PENSACOLA STATE COLLEGE

DEPARTMENT of NURSING

**PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK**

Table of Contents

WELCOME

Welcome to the Pensacola State College Practical Nursing Program! This is the beginning of a rewarding and challenging new career. You have set your goal to become a practical nurse and have begun a course of study that will take you through concentrated work to successfully achieve that goal. Your instructors are a major resource and will arrange many learning opportunities for you. Success, however, will depend largely upon how much initiative you demonstrate in utilizing these learning opportunities. You cannot begin too soon establishing the habit of self-directed learning in nursing education.

The faculty and staff welcome you to the program and wish you success in your endeavors.

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HISTORY

After a great deal of planning by educators, health care administrators and citizens of Pensacola, the proposal for the program was approved by the Board of Nursing. The first class of 18 Practical Nursing students was admitted to the Pensacola Vocational School of Practical Nursing on July 17, 1950. Pensacola Vocational School of Practical Nursing was the first approved practical nursing program in Florida; and operated as part of the Escambia County Public School System as part of the adult education program. The first classroom and office were established in the Board of Education Building located at 215 West Garden Street. The curriculum was one year in length and one class was admitted each September.

In August of 1960 the Escambia County School System acquired the Pensacola Technical High School. The program became part of what was now called the Escambia Adult Vocational School. Pensacola Junior College (PJC) assumed responsibility for administration of the school in August, 1965. The name was changed to the Pensacola Junior College Practical Nursing Program. In August of 1967, the Washington Vocational School Practical Nursing Program also came under the administration of Pensacola Junior College. The combination of the two programs made it possible for Pensacola State College, (*formally known as PJC)* to better meet the needs of the entire community. The program was housed on the Pensacola Campus.

The Practical Nursing Program increased in size as did the other health programs and was relocated to the Warrington Campus in August, 1977. The latest significant change to the program was the addition of 105 hours, increasing the total program length to 1350 hours. This change was mandated by the Board of Nursing in 1999. The program previously admitted 40-50 students once a year. Currently admission is twice a year in January and June. The program has been well received and maintains a reputation of excellence in the community.

SCOPE OF PRACTICAL NURSING

The scope of practice for Practical Nurse graduates is directed toward providing basic therapeutic and preventive nursing measures for individuals experiencing common, well-defined, acute and chronic health problems. The practical nurse, working under the direct supervision of a registered nurse (RN) or physician, functions in nursing situations which are relatively free of scientific complexity and assists in the development and evaluation of the plan of care.

APPROVAL

The Practical Nursing program is approved by:
Florida Board of Nursing
4052 Bald Cypress Way, Bin C2
Tallahassee,FL 32399
(850) 488-0595

MISSION

The mission of the Department of Nursing is to:

- Provide quality educational opportunities for students seeking to enter the healthcare arena as associate degree nurses, practical nurses, nursing assistants, and surgical technologists.

- Provide quality educational opportunities for current Registered Nurses seeking to further their education through the Bachelor of Science in Nursing, Peri-operative nursing, and Critical Care nursing programs.

- Meet the health care needs of the community.

To accomplish this mission, the Department of Nursing:

• Recruits students to fulfill community needs;
• Refers students to support services for academic assistance;
• Responds to community health care needs by graduating potential employees;
• Prepares students to be eligible to take and to pass the licensure examination;
• Prepares students to work competently in health care facilities in the community;
• Prepares students to articulate to ADN programs, if they choose;
• Encourages students to participate in activities to support personal development during and after the nursing program to support the philosophy of life- long learning;
• Responds to community needs by providing new programs and/or certificates.

PHILOSOPHY

The philosophy of the Department of Nursing is based upon the faculty's collective beliefs about person, health, the environment, nursing, learning-centered education, and nursing education. The philosophy serves as the foundation for development of all program curricula, including program outcomes, learning objectives, teaching and learning activities, student assessment, faculty professional development, and selection of learning resources.

The PERSON is a multidimensional being who is constantly interacting with and adapting to the environment. Departmental faculty believes the concept of person may represent a single individual, a family, a group, a community, or all mankind. All persons share common needs related to safe and effective care environments, health promotion and maintenance, psychosocial integrity, and physiological integrity through the life span.

Each person's response to these needs is unique and is influenced by his/her own psychosocial, spiritual, cultural and occupational experiences. The uniqueness of each person must be recognized. Each person possesses various strengths and capacities for growth in life experiences fitting his/her age, preference, physical capacity and psychosocial/behavioral/physical development. All persons deserve to be treated with respect and dignity.

HEALTH is a dynamic state, inclusive of well-being and illness, and is based on each person's perception of well-being. Nurses work with clients to promote holistic health through providing safe and effective care environments, health promotion and maintenance, psychosocial integrity (Client Needs, NCLEX-RN, NCLEX-PN), that are mutually acceptable and culturally congruent. Human beings possess the right to make decisions affecting their health and bear the responsibility for their decisions and actions. However, the person may need nursing assistance to attain a higher level of wellbeing. Empowering persons to assume greater responsibility for health is an ongoing challenge for nursing.

ENVIRONMENT is the contextual space encompassing internal and external conditions and the circumstances and influences surrounding and affecting the person. Society is an environmental influence affecting a person's beliefs, values, attitudes, and spiritual and cultural practices. Opportunities to obtain health care are influenced by multiple environmental factors and health care professionals need to be sensitive to the influence of these factors.

