Practical Nursing Program

Student Handbook
2015-2016

Department of Nursing
5555 Highway 98 West
Pensacola Florida 32507

The Practical Nursing program is a candidate of Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta GA 30326, Phone: 404.975.5000, Fax: 404.975.5020, www.acenursing.org

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WELCOME

Welcome to Pensacola State College’s Practical Nursing Program (PN). You have set your goal to become a Practical Nurse and have begun a course of study of concentrated work that will help you successfully achieve your ambition. Your instructors are a major resource and will arrange many learning opportunities for you. Success, however, will depend largely upon how much you utilize these learning opportunities. You cannot begin too soon in establishing the habit of self-directed study in nursing education.

Pensacola State College (PSC) PN Program reserves the right to revise the handbook concerning, but not limited to, rules, policies, fees, curricula, and courses. Such changes shall be effective as determined by the faculty, administration, or governing bodies; they may govern both current and past cohorts. Official notification of changes will be announced via piratemail or by addendum to syllabi.

INTRODUCTION

The Department of Nursing operates within the policies of Pensacola State College (PSC). All policies and services common to students enrolled in the College are in effect for nursing PN student as well. College policies are published in the PSC Student Handbook to which student has access at: https://www.pensacolastate.edu/docs/students/StudentHandbook.pdf

The purpose of this handbook is to provide additional information regarding specific policies and procedures unique to the performance of responsibilities of a nursing student. The Department of Nursing Student Handbook is developed by nursing faculty at PSC in order to clarify policies and define regulations for students in the nursing program. It is reviewed and/or updated annually. This helps to ensure that the PN student will receive consistent and equitable consideration throughout the program. This manual is specific to the nursing program and supplemental to the general college policies for students.

The PN student is required to obtain and/or have access to a copy of the Department of Nursing Student Handbook on admission to the program. The PN student is responsible for knowing and abiding by the information that is presented in the Department of Nursing Student Handbook as well as the PSC Student Handbook. Any changes in policy will be disseminated.
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<thead>
<tr>
<th>Faculty/Staff</th>
<th>Telephone</th>
<th>E-Mail Address</th>
<th>Office</th>
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<td>Health Science Learning Center:</td>
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<tr>
<td>Supervisor</td>
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<td>Patient Simulation Specialist:</td>
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APPROVAL

The Associate Degree Nursing program is approved by:

Florida Board of Nursing
4052 Bald Cypress Way, Bin C2
Tallahassee, FL 32399
(850) 488-0595
www.doh.state.fl.us/mqa/nursing
Florida State Board of Education

ACCREDITATION

Pensacola State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees.

The Practical Nursing Program is a candidate for national accreditation with Accreditation Commission for Education in Nursing Inc. (ACEN)
3343 Peach Tree Road N. E., Suite 850, Atlanta, GA 30326
404.975.5000

HISTORY

The Practical Nursing (PN) program with Pensacola State College is the first nursing program in Florida, and the second in the south. In 1955, Mr. Pat Groner, Administrator of Baptist Hospital was concerned about the overcrowding of the patients at the hospital. Yet, the shortage of nurses did not make it possible to increase the number of patients or hospital beds. Mr. Groner learned of a junior college in Montpelier, Vermont, which had begun a two-year, associate degree program in nursing. He recommended the program to Dr. Henry Ashmore, President of Pensacola State College at the time. With the cooperation between Baptist Hospital and Pensacola State College, the first two-year associate degree-nursing program in Florida was begun in August 1958. The original program has been revised many times in order to keep up with the rapidly expanding role of the associate degree nurse.

DEPARTMENT OF NURSING

MISSION

The mission of the Department of Nursing is to provide quality educational opportunities for students seeking to enter or advance in the nursing profession. The Department of Nursing is committed to creating a learning environment that fosters academic, personal and professional growth by supporting the professional nursing standards of care to meet health care needs of the community.

DEPARTMENT OF NURSING

PHILOSOPHY

The philosophy of the Department of Nursing is based upon the faculty’s commitment to cultivating excellence in teaching and learning that encourages intellectual, psychomotor, psychosocial, and professional growth for students and faculty. While firmly based in the sciences and arts, the essence of nursing is caring and compassionate patient-centered care. In providing patient-centered care, nursing incorporates legal and ethical standards, considerations for culture and diversity, respect for human dignity and self-determination, and provision of safe and quality care to patients as individuals, families, and communities.
The nurse advocates for patients and families in respect to their autonomy and the right to make their own health care decisions by collaborating with the patient, the family, and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care and to promote safety for the purpose of providing evidence-based practices that serve to improve patient outcomes. Nursing judgments and clinical reasoning are key to making competent nursing decisions related to the provision of safe, effective, and quality care. Information essential to nursing care is communicated effectively in a variety of technological and human means with reverence for patient privacy and confidentiality. The adoption of these key philosophical concepts fosters the development of the nurse's professional identity.

