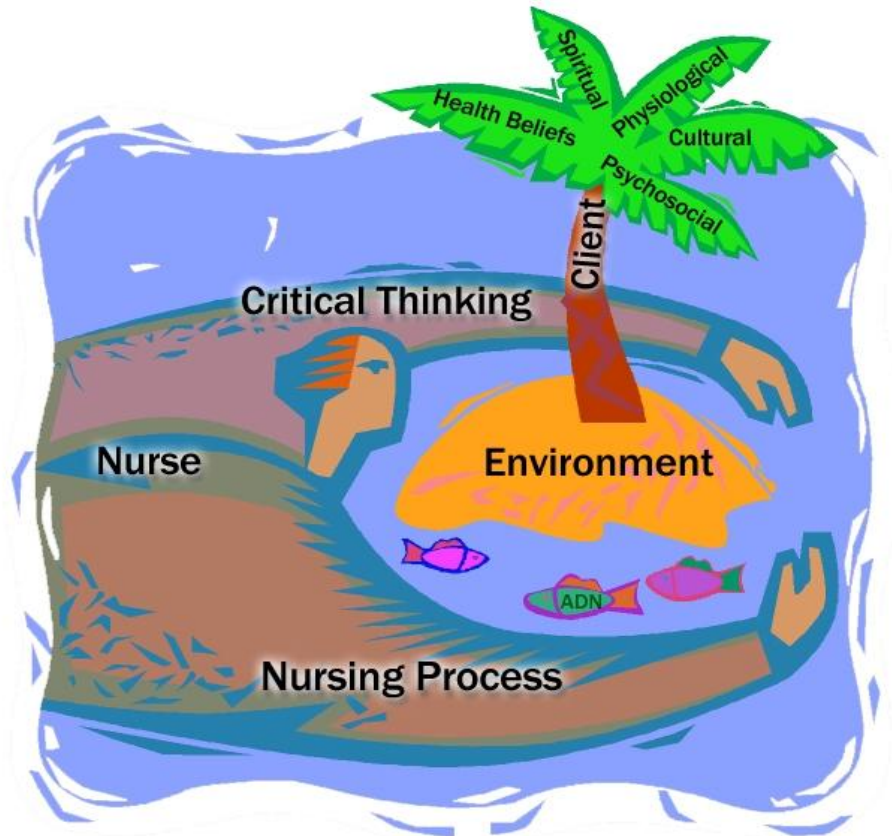


Florida Keys Community College
Department of Nursing and Allied Health
“Island Living, Island Learning”



NURSING PROGRAM
Student Handbook

2011-2012

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The information in this handbook may be updated throughout the student's enrollment in the Nursing program through supplements to the handbook, by information posted on bulletin boards in the student lounge, the FKCC college web site, and the waiting area of the faculty offices.

The Department of Nursing and Allied Health reserves the right to change, without notice, any statement in this handbook concerning, but not limited to course policies and rules. The individual student is responsible for becoming familiar with the policies and procedures of the department and to act in accordance with them.

The information in this handbook is accurate as of July, 2011. This handbook is the authoritative source for academic policies and procedures for the FKCC Department of Nursing and Allied Health.

I acknowledge receipt of the 2011-2012 Nursing Program Student Handbook of the Florida Keys Community College. I agree to abide by these rules and standards.

Signed:

Date:

Print Name:

Florida Keys Community College

Mission Statement:

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

Florida Keys Community College Nursing Program

Mission Statement:

The mission of the nursing program at the Florida Keys Community College is to promote quality nursing education of the students. This is done in an effort to prepare them to meet the needs of the broadly diverse populations present in the continually changing healthcare environment of today's society.

Using the nursing process as a framework, the nursing care taught is evidenced-based practice rooted in research. The goal is to bridge the gap between nursing theory and clinical performance. The focus of care is directed toward the client. Central to this practice is the consideration of individual needs, as well as those of the family and the community.

We endeavor to help develop the associate degree nurse who can provide quality, humanistic, holistic care across the lifespan in a variety of community and clinical settings. The provision of this care is culturally sensitive and done with empathy and genuineness.