NURSING is a dynamic, continually evolving profession that requires skillful application of theories and principles derived from the sciences and humanities. Nursing practice focuses on human responses to actual or potential altered health states. Nursing care is individualized to relate to the person wherever the person is at his/her particular level of health. The goal of nursing in any setting is to help individuals achieve an optimal level of health throughout the life span or a peaceful death when all reasonable treatment measures have been exhausted.

Practical Nursing is directed toward men and women who have the interest and capability to become practical nurses. The graduate of the practical nurse program develops the knowledge, skills and attitudes necessary to become licensed and to provide care to clients in hospitals, nursing homes, medical centers, clinics, doctor's offices, facilities for the mentally and physically handicapped, and in home health care.

The practical nurse functions under the supervision of the registered nurse, advanced practice nurse, and/or physician or dentist. Practical nursing education prepares graduates to continue with upward career mobility after graduation.

Associate Degree Nursing is directed toward men and women who have the capability and interest to become associate degree nurses. It has as its purpose the development of knowledge, attitudes, values, critical thinking, communication, and technical skills which enable the individual to assume responsibility in the role of the registered nurse. The graduate of the Associate Degree program collaborates with other health care professionals to provide safe and effective care to clients in a variety of settings. Associate degree nursing education encourages life-long learning and professional.

The Bachelor of Science in Nursing (BSN) program is designed to prepare graduates of Associate Degree Nursing (ADN) programs, who already hold a Registered Nursing (RN) license, with additional skills in management, leadership, theory, and research to succeed and be promoted within the nursing profession. BSN graduates will be qualified for supervisory jobs such as nurse managers and patient unit coordinators as well as develop advanced bedside clinical care and decision making.

NURSING EDUCATION is a process through which individuals learn to practice safe and effective nursing care for clients with health needs. Nursing courses provide sequential nursing knowledge and experiences which enable the student to develop certain defined competencies (professional behaviors, communication, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care) necessary for the safe practice of nursing care in an organized, competent manner to individuals, families, groups or communities. Nursing education has the

responsibility to prepare graduates for employment in a rapidly changing health care environment where the focus is on providing cost-effective, high quality health care to diverse populations. Effective nursing curricula design is based on stated outcome criteria that provide students with a systematic framework for learning, safe nursing practice, and intellectual fulfillment.

Nursing education teaches students to provide a safe effective care environment through the management of the client's care and through safety and infection control. Clients are assisted with health promotion as well as the maintenance of health. Client's psychosocial and physiological integrity are protected through nursing care activities that provide comfort, pharmacological therapies, reduce risk potential, and promote physiological adaptation.

Organizing Framework

The Client Needs Categories of the NCLEX-RN© and NCLEX-PN© provide the organizing framework for instruction of nursing concepts. It is the *what.* The National League for Nursing (NLN) Educational Competencies for Graduates of Associate Degree Nursing Programs describes the expected outcomes for associate degree nursing education; it is the *how.* The Nursing Process forms a model for clinical decision-making; it is a *tool* for organizing and processing information. Taken together, these three systems complement and synergize one another to guide the curriculum.

The Client Needs Categories of the NCLEX-RN© and NCLEX-PN© Test Plan incorporate fundamental beliefs about the individual and nursing that form the basis for nursing practice. Core concepts focus on the individual as a unique being with the right to make health care decisions and to participate in meeting health care needs, and on nursing as a dynamic, continually evolving discipline with the goal of care to prevent illness, alleviate suffering, and protect, promote, and restore health, within the regulatory framework for practice. The emphasis is on application of the professional body of knowledge formulated from the liberal arts and the biological, physical, psychological and social sciences to clinical decision making. The framework of Client Needs provides a universal structure for defining nursing actions and competencies across all settings for all clients. Four major categories of Client Needs organize the content of the NCLEX-RN© test plan. Nursing process, caring, communication and documentation, and teaching and learning are integrated throughout the four major Client Needs categories.

Safe. Effective Care Environment
The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients, family/significant others, and other health care personnel.

Health Promotion and Maintenance
The nurse incorporates the knowledge of expected growth and development principles; prevention of health problems; and strategies to achieve optimal health.

Psychosocial Integrity
The nurse provides and directs nursing care that promotes and supports the emotional, mental, and social well-being of the client and family/significant others experiencing stressful events, as well as clients with acute or chronic mental illness.

Physiological Integrity
The nurse provides care and comfort, reducing client risk potential and managing health alterations.

Content Relationships within the Organizing Framework
Content for all four Client Needs Categories are integrated to promote a holistic approach to learning nursing. A balance of knowledge, skills, attitudes, and values is achieved through achievement of outcomes for each of the curriculum framework components. The National League for Nursing (NLN) Competencies for Graduates of Associate Degree Nursing Programs (2000) forms a common focus for learning outcomes across a range of nursing contexts. The NLN Competencies used in the Pensacola State College ADN program are (1) professional behaviors, (2) communication, (3) clinical decision making, (4) caring interventions, (5) teaching and learning, (6) collaboration, and (7) managing care. The NLN competency of assessment is incorporated into clinical decision making. Clinical objectives and performance evaluation tools organized by the NLN Competencies give students an opportunity to demonstrate, self-evaluate, and receive feedback on progress toward program outcomes specific to each level.

Summary

Each nursing course, as well as individual units of the course, is organized using the NLN Competencies: professional behaviors, communication, clinical decision making, caring interventions, teaching and learning, collaborating, and managing care. Each course builds upon the previous ones in a sequential progression. The last course encompasses the program outcomes and students will demonstrate the ability to be successful in each competency.