DEPARTMENT OF NURSING CURRICULUM MODEL

The curriculum model of the Pensacola State College nursing program incorporates the core competencies for quality and safety in nursing education (QSEN). The core competencies used to establish the Pensacola State College Nursing Program Learning Outcomes are:

- Patient Centered Care
- Teamwork and Collaboration
- Evidence-Based Practice
- Quality Improvement
- Safety
- Informatics
- Professionalism

The core values and integrating concepts embedded within each course progressively developed in depth and complexity throughout the nursing curriculum.

The Client Needs Categories of the NCLEX-PN Test Plan incorporate fundamental beliefs about the individual and nursing that form the basis for nursing practice. Student Learning Outcomes include providing care that is safe, culturally and developmentally appropriate, and centered on building and sustaining positive, healthful relationships with individuals and families. Furthermore, the Student Learning Outcome includes that graduate expectations are to practice within the legal and ethical scope of practice of the registered nurse, guided by accepted standards of practice.

PROGRAM LEARNING OUTCOMES

Professional Behavior:
Demonstrate professional and leadership qualities necessary to be a team leader.

Communication:
Demonstrate communication as both a team member and a team leader

Clinical Decision Making:
Demonstrate introductory knowledge of the nursing process and nursing as a skill related to practice.

Caring Interventions:
Demonstrate ability to deliver quality care to assigned clients as a team member and demonstrate ability to oversee the care delivered by team members as a team leader.

Collaboration:
Demonstrate ability to participate in shared planning decision making, problem solving, and goal setting by nursing, client, and significant support person peers.
The PN Program is one year in length (three terms) and accepts students in the spring term.

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<thead>
<tr>
<th>Spring</th>
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<th>Fall</th>
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<tr>
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<td>PRN 0096C</td>
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<tr>
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<tr>
<td>Worker</td>
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<td>B Session</td>
<td>195 Theory Hours</td>
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<td>B Session</td>
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<td>60 Theory Hours</td>
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Note: Total weekly contact hours for clinical may vary, depending on clinical institution availability and College holiday schedule.
STUDENT SUCCESS

The faculty at Pensacola State College is committed to the success of every student throughout the nursing program. To facilitate success, the department refers students to the Student Services Department to access academic advising, or other resources as needed, and to assist each student with successful progression through the program, including financial aid, scholarship information, academic appeals, and many other services.

The Health Sciences Learning Center (HSLC), located on the first floor of Building 3700, consists of several areas for small group activities as well as individual study carrels. There are five (5) individual patient rooms in the resource area where computers and virtual IV simulators are located. There are nine (9) suites in the south lab, eight (8) suites in the north lab, and seven (7) suites located in 3714 for student use. The HSLC also has video equipment, readily available for student use in the learning process.

The Mary Ekdahl Smart Center for Patient Simulation and Research has fourteen (14) full-body high fidelity patient simulators, including four SimMan essential’s, one SimMan 3G, two SimMan Classic’s, one Noelle (birthing simulator), one newborn Hal, one SimNewB, one SimBaby, and two Five Year Old Hal’s. Additionally, the Center has a high fidelity cardiopulmonary simulator, capable of simulating a broad spectrum of heart disease, with corresponding heart sounds, lung sounds, blood pressure, and carotid pulses.

Canvas, the Learning Management System (LMS), is the system used by the Pensacola State College eLearning Department for web-based online and hybrid courses, and companion web pages for face-to-face courses. Canvas delivers powerful learning experiences with simple and clean design that is reliable and easy to integrate multimedia from the internet to courses. The student can access Canvas via computers or any mobile devices using Canvas applications. Assistance with Canvas is provided around the clock by Canvas Support Hotline and Chat. The student may also receive assistance with eLearning through the IT Help Desk that is available by calling 850-471-4534 from 7:30 AM – 8:30 PM Monday through Thursday and from 7:30 AM to 4:00 PM on Friday. If a student needs help after these hours, he or she may send an email to helpdesk@students.pensacolastate.edu. Generally, a response will be received on the next business day.

