. The criminal background check report(s) must be forwarded directly from certified background to the Health Professions Program Office. The background check process includes:

- Payment of \$87.00 to the designated background check company
- Fingerprinting
- Drug screening

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.

Criminal History Findings

Any applicant or enrolled student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, nolo pros, or guilty to, any offense under the provisions of Florida Statutes or under similar statutes of another jurisdiction may be disqualified from admission or continued enrollment in any health professions program.

Those offenses are:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment

- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Lewd and lascivious behavior
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Alcohol or Drug offenses which were a felony, or if the offense involved a minor
- Offenses indicating unfitness to serve as a health care professional

Upon notification of provisional acceptance into the health program, each applicant will be provided with a detailed procedure for completing the Request for Civilian Criminal Records Inquiry.

Initial Drug Testing

Drug testing will be required before entering the clinical portion of the 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 director 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 Director during this time period.



Edison State College
School of Nursing

Background Check Procedure

Each student in the Nursing Program at Edison State College is required to complete the background check procedure upon 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)
- It should come up as Edison State College. The cost should be \$87.00
- Click on the appropriate boxes and hit “Continue”
- Complete the personal information and personal identifies. Hit “Next”
- Make sure your Date of Birth and Social Security number are correct and that the cost is still \$87.00. Hit “Next”
- Complete the payment information and billing address. Hit “Submit Payment”
- For any questions, call Customer Service: 888-723-4263, Ext. 7196
- When you have successfully paid and registered with Certified Background.com, they will email you a link to the website for scheduling an appointment for your fingerprinting. Remember you will need to schedule and keep that appointment. You have already paid a fee so it is not necessary to pay again at the facility or for a fingerprint card.

Scheduling Information:

- The “Application Category” is: **VECHS**
- The “Qualified Entity Number” is: **36020007**
- The “Billing Account Number” is: **FLCB10230**



CHAPTER FIVE

Community Volunteer Service Handbook

EDISON STATE COLLEGE

NURSING PROGRAMS

COMMUNITY VOLUNTEER SERVICE HANDBOOK

COMMUNITY SERVICE PROJECT

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. Only the following three pages need to be turned in to the Nursing Coordinators / Nursing Staff Assistants.

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 Habitat for Humanity, 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).

EDISON STATE COLLEGE

COMMUNITY NURSING VOLUNTEER PREAPPROVAL FORM

STUDENT NAME _____ **STUDENT ID #** _____

FACULTY ADVISOR _____

Requested Project Title/Date	Requested Project Title/Date
Location _____ Duties: How did you find this organization? What will you learn about this experience?	Location _____ Duties: How did you find this organization? What will you learn about this experience?

Student Signature/Date _____

Faculty Advisor Signature/Date _____

COMMUNITY PROJECT LOG

Student Name _____

Name of Community Agency _____

Address _____

What is the primary purpose of this agency? _____

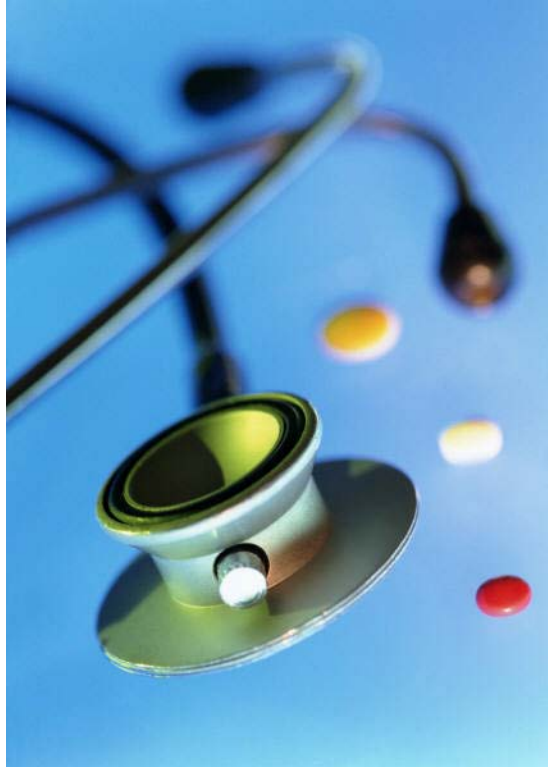
Who does this agency serve? _____

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 _____



CHAPTER SIX

Supplementary Items



FLORIDA COMMUNITY COLLEGES RISK MANAGEMENT CONSORTIUM

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

FOR FCCRMC USE ONLY

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: AM <input type="checkbox"/> PM <input type="checkbox"/>		LOCATION OF LOSS (BE SPECIFIC):							
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: _____											
SIGNATURE OF SUPERVISOR: _____				DATE: _____				FOR WORKER'S COMPENSATION CLAIMS ONLY: DOES EMPLOYER AGREE WITH DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
SIGNATURE OF COLLEGE RISK MANAGEMENT COORDINATOR: _____				DATE: _____							