Nursing skills are described according to Client Needs Categories. The framework is utilized to encourage students to go beyond safe performance of a skill to incorporate all client needs in the nursing care. Examining nursing skills as they relate to client needs categories encourages critical thinking on the part of the student and results in high quality care to clients.

Educational Outcomes

The graduate of Pensacola State College's Practical Nursing Program is prepared to work as a beginning practitioner of nursing under the direct supervision of a registered nurse, physician, or dentist. The graduate will be competent to care for individuals within the framework of a supervised program of health care. The graduate of this program, under supervision, is prepared to:

Professional Behaviors
Discuss the role of the Practical Nurse in the acute care setting.
Maintain professional behaviors in clinical areas as listed in Foundations Courses

Communication
Demonstrates ability to communicate effectively with team members, peers, faculty, patients and family to promote positive client outcomes.

Clinical Decision-Making
Demonstrates ability to react to client changes in an acute care setting.

Caring Interventions
Demonstrate ability to incorporate theory into practice in the clinical setting in the care of clients with problems related to cellular oxygenation and nutrition.
Collaborating
Is actively participating with health care team to advance assigned client's outcomes.

STUDENT SUCCESS

The faculty at Pensacola State College is committed to the success of every student. To facilitate success throughout the program, the nursing department has a Coordinator of Student Support Services (Mrs. Drucilla Thomas) to assist nursing students with admission and progression through the program, financial aid, scholarships, etc. The Department of Nursing also offers students open campus lab hours, tutorial assistance (peer and professional), and free workshops. The workshops are offered to any Pensacola State College student or perspective student on a walk-in bases.

The Warrington Campus houses a 20,000 square foot, 35 bed virtual hospital that includes an emergency room, an operating room, as well as medical-surgical, maternity, and pediatric beds. Also included in the building are a learning lab with six individual clinical rooms for skills practice and check-off and a patient simulation laboratory with an adult and a child full-body high fidelity METI patient simulator. The campus also has a 700 square foot Patient Simulation Laboratory into a Center for Patient Simulation Training & Research. The Center has eleven full-body high fidelity patient simulators, including seven adults, two infants, a child, and a pregnant adult. The Simulation Center is being used by the nursing programs both to enrich didactic and clinical instruction.

The College offers tutoring services through the Learning Enrichment Center/Math Lab located on all three campuses of Pensacola State College. The System for Applied Individualized Learning (SAIL Lab) is designed to assist all vocational students (certificate, A.S. degree, and A.A.S. degree seeking) with academic support.

The V-Hive is a collection of Internet-based resources to support Pensacola State College students and the learning process. Many of the tools are available to all career and technical students and are conveniently accessible on the V-Hive home page. These public materials include links to other web sites offering assistance with math, reading, writing, basic computing and study skills. There are also links to sites with academic reference materials, like dictionaries, encyclopedias, biographies, quotations, and digital images of artworks.

To access these tools, search http://itech.PensacolaStateCollege.edu/vsss/about.htm and click on "homework helpers" on the home page.

Student Activities

Nursing students are encouraged to participate in on-going college activities. Students are encouraged to attend Warrington Student Government Association (SGA) meetings so their voice is heard as a student at Pensacola State College. Students are encouraged to join the Student Practical Nurse Association (SPNA) on the Warrington Campus. The Pensacola State College SPNA conducts activities on campus and promotes personal and professional development. Officers are elected during the first term of nursing courses. All SPNA members are encouraged to attend Student Convention Day presented by LPNAF. Dues from SPNA may help students defer the cost of this trip. SPNA has two faculty advisors to assist students in planning community service, convention, and/or pinning. Community service opportunities sponsored by SPNA will be offered throughout the year. These activities may be alternate experiences for clinical. Faculty will identify opportunities, discuss these with students, and give final approval. Students are encouraged to hold membership in the Licensed Practical Nursing Association of Florida. Annual student dues include: one year subscription to the organization's journal, membership card, and professional liability Insurance opportunity.

HOSA

Health Occupations Students of America or *HOSA* is a national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of the Association for Career and Technical Education. HOSA's mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA competitions provide exciting opportunities for our students to compete and showcase their clinical skills. Students from Pensacola State College and other local or regional community schools participate in competitions that are held on the Warrington Campus.

SKILLS USA

SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Skills USA's mission is to help its members become world-class workers, leaders and responsible American citizens. Please visit www.skillsusa.org to get more information.

Student Job Description

A Pensacola State College student is expected to:

- Read and understand the college catalog.
- Read and use the college class schedule (paper or on-line) as s/he registers each semester.
- Check with his/her major department for current information on requirements & curriculum.
- Talk to an advisor about the required courses needed for his/her major.
- Schedule classes so that the most effective learning can occur.
- Allow adequate study time per week for each course.
- Show satisfactory academic progress.
- Assume responsibility for his/her education.
- Make use of the college library (LRC).
- Develop a plan for increasing his/her listening skills and improving study habits.
- Take notes during class.
- Work collaboratively with other students.
- Evaluate his/her own progress.
- Attend all class sessions and be on time.
- Complete all work when absent from class.
- Read, understand, and follow the instruction in the course and district syllabi.
- Complete reading and writing assignments in all classes.
- Turn in assignments on time.
- Complete work without cheating or committing plagiarism.
- Actively participate in class.
- Exhibit respectful behavior at all times.