CAMPUS SUPPORT SERVICES

Career & Technical Education Student Resources (CTE) (call 484-2163) – To be eligible for CTE services, the student must meet a minimum of one of the following criteria: (1) economically disadvantaged, (2) single parent, (3) nontraditional student, (4) disabled, (5) displaced homemaker, or (6) limited English proficiency. Each applicant must attend a CTE orientation session.

A counselor from the Student Resource Center for ADA Services is on the Warrington Campus one day per week (call 484-1637 for an appointment). There are two full-time academic advisors in Student Affairs and a full-time financial aid counselor available to students on the Warrington Campus. Student Support Services available to all students on the Warrington Campus include testing, academic advising, and reading, writing, math, and computer labs. Student Job Services provides services related to meeting a student’s employment needs.
Americans with Disabilities – It is the responsibility of any student with any documented disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation to notify the Student Resource Center for ADA Services to discuss any special needs or equipment necessary to accomplish the requirements for all nursing courses. Upon completion of registration with the Student Resource Center for ADA Services, specific arrangements can be discussed with the instructors.

STUDENT PARTICIPATION IN GOVERNANCE

Pensacola State College ADN program encourages ADN students to participate in the governance of the department. Student feedback and participation is vital to the nursing program’s success. One primary way students can be involved is serving as a student representative on one of the Faculty Committees. Committees meet monthly on Wednesdays either in the morning or afternoon. Department of Nursing committees that students are encouraged to be a participant on are: Curriculum and Instruction, Evaluation, Integrity, and Resources. Please see the Faculty Advisor of the Student Nurses’ Association if you are interested. In addition, students are encouraged to participate in the activities of the Student Nurses’ Association and Student Government Association to enhance governance is all aspects of the College and nursing program.

STUDENT NURSES’ ASSOCIATION

Pensacola State College (PSC) has a National Student Nurses’ Association (NSNA) chapter. All students enrolled in the PN program are members of the PSC’s Student Nurses’ Association (SNA). Membership at the state and national level are optional, but recommended. Executive Board Members of the PSC SNA must maintain membership at the National Level. The PSC SNA is involved in several projects and campus events. Active membership participation reflects a commitment to one’s professional development.

A student may become a member of the state and national organization by submitting an application directly to the organization and paying dues. Applications are available online at the www.nsna.org website. Membership at the national level provides opportunities for students to apply for scholarships, receive discounts at designated businesses, and growth opportunities in the organization.

STUDENT ROLE

While Pensacola State College (PSC) and the Department of Nursing are responsible to meet certain expectations of students, that same courtesy is expected in return. Each PSC student is expected to review and follow the student job description as noted on the College website at: http://www.pensacolastate.edu/SuccessfulStudent.asp.

The PN student is also expected to:

- Read and understand the college catalog
- Read and use the college class schedule during registration each semester
- Check with his/her major department for current information on requirements & curriculum
- Talk to an advisor about the required courses needed for your major
- Schedule classes so that the most effective learning can occur
- Allow adequate study time per week for each course. **Plan for a minimum of 3 hours of study for every credit hour of class**
- Show satisfactory academic progress
- Assume responsibility for his/her education by discussing learning needs with the instructor, prepare for class and completing assignments as assigned
- Make use of the college library (LRC)
- Develop a plan for increasing his/her listening skills and improving student habits
• Take notes during class
• Work collaboratively with other students
• Evaluate student’s 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
• PN student is also required to notify the Department of Nursing when there has been any change in their medical/physical condition, medications and background status. Failure to notify the Department of Nursing in changes (whether illness, surgery, or pregnancy, arrest, etc.) may require the student to withdraw from the program until such time the student is cleared by their physician or has a cleared background to attend school.
• PN student will not be allowed to participate in the program while under probation or a charge or arrest is under review.

STUDENT FILES

The PN student must keep a copy of all records turned into the Department of Nursing. This includes, but is not limited to, plan of study, the PN Student Handbook Adherence Agreement, health compliance records, hospital orientation(s), and other program-related documents.

GENERAL POLICIES AND INFORMATION

Absences
In the event of student absences, the faculty of the Department of Nursing has adopted the following attendance policy that applies to PN students.