WHITE - FCCRMC copy

YELLOW - College copy

**EDISON STATE COLLEGE
NURSING PROGRAMS**

HEALTH REPORT

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

NAME: _____ ADDRESS: _____

CITY: _____ STATE _____ ZIP _____ Telephone _____

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 Program 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>
Student Signature	Health Care Provider initials:

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>
Student Signature	Health Care Provider initials:

IMMUNIZATIONS REQUIRED

Tetanus date _____ MMR date _____ or Rubella Titer _____
(Tetanus must be within 10 years) (If Rubella Titer negative, regardless of age or sex)
(Date)

Tuberculosis clearance must be provided yearly in the form of: 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 received Date #1 _____ #2 _____ Hepatitis B received 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: Nursing Programs
Edison State College
8099 College Parkway
P. O. Box 60210
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 the front. In addition, I (print name) _____, 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

APA GUIDELINES: EDISON STATE COLLEGE NURSING PROGRAM

Format:

Margins: 1 inch left/right/top/bottom (Check page layout)

Font: 12-pt. font (Times Roman or similar)

Spacing: Double throughout the paper and reference list (Go to: "Paragraph"; "Line spacing")

Alignment: Flush left (creating uneven right margins)

Paragraph Indentation: use the 'tab' key: (5-7 spaces ~1/2 inch)

Title Page

The diagram shows a rectangular box representing a title page. At the top left, it says "Running head: DIABETES IN CHILDREN" and at the top right, the number "1". In the center, the title "Diabetes in Children: Treating Type II" is written. Below the title, the author's name "Samantha A. Kelly" is centered, and below that, the affiliation "Edison State College" is centered. Arrows point from the text on the right to these elements: one arrow points to the running head and page number, another to the title, a third to the author's name, and a fourth to the affiliation.

Running head: PAGE HEADER and Page number

Each page must include the page header in UPPERCASE after the words 'Running head:' at the left and the page number at the right margin.

The Title Page is page 1

To automatically insert the page header for sequentially numbered and headed pages with the page header, do the following: Depends on version of Microsoft Word.

1) Click on "View" or "Insert".

2) Select "Header".

3) Set up Running head and page #.

Running Head:

The running head is an abbreviated title. Type Running head: ALL CAPS flush left at the top of title page. Maximum of 50 characters, counting letters, punctuation, and spaces between words.

Title: Type the title in uppercase and lowercase letters, centered and positioned in the upper half of the paper.

Author: Student's name, centered and one double space below title

Affiliation: Institution attending centered and one double space below author.

Authors Note and Abstract

The manual shows an author's note on the title page which is usually not included in student manuscripts. Also, an Abstract is usually not included unless required by instructor.

Although the information for this guideline is taken from the Publication manual of the American Psychological Association, 6th Ed., *your Instructor is the ultimate authority regarding the format of your paper.*

Information for the document adopted from the APA Manual and Website
www.apa.org and <http://flash1r.apa.org/apastyle/basics/index.htm>

Authors Responsibilities – see APA Manual 8.03

Body of Paper

DIABETES IN CHILDREN 2

Diabetes in Children: Treating Type II

Type II diabetes is a growing health concern among young children. Type II diabetes currently accounts for up to 50% of all new cases of diabetes in children (Osborne, 2007). One of the main causes of type 2 diabetes is obesity. According to Flynn et al. (2008), many times lifestyle changes including diet and exercise can help children manage type 2 diabetes.

The good news is that blood sugar levels in type II diabetes can be successfully controlled, often through a better diet and regular exercise. Making

Page header and Page number

The words 'Running head:' appear only on the first/title page

Pagination: The first page of the body of the paper is page 2. Student papers usually do not have an abstract.

Title: Center the full title on the first line under the page header on the first page of the body. Do not type the full title on any of the following pages.

Indentation: 5 spaces or ½” for all paragraphs.

Reference Page

DIABETES IN CHILDREN 3

References

Flynn, M. A., McNeil, D.A., Maloff, B., et al. (2008). Reducing obesity and related chronic disease risk in children and youth: A synthesis of evidence with "best practice" recommendations. *Nursing 2008*, 28(5), 67-84.

Osborne, H. (2007). *Overcoming communication barriers in patient education*. Gaithersburg, MD: Aspen.