CAMPUS SUPPORT SERVICES

The Pensacola Campus has Vocational Student Support Services (484-2163) for which nursing students are eligible. Students must meet a minimum of one of the following criteria: economically disadvantaged, single parent, nontraditional student, disabled, displaced homemaker, or limited English proficiency. Each applicant must attend a Vocational Support Services orientation session.

The Disability Support Services Counselor is on the Warrington Campus one day per week (call 484-1637 for an appointment). There are two full-time academic counselors in Student Affairs and a full-time financial aid counselor available to nursing students on the Warrington Campus. Student Support Services available to all students on the Warrington Campus include testing, counseling, reading, writing, math, and computer labs, System of Adult Individualized Learning (SAIL) lab, and student job services.

Americans with Disabilities For students with a disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation Act, it is the responsibility of the student to notify Disability Support Services to discuss any special needs or equipment necessary to accomplish the requirements for this course. Upon completion of registration with the Disability Support Services office, specific arrangements can be discussed with the instructor.

LEGAL LIMITATIONS OF LICENSURE/CRIMINAL HISTORY RECORD CHECKS

Students must undergo a criminal background check prior to clinical rotations in the program of study. According to the state licensure boards, application for Registered Nursing, Practical Nursing, or Nursing Assisting licensure may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to sit for the licensing examination (NCLEX) after graduation. Each student must be screened through the Florida Department of Law Enforcement (FDLE), and the Abuse Registry. The cost of the screening is included in the first semester's lab fees. The Florida Board of Nursing determines eligibility for NCLEX after receiving an individual's application to take NCLEX-RN, NCLEX-PN, or Nursing Assisting Certification exam. Refer to http://www.doh.state.f1.us/mga/nursing/nurfag.htmlfor Florida Board of Nursing information.

GENERAL POLICIES AND INFORMATION

What if I Have an Arrest Record?

 Legal Limitations of Licensure/Criminal History Record Checks

 IMPORTANT NOTICE: Pursuant to Section 456.0635, *Florida Statutes*, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:
> 1. Convicted or plead guilty or nolo contendre to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.

2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

Individuals who are considering entering the nursing profession and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current Florida law.

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

There are no permanent barriers to licensure; each circumstance is reviewed on a case by case basis.

The Board may issue a license under conditions such as probation, supervision, or additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for licensure in Florida.

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license. All of the above factors should be taken into consideration prior to making a decision about a nursing career. Please go to this web address for more information http://www.doh.state.fl.us/mqa/cna/cna_prospective.html (the information on the website was written for CNAs but the process is the same for all applicants).

Drug Screening

All students must undergo a urine drug screen upon admission to a health-related program. If a student tests positive for any of the drugs, the student will be dismissed and may apply for admission in one year. Urine drug screening tests for the following drugs: Alcohol, Amphetamines, Cannabinoids, Phencyclidine, Opiates, Barbiturates, Benzodiazepine, Synthetic Narcotics: Methadone, and Propoxyphene. Pensacola State College's complete drug screening policy is available in the Department of Nursing and in the Provost's office.

Random Drug-testing All students, full-time and part-time, may be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that students to be tested are randomly selected.

Unscheduled Drug-testing
All students, full-time and part-time, may be tested for drugs at unscheduled intervals.

Extended Absence Drug-testing
Students who return to a program after an extended absence of six (6) months or longer are required to take a drug-test.

Rehabilitative Drug-testing
Students who successfully complete a rehabilitation program may return to the College. The student must agree to participate in the Florida *Intervention Program for Nurses* (IPN) and follow-up drug testing following a return to the College. Testing will consist of an initial test, then testing once each quarter (all post rehabilitative testing will be unannounced). Students not complying with these conditions, or testing positive at any time during or following rehabilitation, will be dismissed from the program.

Testing

Specific tests are required for Practical Nursing students in the State of Florida. Tests are scheduled to be completed in specific courses or before completion of the program.

TABE
The State of Florida requires that students in vocational programs have a mastery of basic skills in reading, language, and math. Students are tested during the application process. An eleventh grade level equivalency must be achieved in each section to pass. Students must successfully remediate prior to the end of the program to receive the Certificate of Occupational Proficiency from Pensacola State College and be eligible for the Florida Board of Nursing to determine the applicant's eligibility to sit for the NCLEX-PN.

Progression Requirements

Progression through the Practical Nursing program requires:

- 2.0 cumulative GPA;
- minimum grade of "C" in all courses required in the curriculum;
- fulfillment of all course prerequisites;

- satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet *Technical Standards/Physical Abilities;*
- current American Heart Association CPR certification at the Health Care Provider or Professional Rescuer level;
- minimum score of 90% within two attempts on a dosage calculation examination prior to clinical in PRN 0002C;
- satisfactory urine drug screen and criminal background check.
- Students who do not meet progression requirements must withdraw from the PN Program and apply for readmission.

Readmission Requirements

Students who interrupt the specific progression through the Program of study must apply for readmission to the Program.

Readmission requires:

1. Letter addressed to program director requesting readmission. The letter should include reason for leaving the program, what the individual has done to maintain knowledge and skills, and an action plan for success of the readmission.

2. Space availability in the nursing program.

3. Academic eligibility;
   a. A 2.0 cumulative grade point average
   b. No more than one grade of "D", "F", or "W" in a nursing course. (For reentry purposes only, a "W" received when failing a course is considered a course failure.) If a student has been dismissed from clinical and /or the PN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.

4. Completion of a reentry contract which will require:
   a. Minimum score of 90% on the first attempt of a drug calculation exam; no second attempts
   b. Minimum score of 75% on the first attempt of content mastery exam, testing knowledge of previously passed courses.
   c. Successful demonstration of practicum skills from previously passed courses.