• PN student is expected to be in attendance for all theory, laboratory, clinical, and simulation learning experiences as scheduled for each course. The learning experiences are designed to allow the student the opportunity to apply and practice the skills and principles presented in theory. The student who does not attend and participate in the learning experiences will be viewed as unprepared for progression in the nursing program.
• If the student is absent for any reason, with or without an excuse, the PN shall notify the instructor.
• Tardy arrival for any lab or clinical day is seen as unprofessional, and chronic tardiness will not be tolerated. Tardy is defined as one minute late. Two tardy arrivals will count as one absence. The student will be counseled in writing for any infractions involving tardy arrival and/or absence from lab or clinical.

Inclement Weather
Classes and clinical experiences including nursing skills laboratory and simulations may be cancelled when the College is closed due to inclement weather.

Legal Limitations of Licensure/Criminal History Record Checks/Drug Screen
The PN student is expected to contact the Department of Nursing, Director of Nursing prior to their next class or clinical meeting time if an arrest or charge(s) occur while attending Pensacola State College nursing
program. Consequences that may evolve from a charge or an arrest include withdrawal from the program. Students cannot be currently enrolled in the PN program with an open case or on probation.

**IMPORTANT NOTICE:** Pursuant to Section 456.0635, *Florida Statutes*, you are being notified that effective July 1, 2010, 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).

Clinical facilities may limit or prohibit the PN student 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](http://www.doh.state.fl.us/mqa/cna/cna_prospective.html) (information on the website was written for CNAs but the process is the same for all applicants).

Each nursing program makes independent decisions about admissions into that specific program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit student with a criminal history from participating in clinical experiences.
The PN student is required to complete and receive satisfactory results of the urine drug screening and background check by the first semester of the PN program. The satisfactory results of the urine drug screening and criminal background check are good through the completion of the PN program.

The PN student may be randomly tested for drugs at any time. 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. Additionally, the nursing student is expected to follow the drug screening policy of the facility. Should a student refuse to follow facility and/or departmental policy, the student shall assume liability for his or her personal transportation from the clinical facility and a critical incident will be documented. The PN student may not attend clinical while under the influence of alcohol, narcotic, sedatives, or stimulant medications.

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 Dean’s office.

Additionally, the PN student is expected to follow the drug screening policy of the facility. Should a student refuse to follow facility and/or departmental policy, the student shall assume liability for his or her personal transportation from the clinical facility and a critical incident will be documented. The nursing student may not attend clinical while under the influence of alcohol, narcotic, sedatives, or stimulant medications.

The PN student who fails the drug screening or background check will be excused from the PN program.

**Progression Requirements**

- Once accepted, the PN student must maintain a “C” or above in every nursing course.
- A student earning a grade below a “C” in any required course cannot progress in the nursing course sequence.
- If a student is unsuccessful in a class, they must complete the Intent to Re-enter Packet that is located in the Department of Nursing. Based on a personal interview with either the Assistant Director or Director of Nursing the student may be allowed to re-enter based on space availability. **A student may not be unsuccessful in the same class twice or be unsuccessful in two different nursing classes.** Should this occur, the student will be dismissed from the program without an avenue for re-entry. A withdrawal (W) counts as a failure for the purpose of the nursing program.
- Fulfillment of all course prerequisites and co-requisites with minimum grade of “C.”
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet Technical Standard/Physical Abilities.
- Current CPR certification for the Health Care Provider; American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).
- Satisfactory urine drug screen and criminal background check.
- Students must achieve the overall passing percent, per syllabus guidelines, in order to pass the clinical experience. If the student fails the clinical component of the course, they also fail the didactic portion.
- **75 % is the minimum passing grade. The Department of Nursing does not round up any grades. A 74.99 % would not be a passing grade.**

**Testing**

The Department of Nursing recognizes honesty and integrity as central virtues of academic life and as fully necessary to its very existence. The PN student is expected to practice ethical behavior at all times while enrolled in the nursing program. Therefore, the following regulations are published in the interest of protecting the equity and the validity of the student’s grades and degrees, and in order to assist the student in developing standards and attitudes appropriate to academic life.
**Testing Area**

Students will not enter the testing area prior without permission from instructor/proctor. The instructor/proctor is responsible for ensuring the validity of the testing environment, including but not limited to: removal of questionable items in the room, appropriate seating of students, and removal of food, drink, candy or gum. Students are not allowed to have cell phones or other electronic devices on their person. All devices must be in the student’s bag, or in the keeping of the instructor / proctor. All devices must be turned off.