Florida Keys Community College Nursing Program

Terminal ADN Program Outcomes

Our graduates will be able to:

- Will successfully pass the NCLEX-RN licensing examination on the first attempt.
- Function within the prescribed role of the RN as identified in the Nurse Practice Act.
- Integrate the following key concepts into their nursing practice:
 - Ethical Behavior
 - Prioritization
 - Confidentiality
 - Quality Care Delivery & Evidence-Based Practice
 - Healing Environment and Presence
 - Holism
 - Life-long Learning
 - Culturally Competent Care & Respect for Diversity
 - Clinical Problem Solving
 - Collaboration
 - Technological Competence
 - Nursing Process
 - Delegation
 - Client Advocacy
 - Health Teaching
 - Safety Consciousness

Welcome...

I would like to take this opportunity to personally welcome you to the FKCC Nursing Program and to Florida Keys Community College. We would like to extend our congratulations on achieving this first objective. The nursing faculty and staff are looking forward to working collaboratively with you over the next 18 months as you begin this journey towards becoming a professional registered nurse.

In this educational journey, the process of teaching and learning is a shared experience between the nursing faculty and the student. We recognize the diverse nature of our students and that learning is a unique experience for each individual. We will do our best to assist you in successfully completing the program and passing the NCLEX-RN licensing examination. It is also imperative that you identify your own personal learning style and educational needs in order to be successful in the FKCC nursing program

At Florida Keys Community College, there are numerous resources available to the student. Our expectation is that you will familiarize yourself with the resources offered and actively seek guidance from the nursing faculty and staff of Florida Keys Community College in order to promote your success in the nursing program. Lastly, it is our hope that you will enjoy the learning process and commit to becoming a lifelong learner.

Please bear in mind, that it is both an honor and a privilege to be allowed to care for the newborn, the sick, the dying, and others who may be in crisis. Remember to always be respectful of others, to be responsible and accountable for your actions, as you not only represent Florida Keys Community College and the Nursing Program, but the future of nursing.

And so the adventure begins...

Sincerely,

Debbie Alish RN, MSN/ED
Dean of Nursing and Allied Health

Academic Policies

Nursing courses are unlike other college courses. The skills you are attempting to master require you to be highly proficient at very complex tasks, master theoretical knowledge and scientific rationales, utilize critical thinking skills and develop sound clinical judgment. **You** are responsible for human lives and accountable for the care given. The academic policies of the FKCC Nursing Program are therefore, much more stringent because of this responsibility and accountability to the client and public safety.

Healthcare and Drug Screening

Prior to the first day of classes, all students must submit proof of a current physical examination, the “Health Certificate” form, which includes a urine drug screen, and current immunization record. All immunizations must be verified by a physician or ARNP with signed records or serum titers. It is the responsibility of the student to maintain copies of individual health record documentation.

Prior to admittance into the nursing program, all students must submit to a urine drug screen. Students whose test results are positive, or who miss the deadline for screening, will have acceptance into the nursing program withdrawn. After a positive result on a drug screen, the student will be permitted to reapply for admission to the program after a time period of two (2) years.

If a student is taking a medication that could result in a positive drug screen, the bottle needs to be photocopied with the label and then verified that the medication contained in the bottle, the name of the patient, and name of the prescribing physician correspond. The Dean of Nursing & Allied Health, along with members of the nursing faculty, will comprise an impartial committee to review any valid prescriptions that might result in a positive toxicology report. The decision of the committee will determine if an exception will be made for admission into the program for an applicant. The student must be able to perform the essential functions of the FKCC student nurse as delineated in the FKCC Nursing Program Student Handbook and course syllabi.

The drug screen, and all healthcare screening documents, will be obtained at the expense of the student. The “Health Certificate” forms, including a documented physical examination, immunization records, and a valid ppd or chest x-ray results must be mailed or delivered directly to the Department of Nursing and Allied Health. If these documents are not available by the specified deadlines, the student will be denied access to clinical experiences for direct

patient care. If the student is unable to meet the specific program and course requirements, they will not be allowed to continue with progression through the FKCC nursing program. All matriculating students must comply with a request for random urine drug screens. If a student's toxicology report is positive, the student will be removed from the nursing program immediately and given a grade of "D" for the course. The student will then be reported to the Florida Board of Nursing (FLBON) and referred to the "Intervention Project for Nurses" (IPN) program. The student will not be permitted to apply for readmission to the Nursing Program for the term of one (1) semester. In order to be considered for readmission to the program, the student must provide to the Dean of Nursing and Allied Health valid documentation of the successful completion and/or involvement of the IPN program and a letter from the FLBON permitting the student to complete the nursing program. The process for the review of medications as outlined above will apply. The drug screen and all healthcare screening documents will be at the student's expense.