5. Ability to meet and comply with standards and policies in the current College Catalog and Nursing Student Handbook.

6. Completion of a urine drug screen and background check: The costs of both are the responsibility of the student.

Withdrawal Policy

If a student withdraws from the program, it is necessary to:

1. Obtain and complete a Department Student Withdrawal form;

2. Schedule an exit interview with the Nursing Department Director or Program Director;

3. Complete the College Student Schedule Adjustment Notice and submit it to Student Affairs; and,

4. Check with a counselor regarding the status of financial aid and eligibility for refunds.

Incomplete Grades
Refer to *Pensacola State College,* Catalog 2010-2011, p 45.

Academic Integrity

Students are expected to comply with the Student Honor Pledge delineated in the *College Catalog* (2010-2011), p. 18. In addition, students must comply with the ANA Code of Ethics.

Attendance
Classroom

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all material covered in class and for any assignments made in class. Absences are considered excessive if the student is absent more than 10% of class hours; i.e., 1 credit, 30 hour course allows 3 hours of absence.

The above rules are more stringent than the college catalog related to the structure of the quarter system for practical nursing classes. Absences in excess of 10% of class/clinical time are not productive for the student.

Lab/Clinical

All college laboratory and clinical experiences are considered clinical. It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to notify the instructor per individual instructor's directions prior to beginning of the clinical experience. Do not send a message with another student. If the student is to be late, the assigned unit or instructor should be notified as soon as possible.

Tardiness is defined as arriving 1 minute late. Chronic tardiness is not tolerated. Absences that exceed 10% of the regularly scheduled experiences are considered excessive and may result in an unsatisfactory clinical evaluation. Three tardies equal one absence, arriving late (30 minutes or more) equals an absence. No call- no show equals two absences.

Health Policy

 PN students must provide assurance that they are in good physical and mental health upon entrance to and for the duration of the nursing program in order to participate in clinical experiences. Assurance is documented by licensed physician (MD or DO) or ARNP who conducts a physical examination and reports his/her findings on the Student Health Form. The Student Health Form must be turned in to the Nursing Department office prior to clinical experiences the first semester of the

program; it must contain original signatures. The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

Upon entrance to the Practical Nursing program, students must have signatures verifying:

1. Evidence of a negative tuberculin skin test (or chest x-ray if skin test has been positive) within the last 3 months preceding the first clinical course. TB testing must be repeated every twelve months as long as the student is in the program;

2. Documentation of varicella (positive titer or 2 doses of immunization); mumps, measles, rubella (MMR- positive titer or 1 dose of immunization); tetanus and Diphtheria (1 dose booster every 10 years); and Hepatitis B immunization (must have documentation that series has begun: 1 dose at 0, 1-2, 4-6 months) and/or titers indicating immunity; and.

3. Recommendations for unlimited physical activity (refer to Physical Requirements below).

Injury During Clinical

If you are injured during clinical experiences (needle stick, back injury. etc). you must:
1. notify your clinical instructor immediately; and,

2. complete an appropriate accident incident report.

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care at the student's expense. The student is financially responsible for any illness or injury occurring during clinical rotations. During clinical rotations, students are not employees of the clinical agency or the college**.**

If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as $1000.00.

A follow-up evaluation of major injuries, illnesses, and/or conditions may be required upon entry and after any change in physical or mental status. It is the student's responsibility to provide updates to his/her health record. Changes in medical condition (pregnancy, communicable disease, major illness, and injury) must be immediately reported to the instructor.

Health Clinic

A health clinic, located on the Pensacola campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the Health Clinic nurse is needed at the scene of an accident or emergency illness, Pensacola State College Police should first be contacted at 850-484-2283. The Health Clinic is located in the Lou Ross Health/Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4:00 p.m. daily *(Pensacola State College Catalog,* 2010-2011, p. 13).
Physical Requirements

Students are expected to be able to perform the following requirements upon entrance to and for the duration of the nursing program. Students must be able to meet the criteria (100%). If unable to able to perform the following requirements at 100%, an explanation and/or additional information will be required. You may ask for reasonable accommodations. Students should see the Program Director or Director of Nursing to determine if the accommodations can be met.

Technical Standards/ Physical Abilities & Skills	Standard	Examples
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms.	Walking independently with patients from department to department, around the patient room, down the corridor, from one patient room to another to take care of all patients on a team and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients weighing, squatting, reaching, twisting, bending, pushing, pulling, dragging, climbing.
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.	Manual dexterity to start a patient's intravenous line, set alarms on monitors, draws up and gives injections to patients without extraneous movement.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds.
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care.	Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.
Tactile	Tactile ability sufficient for physical assessment and to provide safe patient care.	Performing palpation, giving injections, starting IV's, sterile and non sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form.	Following spontaneous verbal and/or written instructions. Is able to effectively communicate in English. Must be able to communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members/workers in a professional manner.
Interpersonal	Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings	Conversing effectively with patients, families, and groups and in stressful patient care situations such as emergencies.
Critical Thinking	Critical thinking sufficient for clinical decision-making	Competent assessing a patient in a timely manner and correctly interpreting assessment. Readily responding with appropriate nursing/medical interventions and treatment plans. Can work in isolation independently for positive patient outcome.

Insurance
Registration fees for core nursing courses include student professional liability (malpractice) insurance and student accident insurance. This coverage applies while a student is enrolled in the nursing program courses and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage.