Any items needed by the students during the exam will be supplied by the Department of Nursing including but not limited to: earphones, calculators, scrap paper, pencils, etc.

**Students**

If a student arrives after the exam has begun, the student will not be admitted into the testing area. It is the student’s responsibility to contact the theory instructor to make arrangements for a make-up exam. The make-up exam must be administered within one week of the initial exam. The make-up exam may be an alternate format to include but not limited to essay, short answer and fill in the blank questions.

The student should be in proper uniform during exams including student identification badge. Any student who is not dressed appropriately can be denied admission into the testing area. Hoodies, caps, jackets, or sunglasses may not be worn during the exams.

Personal items, such as purses, backpacks or bags which are brought into the testing room, must be placed in an area designated by the instructor/proctor.

Students are not allowed to leave the testing room prior to completion of the individual’s exam. Once a student has left the testing room, that student may not re-enter the testing room until all students have completed the exam.

**Guidelines**

Failure to adhere to the following guidelines will result in the student being removed from the testing area. Any incident which results in the removal of a student will be dealt with according to the process outlined in the Pensacola State College (PSC) Catalog “Student Code of Conduct” and the course syllabus.

1. During examinations no student shall use materials or information not authorized by the instructor/proctor. This includes collaborative efforts with other students, unauthorized internet access, or the referral to books, PowerPoint, or student notes.
2. No student or other person shall obtain and furnish to any other student materials which can be shown to contain the questions or answers to any examination scheduled to be given at any date in any course offered by the Department of Nursing or PSC.
3. No student shall knowingly receive and use materials, which can be shown to contain the questions, or answers to any examination scheduled to be given at any date in any course offered by the Department of Nursing or PSC.
4. Any student taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material pertaining to the administration of any exam, including tests, questions or answers, shall be in violation of these regulations. This includes the printing of exams from any online course that delivers online examinations.

**Final Exams**

Final are administered during the final examination week at the end of each semester at the dates and times published on the Pensacola State College web site as well as at the designated date and time during the mini-sessions. The administration of a final exam at any time other than the published times is a violation of College procedure. In the event of an individual student’s absence for a final exam in any class, a grade of I (incomplete) may be assigned by the instructor and an alternate format exam may be given. It is the responsibility of the student to contact and make arrangements with the theory instructor.
In the event of an unforeseeable and/or uncontrollable event that prohibits the students from accessing/completing an exam, the instructor/proctor will provide instructions. It is the responsibility of the students to check their email for further direction.

Student will be required to take nationally scored standardized tests throughout the curriculum and to make a satisfactory score on each test. In the last semester of the curriculum, nursing students will be required to take a comprehensive standardized exam and make the minimally required score as listed in the course syllabus. Below the required score will require remediation and retesting. At that time, if the student is still below the minimum, they must write a detailed plan of study to be successful on the first attempt on the NCLEX-PN.

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

- Obtain and complete a Student Withdrawal from class form; forms are available at: [http://piratenet.pensacolastate.edu/docs/Registrar/Withdrawal_from_Class_Request_2014.pdf](http://piratenet.pensacolastate.edu/docs/Registrar/Withdrawal_from_Class_Request_2014.pdf)
- Schedule and exit interview with the Assistant Director of Nursing
- Complete the College Student Schedule Adjustment Notice and submit to Student Affairs
- Check with a counselor regarding the status of financial aid and eligibility of refunds
- Cancel any scheduled Simulation appointments

Incomplete Grades

Academic Integrity

The student must also comply with the American Nurses’ Association (ANA) Code of Ethics; the ANA’s Code of Ethics is available at this website: [http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx](http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx)

Injury during Lab/Simulation/Clinical
If you are injured during practicum experiences (e.g., needle stick, back injury), he or she must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate accident/incident report.

If injury occurs during lab or simulation on campus, Public Safety will be notified and they will call the nurse in the Health Clinic on Pensacola Campus.

If students are examined in a hospital’s emergency room, he or she will be financially responsible for any injury occurring during clinical rotations, but an Accident/Incident From claim with Hartford Insurance (carried by Pensacola State College) should be submitted.

During clinical rotations, students are not employees of the clinical agency or the college. Therefore, if injured during clinical rotations, students are not entitled to, and will not receive, workman’s compensation from either the institution or the health care facility.
A student who incurs 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.

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. After an injury, students must provide a physician's written release to return to class and clinical duty. During pregnancy and after childbirth, students must provide documentation from a physician that clears him or her to attend, or return to class and clinical courses.