Parikh, N. S., Parker, R. M., Nurss, J. R., Baker, D. W., & Williams, M. V. (1996). Shame and health literacy: The unspoken connection. *Patient Education and Counseling*, 27, 33-39.

Italics in the Reference Page

APA requires the use of *italics* to designate the base source of the information being cited. For example, if you are citing material from an article appearing in a journal, the journal is the base source because the article appears in the journal. The journal title, therefore, is *italicized*. If you are using material from a book, the book is the base source and, therefore, the book title is *italicized*. Notice the examples on the Reference Page to the left.

Page Header and Page Number

“References” centered on page.

First line of each reference flush with left margin.

Second and all following lines of reference indented 5 – 7 spaces.

Entries are organized alphabetically by last name of first author or the first component of the reference such as title is there is no author.

Important: Use only the initial(s) of the author. Never use the full first or middle name of author or editor. Do not use titles or letters representing credentials such as RN, MD, or PhD.



APA IN-TEXT REFERENCE CITATION GUIDELINES

In-text citations in the body of the paper identify resources used in your research and writing the paper. Items in the reference list refer to the material cited in the text.

Examples are provided below to assist you in formatting in-text citations.

See APA Manual 6.11 – 6.15

Type	First Citation in Text	Subsequent Citations in Text	Parenthetical format, first citation in text.	Parenthetical format: subsequent citations in text.
1 work, 1 author	Williams (2008)	Williams (2008)	(Williams, 2008)	(Williams, 2008)
1 work, 2 authors	Smith and Jones (2009)	Smith and Jones (2009)	(Smith & Jones, 2009)	(Smith & Jones, 2009)
1 work, 3 authors	Hi, Gates and Rush (2007)	Hi et al. (2007)	(Hi, Gates & Rush, 2007)	(Hi et al., 2007)
1 work, 4 authors	Long, Bull, Jones, and Perry (2008)	Long et al. (2008)	(Long, Bull, Jones & Perry, 2008)	(Long et al., 2008)
1 work, 5 authors	Allen, Paul, Turner, Soo, and Walker (2009)	Allen et al. (2009)	(Allen, Paul, Turner, Soo, & Walker, 2009)	(Allen et al., 2009)
1 work, 6 or more authors	Bradley et al. (2008)	Bradley et al. (2008)	(Bradley et al., 2008)	(Bradley et al., 2008)
Groups (readily identified through abbreviations) as authors	National Institute of Health (NIH, 2007)	NIH (2007)	(National Institute of Health [NIH], 2007)	(NIH, 2007)
Groups (no abbreviations) as authors	Edison State College (2009)	Edison State College (2009)	(Edison State College, 2009)	(Edison State College, 2009)

Works by one author:

Example: Williams (2008) disagrees with the majority of practitioners.

Example: There is disagreement with the majority of practitioners (Williams, 2008).

Works by two authors:

Example: Convincing arguments exist in both camps (Smith & Jones, 2009).

Example: Smith & Jones (2009) state that convincing arguments exist on both sides of the issue.

Works by three, four or five authors:

Use all authors in the first reference.

Example: There is a strong correlation between long term foster care and the manifestation of personality disorders (Jones, Bernstein, Delothe, & James, 2008).

For the second and subsequent references:

Example: Aggressive intervention has been shown to have an ameliorative impact on the severity of the disorder (Jones et al., 2008).

If the authors' names are used in a sentence, use the word "and" to join the last two names the first time the work is cited.

Example: Bernstein, Delothe, Shames and Rosen (2004) state that there is a strong correlation between long-term foster care and the development of personality disorders.

For the second and subsequent references, use only the last name of the first author followed by "et al".

Example: Bernstein et al. (2004) identify aggressive intervention as an action that decreases the severity of the disorder.

Examples of works by six or more authors:

Example: Accelerating changes in the healthcare sector require that leaders in the field be shrewd and nimble (Bradley et al., 2008).

Examples of works by associations, corporations, government agencies, etc.

Names of group authors are written out each time they are cited. However, the second and subsequent references may be abbreviated if the name of the group author is long and if the abbreviation is readily understandable.

First In-text citation: (National Institute of Health [NIH], 2007)

Second and subsequent in-text citations: (NIH, 2007)

Examples of Quotations:

Include author(s), publication date and page number.

Example: "Male nurses were invariably assigned to psych wards" (Post, 2005, p. 368).

* Quotations of 40 words or more are blocked, i.e., each line of the quote is indented.

Example of electronic source (web page) with no page numbers:

Include author(s), publication date and paragraph number.