The student accident insurance is a limited coverage. Students are covered during the policy period while participating in the college course(s), labs, or clinical training sponsored by the policyholder; on the premises designated and supervised by the policyholder; or while on the premises used for classes, labs or clinical training as designated by these activities and under the direct supervision of the policyholder.

Accident Medical Expense Benefit:

>   Maximum Benefit: $15,000.00
>   Deductible Amount: None
>   Maximum Dental Limit: $ 1,000.00
>   Accidental Death Benefit: Principal Sum: $25,000.00
>   Accidental Dismemberment Benefit: Principal Sum: $25,000.00

CPR Certification

Students must maintain current cardiopulmonary resuscitation throughout the nursing program. Certification must be: American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).

Financial Aid Assistance

Various scholarships and loans are available through the Financial Aid Office and the Department of Nursing. Information on these scholarship opportunities is posted on the Department of Nursing Scholarship Board. Further information can be obtained from Financial Aid/Scholarship offices on any Pensacola State College campus.

Communication Channels
Faculty has office hours posted on their office doors. Students should make appointments to interact with faculty members during these times.

When a student feels he/she has cause to complain and/or disagree with an academic issue or action of the Department of Nursing, the student has the opportunity to express the concern(s) through the proper channels. Every effort should be made to resolve the matter at the level of the instructor and the student. If the concern is not resolved at that level, the student may schedule an appointment to discuss the issue with the PN Program Director (Mrs. Mary Turner). If the problem is not resolved at that level, an appointment with the Director of Nursing can be made. Issues not resolved within the Department of Nursing may then be discussed with the Provost of the Warrington Campus. After all departmental avenues have been exhausted; unresolved issues may be discussed with the Dean of the Warrington Campus. See 2010-2011 College Catalog for formal appeal process.

<u>Pirate Email</u>

All currently enrolled students for college credit classes at Pensacola State College are given an email account. By logging into Pirate Mail, you agree to abide the Acceptable Use Policy (http://www.Pensacola State College.edu/misc/docs/itAcceptableUseGuidelines.pdf). Pirate Mail will be used by your instructors as well as the administrative offices of the college to pass important information. It is the responsibility of the student to continuously monitor your email account.

In some nursing courses, students are expected to participate in self-evaluation which will be conducted via email.

Evaluation

<u>Theory</u>
A minimum grade of "C" in theory (75 or above) and "satisfactory" clinical performance is required to successfully complete the course.

A	90-100	Passing
B+	88-89	Passing
B	84-87	Passing
C+	81-83	Passing
C	75-80	Passing
D+	72-74	Failing
D	66-71	Failing
F	65 and below	Failing

<u>Clinical</u>

The purpose of the evaluation is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of nursing. Clinical performance is measured as "safe" or "unsafe." All items on the clinical evaluation tool must be marked as "safe" for satisfactory completion of the course.

S	Safe/Satisfactory/Pass
U	Unsafe/Unsatisfactory/Failure

Objectives and outcomes for each nursing course progress in complexity and are measured by one or more of the following methods:

1. demonstration in the clinical setting;
2. demonstration in the campus lab;
3. documentation in written material (Le. client's record);
4. verbal reports in the clinical setting, including pre and post conferences;
5. communication with instructors and other members of the health care team;. and/or
6. Simulation experiences.

All college laboratory, clinical facility experiences, and simulated clinical experiences, are considered clinical time. It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical facility session, it is the student's responsibility to call the clinical instructor at least 30 minutes prior to the beginning of the clinical experience and 2 hours prior to a simulation experience.

If the student is to be late, the instructor should be notified as soon as possible. Failure of the student to call as required will be considered two absences. Tardy is defined as one minute late. Three tardies count as one absence. Tardiness is unprofessional, and chronic tardiness will not be tolerated. Clinical attendance is mandatory.

Students missing more than 10% of assigned clinical hours are subject to an unsatisfactory clinical evaluation and withdrawal from the course. Missed clinical time needs to be made up. To schedule a make up session speak with Mrs. Turner 484-2360 PN Program Director.

Expectations of a Clinical Day:

> 1. Students are expected to come to the clinical sight prepared for the experience. Students will be required to arrive the first day with completed med sheets and a text book picture of the client's primary issue. The students are to come the second day of clinical with their assessments, care plan sheets, and med sheets completed. Students arriving without proper preparation will be asked to leave.

> 2. Students are expected to report to the clinical site and pre- and post-conferences on time.

> 3. Following pre-conference, students are expected to care for the client after receiving report from the primary nurse. Failure to receive report before beginning client care or give report to the nurse at the end of the shift may result in a clinical failure.

> 4. Students are expected to care for all clients in a safe and effective manner. The student who is unable to provide consistent, safe care may be asked to leave the clinical environment and/or withdraw from the course.

Plagiarism and Academic Cheating

Plagiarism and academic cheating are serious offenses. An instructor may take action against any student who is suspected of plagiarism or academic cheating. The action taken may be the awarding of a failing grade on the assignment in question or withdrawal from the course with the assignment of an Early "F."A student who disputes the allegation of plagiarism or academic cheating may discuss the situation with the instructor. If the student does not reach resolution after discussion with the instructor, the student may discuss the situation with appropriate academic officers beginning with the department head and campus provost. Plagiarism involves presenting the work, words or ideas of another student or writer without proper citation, even if unintentionally. Presenting someone else's work as your own, even if in your own words is plagiarism. It is plagiarism if the work you present is derived from the work of any other person, including among others, any other student or college faculty member. It is plagiarism if the work you present is derived from any work, including among other things, any work of a literary, musical, dramatic, pictorial, graphic, sculptural, motion picture, sound recording, audiovisual or architectural nature, and regardless of the medium in which it is fixed, whether written, stored electronically, or in any other form by which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

Presenting plagiarized work as your own may also constitute infringement under Federal copyright laws (Title 17 U.S.c.).