**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 extension 2500. The Health Clinic is located in the Lou Ross Health /Sports Center. Services are provided free of charge. Hours of operation are 7:30 AM to 4:00 PM daily (Refer to the current Pensacola State College Catalog).

**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 or her continuing insurance coverage.

The student accident insurance is a limited coverage. The student is 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

**Health Requirements**

The PN student 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, with original signatures must be turned in to the Department of Nursing office prior to enrollment into your first nursing course. 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 documentation 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. Immunizations
   a. Documentation of varicella (positive titer or 2 doses of immunization);
   b. mumps, measles, rubella (MMR- positive titer or 1 dose of immunization);
   c. TDaP (Tetanus/Diphtheria/Pertussis) booster within 10 years OR TD (Tetanus/Diphtheria) booster within 2 years.
   d. Hepatitis B immunization (must have documentation that series has begun: 1 dose at 0, 1-2, 4-6 months) and/or titers indicating immunity.
3. Recommendations for unlimited physical activity within reasonable accommodation necessary to provide safe, effective patient care. (Refer to Physical Requirements below).
4. Influenza and H1N1 may be required yearly (October – April). It is recommended by the CDC that all persons working in the health care field receive the yearly immunizations. If clinical facilities require this immunization you will be notified by your Program Director.

**CPR Certification**
The PN student must maintain current cardiopulmonary resuscitation certification throughout the program. Certification must be American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).

**Physical Requirements**
The PN student is expected to be able to perform the following physical requirements and meet the criteria (100%) while in the PN program. If unable to perform the following requirements, an explanation and/or additional information will be required. The student may ask for reasonable accommodation. The student should also see the Coordinator of Student Support Services or Director of Nursing to determine if the accommodations can be met.

<table>
<thead>
<tr>
<th>Technical Standards/ Physical Abilities &amp; Skills</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms.</td>
<td>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.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.</td>
<td>Manual dexterity to start a patient’s intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movement.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>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.</td>
</tr>
<tr>
<td>Technical Standards/ Physical Abilities &amp; Skills</td>
<td>Standard</td>
<td>Examples</td>
</tr>
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<td>-----------------------------------------------</td>
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<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary to provide safe patient care.</td>
<td>Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and to provide safe patient care.</td>
<td>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</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in coherent and concise oral and written form.</td>
<td>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.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings</td>
<td>Conversing effectively with patients, families, and groups and in stressful patient care situations such as emergencies.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking sufficient for clinical decision-making</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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**

Office Visits by Appointment:
Each faculty member has office hours posted on his or her office door. The PN student may make appointments to meet with faculty members during these times.

When a PN student feels he or she has a concern 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 Director of Nursing and/or the Assistant Director of Nursing. Issues not resolved within the Department of Nursing may then be discussed with the Dean of the Warrington Campus.
**Pirate E-mail**

Pensacola State College provides every student an email account through the PirateMail system. PirateMail is the primary method of communication to Pensacola State College credit students. By logging into PirateMail and utilizing the College's other Information Technology (IT) Resources at all campuses and centers, each student agrees to abide by the “Acceptable Use Policy” found on the Pensacola State College webpage (http://www.pensacolastate.edu/acceptable-use-policy/). PirateMail will be used by the instructors as well as the administrative offices of the College to pass important information. It is the responsibility of the PN student to continuously monitor his or her e-mail account.

**Course E-mail**

The PN students who are registered for courses on eLearning should use the eLearning e-mail tool called Course E-mail to communicate with course instructors and classmates for course-related matters. Course instructors also use Course E-mail to communicate and pass important information to students. It is the student's responsibility to continuously monitor his or her Course E-mail.

**Evaluation**

**Theory and Practicum**

A minimum grade of “C” (75 or above) in theory and practicum is required to successfully complete the courses.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00 – 100.00</td>
<td>Passing</td>
</tr>
<tr>
<td>B+</td>
<td>88.00 – 89.99</td>
<td>Passing</td>
</tr>
<tr>
<td>B</td>
<td>84.00 – 87.99</td>
<td>Passing</td>
</tr>
<tr>
<td>C+</td>
<td>81.00 – 83.99</td>
<td>Passing</td>
</tr>
<tr>
<td>C</td>
<td>75.00 – 80.99</td>
<td>Passing</td>
</tr>
<tr>
<td>D+</td>
<td>72.00 – 74.00</td>
<td>Failing</td>
</tr>
<tr>
<td>D</td>
<td>66.00 – 71.99</td>
<td>Failing</td>
</tr>
<tr>
<td>F</td>
<td>65.99 and below</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**Clinical**