Example: Legislation pertaining to safety issues for nurses is appearing on legislative dockets throughout the country (Myers, 2004, para. 5).

APA REFERENCE LIST

PRINT RESOURCES:

*Note: All are double-spaced with hanging indent of 5 – 7 spaces for 2nd and subsequent lines

Follow these guidelines when you are citing a source you found on the web or in an electronic database.

See APA Manual 6.31 – 6.32

- Cite the most recent version
- Include journal number and inclusive page numbers if this information is available
- Type or use the copy-past function to capture the article DOI and place it at the end of the reference.
- If there is no DOI, cite the home page URL

The digital object identifier (DOI) is a permanent digital identifier given to an object. Its most common application is identifying electronic documents.

COMMON FORMATTING OF JOURNAL ARTICLES.

See APA Manual 7.01

Example journal article with DOI

Herbert-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi:10.1037/0278-6133.24.2.225

Example journal article with no DOI

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

Example journal article with URL:

Wheeler, D. P., & Bragin, M. (2007). Bringing it all back home: Social work and the challenge of returning veterans. *Health and Social Work, 32*, 297-300. Retrieved from <http://www.naswpressonline.org>

Entire Issue of a Journal:

Greenfield, P., & Yan, Z. (Eds.). (2006). Children, adolescents, and the internet [Special section]. *Developmental Psychology, 42*, 391-458.

COMMON FORMATTING OF BOOKS

See APA Manual 7.02

Example: Chapter in an edited book:

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larson (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Print Book:

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Electronic Book with DOI:

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* (Adobe Digital Editions version). doi:10.1036/10071393722

Corporate Author:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

REFERENCE TO A CONFERENCE PROCEEDING:

See APA Manual 7.04

Example Published Regularly

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Science, 105*, 12593-12598.
doi:10.1073/pnas.0805417105

Example Published in Book Form

Katz, I., Gabayan, K., & Aghajan, J. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.). *Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems* (pp. 97-108). Berlin, Germany: Springer-Verlag. doi:10.1007/978-3-540-74607-2_9

Web Site with Author:

Lauer, G. (2005). *Schiavo case highlights controversy over legislation about end-of-life decisions*. California Healthcare Foundation. Retrieved August 6, 2005 from <http://www.californiahealthline.org/>

Web Site with No Author:

Example Reference List:

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

Example In text citation:

Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title.: ("New Child Vaccine," 2001).

Use the full title of the web page if it is short for the parenthetical citation.

Daily Newspaper with Author:

Stolberg, S. G. (2005, March 28). Congress ready to again debate end-of-life issues. *The New York Times*. Retrieved from

<http://www.nytimes.com>

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CHAPTER SEVEN

Documents to be
Signed & Submitted
to the Nursing Office

EDISON STATE COLLEGE
NURSING PROGRAM
DATA PROFILE SHEET

NAME: _____
Last First Middle

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

COUNTY: _____ Cell Phone _____ Edison ID# @ _____

Edison E-mail Address: _____

Personal Email Address: _____

SOCIAL SECURITY NUMBER _____

MARITAL STATUS: Single _____ Married _____
Number of Children _____

SEX: Male _____ Female _____ **AGE:** _____

ETHNICITY:
_____ Latin or Hispanic
_____ American Indian
_____ Alaska Native
_____ Asian
_____ Black
_____ Hawaiian Native
_____ Other Pacific Islander
_____ White

PROGRAM:
_____ Advanced Placement
_____ Basic
_____ Evening

CAMPUS:
_____ Charlotte
_____ Collier
_____ Lee

DISABILITY: Yes _____ No _____

VETERAN STATUS: Yes _____ No _____

EMPLOYMENT:
_____ Employed Full Time/Place of Employment _____
_____ Employed Part-time/Place of Employment _____
_____ Not Currently Employed

Currently Employed in the Healthcare: Yes _____ No _____
Currently Employed in Another Field: Yes _____ No _____
What is Your 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

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 A & B

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 A,B, and HIV (AIDS).

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

Proof of vaccination from hepatitis A & 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 Department 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

Social Security Number

Signature

Date

Adapted from Broward Community College

**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
NURSING PROGRAMS**

ACCEPTANCE OF RESPONSIBILITY

I HAVE READ THIS ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK AND UNDERSTAND THAT I AM RESPONSIBLE FOR ITS CONTENT, AND AGREE TO HONOR THE RULES AND REGULATIONS SPECIFIED IN IT.*

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 while the nursing program is in progress. The handbook will be posted on the Edison Nursing Website and updated as policies or practice dictate. It is the nursing student's responsibility to refer to the handbook for policies and check for current policy.*