Students should not share information with other sections regarding material on an exam. This is considered academic cheating and falls under the above mentioned action for academic cheating.

Critical Incident

A critical incident is defined as a single, discrete observable behavior or action which, by its omission or commission, has the potential of placing the patient in physical or psychological jeopardy.

When performing skills, safety of the client is critical. Safety is defined as freedom from injury or possibility of injury of any type. Safety includes:

> 1. Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms;

> 2. Prevention of mechanical, thermal, chemical, and electrical injuries;

> 3. Maintenance of psychological safety which includes mental well-being and patient comfort by preventing emotional distress.

Any incident that results in harm to a client or would have resulted in harm to a client if the instructor had not intervened requires
Students can be dismissed from *the clinical area for* a *critical incident, irresponsible, unethical, immoral, illegal, or unsafe clinical practice.*

Rounding of Grades
The only grade that is rounded is the final course grade (e.g..5 or higher goes to the next whole number.)

Dosage and Solution Exam
A dosage and solutions calculation exam must be passed with a minimum of 90% accuracy prior to clinical rotations in semesters Foundations II. Two attempts are allowed to achieve 90%.

Practicums
Practicum - Selected skills must be satisfactorily demonstrated in the skills lab prior to clinical rotations.

Videotaping of Practicum
There are times when students are required to videotape their skill performance. This may be for a regularly scheduled evaluation, for review or remediation, or for simulation, as deemed necessary by the nursing faculty. The video is viewed by the instructor and the student.

Orientation For Clinical Laboratory Experiences
Students are expected to complete orientation, prior to the first clinical day, as required by agencies (hospital, daycare, clinic, nursing home, outpatient surgical center, etc). All requirements related to

orientation (HIPPA, orientation posttest, confidentiality form, student health form, TB-PPD, CPR, etc) must be completed and filed in the nursing office prior to the first clinical day.

Professional Appearance And Uniform Guidelines
Students are required to be in uniform for class and clinical activities and must appear neat and professional at all times. Students must adhere to the clinical agency uniform policy as well as:

1. Students will be neat, clean and well-groomed by performing impeccable personal hygiene.

2. Hair must be neatly off the uniform collar and away from the face the entire time while in the clinical setting (Mock hospital, simulation lab, nursing home, hospital).

3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.

4. Fingernails will be clean and short. No nail polish or artificial nails or nail tips can be worn.

5. Perfume, scented hairspray, or heavy makeup will not be worn.

6. Undergarments must be worn but should not be visible through clothing.

7. NO SMOKING will be permitted during the clinical day; therefore, students should not arrive with a noticeable smoking odor.

8. No body piercings (other than earlobes for females) may be visible.

9. The Pensacola State College picture ID must be worn.

10. The Pensacola State College clinical uniform is as required:

- A short sleeved navy or uniform/scrub top (embroidered with the Pensacola State College logo)
- Straight legged navy uniform/scrub pants.
- Navy scrub dress
- Tee shirts (short or long sleeve) may be worn under the top and must be navy or white. A navy scrub/uniform jacket is permissible.

b. Skirts should be should be no shorter than at the knee.

c. Shoes must be all white or navy leather-like shoes. They must have closed toes. Plastic, washable clogs are acceptable. White or navy blue socks or hosiery must be worn.
d. Jewelry will not be worn (including bracelets and necklaces). The ONLY exceptions are:
- A plain wedding band
- One pair of small (1/4") stud-type earrings. They must be round, gold or silver, white or clear, and worn only in the earlobes.

11. All students must bring to clinical the following items: bandage scissors, watch, stethoscope, ballpoint pen with black ink, pocket size notepad, and penlight. Cell phones, PDA's or Smartphone's are allowed but be on silent while in the class or clinical setting.

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12. The use of recording devices, cameras, laptop computers and cell phones are prohibited during clinical hours to ensure strict protection of patient privacy.

Confidentiality

Nursing students will not, under any circumstances, disclose any patient, hospital, or staff information outside of the classroom, clinical or post-conference area. If at any time a student has concern regarding an occurrence in the classroom or clinical setting, the student is to discuss the concerns with the Nursing Faculty or the Assistant Department Head or Department Head. Failure to comply with this confidentiality policy will result in dismissal from the program and possible legal proceedings.

Written Assignments
All written assignments must be completed in the following format:

1. Use 8 ½ x 11-size white paper (or 4x6 file cards when indicated).
2. Write legibly in blue/black ink or type double-spaced.
3. Write only on one side of the paper.
4. Include Name, Date, and Topic in the upper right hand comer.
5. Use one-inch margins on the top, bottom and right and use -1/2" on the left margin.
6. Secure pages with a staple.
7. Correct spelling, grammar and punctuation are required.

Behavior in the Classroom
1. Disruptive behavior in the classroom will not be tolerated, and students responsible for disruptive behavior will be asked to leave class.

2. Cell phones and beepers should be in the off or vibrate position during class or campus lab time.

3. No food is allowed in the mock hospital setting.

Behavior on Campus
Warrington Campus is a smoke free campus. Children are not allowed on campus.