The purpose of the clinical evaluation is to ascertain that the PN 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:

- a. Demonstration in the clinical setting;
- b. Demonstration in the campus lab;
- c. Documentation in written material (i.e. client’s record);
- d. Verbal reports in the clinical setting, including pre and post conferences; and/or
- e. Communication with instructors and other members of the health care team.
- f. Selected skills must be satisfactorily demonstrated in the skills lab prior to clinical rotations. “Front-Loading” is the term used for learning skills in the skills lab.
Rounding of Grades
The Department of Nursing does not round the final course grades. The PN student must pass theory/practicum courses with a 75.00 or higher cumulative score.

Clinical Incident
A clinical incident is a potential error or one that would have occurred without preceptor or instructor intervention. It is further defined as a behavior or action that, which by its omission or commission, actually or potentially places the patient or another individual in physical or psychological jeopardy or involves legal or ethical issues.

When performing skills, the critical element of safety must not be violated. Safety is defined as freedom from injury or possibility of injury of any type. Safety includes:

- Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms;
- Prevention of mechanical, thermal, chemical, and electrical injuries; and,
- Maintenance of psychological safety which includes mental well-being and patient comfort by preventing emotional upsets.

It is the PN student's responsibility to understand the practicum expectations, PN Student Role and Code of Ethics. During practicum courses, the PN student must adhere to the “professional nursing student role” as defined by the Florida Board of Nursing Rules and Regulations.

A student who works outside the “professional nursing student role” or breaches the American Nurses Association ANA Code of Ethics will be seen as practicing unprofessionally. Unprofessional practice includes inappropriate student-instructor, student-student, student-personnel or student-patient interactions which may reflect negatively on Pensacola State College Nursing Program or Clinical Affiliates.

In the event that the student breaches the scope of practice, the Clinical Incident Procedure will be followed. The Department of Nursing’s Policies, including the Clinical Incident Procedure, are available in the Department of Nursing.

Videotaping Practicum
There are times when PN students are required to videotape their skill performance. This may be for a regularly scheduled evaluation, for review or remediation, for readmission to the nursing program, or for other purposes, as deemed necessary by the nursing faculty. The video may be viewed by full-time, adjunct instructors or peers.

Orientation for Clinical/Laboratory Experience
The PN student is 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 by the set deadline assigned by the instructor, which will be prior to the first clinical day.

Professional Appearance and Uniform Guidelines for Practicum Courses
The PN student must appear neat and professional at all times when visiting clinical sites, attending practicum-related meetings, and completing practicum hours with the nurse mentor. The students must adhere to the following:
1. **Uniforms:** Uniforms must be clean, neatly pressed, and worn so that the elastic of the pants is at the student’s waist and leg length does not drag on the ground at the heel. The top must cover the student’s hips. The uniform should be loose enough that it allows the student full movement.

2. **Identification:** PSC PN student uniforms must include a PSC photo ID badge and PSC identifying patch.

3. **Shoes/Hosiery:** White socks must be worn with uniforms. Shoes must be all white, clean and must enclose/protect the toe and heel. Athletic type of shoes may be worn but they must be all white, no colored logos/designs or extra adornments. Shoelaces must be white and clean.

4. **Lab jackets:** Lab jackets may be worn with uniform. PSC identifying patch must appear on jacket. White or royal blue lab jackets may be worn with elastic cuffs. You may not wear any other types of jackets (e.g., coats, warm-up jackets, etc.) in the patient care area when in clinical facilities and in simulation.

5. **Hair:** Hair is expected to be up off the shoulder and/or appropriately styled for the work setting. Long hair which may flow over patients or that could interfere with duties or present a potential hazard must be tied back without excessive ornamentation or be contained. Mustaches, sideburns, and/or beards must be neatly trimmed. No unnatural hair colors or party colors.

6. **Nails:** Nails must be clean and trimmed to a short length that will not place the client at risk for injury. No nail polish should be worn. Acrylic nails are prohibited as they harbor microorganisms that place the client at risk.

7. **Jewelry:** No dangling or hoop-style earrings are allowed. Only one small stud/post earring per ear is allowed on the lower earlobe. No visible body piercing, including tongue jewelry, is allowed. No necklaces, bracelets (unless medical alert), pendants, pins, or buttons may be worn. You must wear a wrist watch with a second hand.