Student Grievance Procedure
The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. If the grievance involves any alleged discrimination or harassment, the student may consult with the Director of Human Resources and E.A.E.O. See the *College Catalog* for the Student Grievance Procedure.

Graduation
When registering for the last term of the nursing program, each student must complete a Graduation Application Form in the registration area or in the Registrar's Office prior to the established deadline. Those who miss the deadline may be graduated if they apply prior to the end of the term. However, receipt of the certificate may be delayed. All students who apply for graduation are sent information obtaining caps-and-gowns and other information on commencement ceremony plans. Diplomas will be mailed approximately four weeks after commencement exercises.

Graduation Procedures

The application for graduation initiates a review of each student's academic history to determine the eligibility of each student for graduation. If a discrepancy is found, the student is notified promptly and a counselor attempts to correct the discrepancy between the student's record and graduation requirements. All curriculum requirements and financial obligations to the College are to be met prior to graduation.

CURRICULUM- SUMMER ENTRY

Term	Course		Theory Hours	Clinical Hours	Credit Hours	Semester Total
Summer D	PRN 0001C	Practical Nursing Foundations I	30	90	4	6 Credits
	HSC 0591W	AIDS/OSHA for Health Professionals	30	0	1	
	PRN 0030	Pharmacology /Medical Terminology	30	0	1	
CNA'S option to join the PN Group in the fall term						
Fall A	BSC 0070	Structure and Function	60	0	2	17 Credits
	PRN 0015	Interpersonal Relationships for Nurses	30	0	1	
Fall B	PRN 0002C	Practical Nursing Foundations II	85	125	7	
Fall D	PRN 0200C	Practical Nursing I	80	130	7	
Spring B	PRN 0201C	Practical Nursing II	120	120	8	16 Credits
Spring D	PRN 0202C	Practical Nursing III	120	120	8	
Summer B	PRN 0100C	Practical Nursing IV	60	90	5	6 Credits
	PRN 0904	Practical Nursing Seminar	30	0	1	
	Total for the program		675	675	45	45 Credits

CURRICULUM SPRING START

CURRICULUM – SPRING START Term	Course	Theory Hours	Clinical Hours	Credit Hours	Semester Total
There is NOT a CNA option for the Spring start					
Spring A	BSC 0070 Structure and Function	60	0	2	16 Voc. Credits
PRN 0015 Interpersonal Relationships for Nurses		30	0	1	
Spring B	PRN 0001C Practical Nursing Foundations I	30	90	4	
HSC 0591 AIDS/OSHA for Health Professionals		30	0	1	
PRN 0030 Pharmacology /Medical Terminology		30	0	1	
Spring D	PRN 0002C Practical Nursing Foundations II	85	125	7	
Summer B	PRN 0200C Practical Nursing I	80	130	7	15 Voc. Credits
Summer D	PRN 0201C Practical Nursing II	120	120	8	
Fall B	PRN 0202C Practical Nursing III	120	120	8	14 Voc. Credits
Fall D	PRN 0100C Practical Nursing IV	60	90	5	
PRN 0904 Practical Nursing Seminar		30	0	1	
Total for the program		**675**	**675**	**45**	**45 Credits**

APPLICATION FOR NURSING LICENSURE

Applicants for Florida licensure are available from the Florida Board of Nursing at:
www.myflorida.com/mga/nursing/2001nurhome.htm.

Students who desire to be licensed in a state other than Florida must obtain NCLEX-PN information and application from that state.

Applicants who have an arrest record should be aware that they may not be permitted to sit for the licensing examination. The Florida Board of Nursing is the body which makes this determination AFTER receiving an individual's application to take the NCLEX-RN for Florida licensure.

The Florida Statutes. Chapter 464 and the Board of Nursing Rules 64B9-3 provide that application for licensure by examination may be denied in Florida for such reasons as:

> 1. Having been convicted or found guilty regardless of adjudication.
>
> 2. 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.
>
> 3. Having been convicted of a felony and civil rights has not been fully restored. Such an applicant 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 Legislature 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 licensing by knowing 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 for each offense to the Board at the time of licensure application. Applicants with an arrest record must submit a letter of recommendation from the Department Head with their applications. 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 Pensacola State College ADN 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.

It is recommended that a student with an arrest record submit his/her application for licensure with accompanying documentation to the Board during the final term in the PN program. Students without arrest records are to submit applications for licensure after graduation.

Students admitted to the PN program who have an arrest record should meet with the Director of Nursing or the Program Director within the first term of the program for discussion of specific requirements for licensure application.

ADHERENCE AGREEMENT

1. I understand that I am responsible for adhering to the policies and procedures contained in the Practical Nursing Student Handbook.

2. I understand that successful completion of the Practical Nursing curriculum will result in an award of a certificate of proficiency. Completion of the program does not insure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure and licensure is based on meeting all State Board requirements plus passage of the licensing exam.

_____
Printed Student Name

_____
Student Signature

_____
Date

_____
Student ID Number

STUDENT'S COPY

ADHERENCE AGREEMENT

1. I understand that I am responsible for adhering to the policies and procedures contained in the Practical Nursing Student Handbook.

2. I understand that successful completion of the Practical Nursing curriculum will result in an award of a certificate of proficiency. Completion of the program does not insure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure and licensure is based on meeting all State Board requirements plus passage of the licensing exam.

_____
Printed Student Name

_____
Student Signature

_____
Date

_____
Student ID Number

DEPARTMENT OF NURSING'S COPY