8. **Body art:** Body art (tattoos) must be covered by clothing. A white undergarment, such as a long sleeve t-shirt, may be required to cover body art that extends down the arms.

9. **All** students must bring to clinical the following items: bandage scissors, watch, stethoscope, ballpoint pen with black ink, pocket size notebook, and penlight.

10. **Misc.:** Make-up must be kept to a minimum. No perfume/aftershave/cologne or noticeable scented lotions or other products should be used. Clean and free of offensive odors, including cigarette odor. No gum chewing. Neutral (i.e. white) undergarments must be worn (designs and colors should not show through uniform or clothing)

**Confidentiality**
PN 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 a concern regarding an occurrence in the classroom or clinical setting, the student is to discuss the concern with the nursing faculty, program coordinator, Assistant Director or the Director of Nursing. Failure to comply with this confidentiality policy will result in dismissal from the program and possible legal proceedings. Making copies (print or photo) of patient records is not allowed and may be considered a clinical incident.

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 PSC College Catalog for the Student Grievance Procedure.

The procedure for instituting an official student grade grievance is described in the PSC College Catalog. If a student has a complaint about the nursing program, the concern should be written, signed and submitted to the Director of Nursing.

In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a representative of Pensacola State College, Department of Nursing you are creating perceptions about PSC and the Department of Nursing and your expertise.
This document serves as the official policy for student use of social media at PSC and the Department of Nursing. These guidelines apply to all students creating or contributing to any kind of social media affiliated with the Department of Nursing. Please check back periodically to make sure you're up to date. We trust that you will adhere to these policies. If, for any reason an incident occurs that violates this policy, we expect you to bring it to our attention immediately so we can work together toward a resolution.

**Social Media**
The information you post and share online is NOT confidential. Assume anything you post — or, are tagged by — is visible to the world-at-large, and may affect your professional reputation for years to come. Today, many employers and academic institutions routinely search potential candidate’s online reputations. For more on developing and protecting your online reputation, we strongly encourage you to review:

**ANA – Social Networking Principles Toolkit**
American Nurses Association resource guide for nurses and nursing students on how to maintain professional standards in new media environments.
http://www.nursingworld.org/socialnetworkingtoolkit

**NCSBN – Social Media Guidelines**
National Council of State Boards of Nursing in partnership with the ANA offers nurses guidelines on using social media responsibly, both personally and professionally.
https://www.ncsbn.org/search.htm?q=social+media

**White Paper: A Nurse’s Guide to the Use of Social Media**
https://www.ncsbn.org/Social_Media.pdf

**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 the 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 current College Catalog for the Student Grievance Procedure or on the College webpage at:

If a student has a complaint about the nursing program, the concern should be written, signed, and submitted to the Director of Nursing.

**Graduation Procedures**
At the beginning of their 3rd semester PN students should complete a Graduation Application form on-line through Spyglass. All students who apply for graduation are sent information on commencement ceremony plans. Diplomas will be mailed approximately four weeks after the PN degree being awarded (SPYGLASS – Transcripts). December graduates diplomas will be mailed in the early part of February.

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. The student should contact a counselor to correct the discrepancy between the student’s record and graduation requirements. All curriculum requirements and financial obligations to the College must be met prior to graduation.
ADHERENCE AGREEMENT

Semester___________ Year___________

1. I understand that I am responsible for adhering to the policies and procedures contained in the PN Student Handbook and in the College Catalog.

2. I understand that this signed statement will become part of my student file. I understand that successful completion of the PN curriculum will result in the award of a Practical Nursing degree.

3. By signing this document, I verify that I have received a copy of the Pensacola State College Department of Nursing PN Student Handbook.

__________________________________________  ______________________________
Student ID Number                               Date

__________________________________________  ______________________________
Student Printed Name                            Student Signature
ADHERENCE AGREEMENT

Semester_____________ Year____________

4. I understand that I am responsible for adhering to the policies and procedures contained in the PN Student Handbook and in the College Catalog.

5. I understand that this signed statement will become part of my student file. I understand that successful completion of the PN curriculum will result in the award of a Practical Nursing degree.

6. By signing this document, I verify that I have received a copy of the Pensacola State College Department of Nursing PN Student Handbook.

Student ID Number

Date

Student Printed Name

Student Signature