Substance Abuse Policy

Florida Keys Community College Nursing Program is committed to maintaining high standards of nursing education and practice. Safe practice includes the efficient and reliable functioning of students in the clinical area. Students are expected to perform nursing activities without the use of any chemical substance that could alter thinking or practice. These chemical substances would include controlled substances, alcohol or illicit drugs. **Students using prescribed medications at any time throughout the program are expected to inform their instructor and bring an explanation from the prescribing physician.** The instructors are responsible for protecting the public and assuring the safe care of the client. It is the responsibility of nursing faculty to observe any student behaviors that could threaten the safety and well-being of clients.

Examples consistent with unreliable/unsafe behavior include, but are not limited to, the following:

Drowsiness, slurred speech, glassy eyes, unsteady gait, change in personality/mood, suspected alcohol on breath, altered thinking, inability to understand or follow instructions, inappropriate behavior.

If a faculty member suspects a student is either mentally or physically unfit for clinical performance or classroom, the faculty member will validate his/her observations with another qualified, licensed, person. If unreliable/unsafe behavior is validated, the student will be taken to submit a urinalysis/blood sample or lab test as deemed necessary for screening. **If the**

student refuses, he/she will be removed from the nursing program and will be ineligible for readmission. If substance abuse is validated, via a positive toxicology report, the student will be removed from the nursing program immediately and given a grade of “F” for the course. The student will be reported to the Florida State Board of Nursing and referred to the “Intervention Project for Nurses” (IPN) program. The student will not be permitted to apply for readmission to the FKCC Nursing Program.

OSHA Guidelines

The student must maintain health standards and testing as directed by OSHA. A two-step tuberculin skin test (this is two skin tests within 3 weeks of each other) is required as part of the application process for admission into the nursing program. A subsequent skin test is required between your first and second year of the program. The skin test results are due prior to the first day of class and must meet the clinical site standards. If a health care facility changes their policy during your tenure at FKCC, you will be required to meet the minimum guidelines. Failure to meet OSHA guidelines may result in the loss of health care facility privileges and your subsequent removal from the nursing program. The “Health Certificate” form, verifying the ppd for the year, must be completed and returned to the Coordinator of Nursing and Allied Health.

Students in the nursing program may be subject to exposure to blood and bodily fluids while in the clinical setting. Students are strongly encouraged to obtain a Hepatitis-B Vaccination if they do not have immunity or have not received previous immunization. A student who does not have immunity and does not desire to receive immunization must sign the Hepatitis-B declination form.

All students are required to follow OSHA guidelines and use appropriate precautions and appropriate protective barrier devices. Good hand washing is a must; utilized before and after all patient/client contact.

At no time are students to practice with sharp or other invasive equipment on each other or other human subjects. In the skills lab, practice involves simulation and the use of mannequins for invasive procedures. However, simulation in the lab must involve the use of appropriate protective barrier devices i.e. gloves for starting an IV. In addition, all sharps used in the skills lab are to be disposed of in the appropriate sharps containers. Failure to do so can result in a clinical failure.

Emergency/Illness/Injury During Clinical

In a medical emergency, needle-stick, or other clinical injury as defined by the supervising faculty member, the student must be evaluated in the Emergency Department of the facility in which the incident occurred. If the student has a medical emergency, needle-stick, or other clinical injury as defined by the supervising faculty member, and is not in a hospital facility, the student will report to, or be taken via Emergency Services, to the nearest Emergency Department for appropriate medical treatment and evaluation.

The student shall cooperate with the supervising faculty member in providing information necessary for the faculty member to complete a "Hospital Quality/Risk Management Report". If the student is ill or injured at any clinical site, the student and faculty are requested to follow the policies of the host agency with the understanding that the student will be responsible for any cost of treatment based on the decision of the treating host-facility. The student maintains the right of choice for their source of medical treatment, but must do so with the understanding that they will be responsible for any resulting cost.

Emergency/Illness/Injury on Campus

If an injury/illness on school premises results in a medical emergency, the student, if able should seek medical care at the nearest hospital Emergency Department. If a student is unable to act in their own behalf, in an urgent situation, others at the scene should call "911". Payment for any and all costs incurred is the responsibility of the student.

In non-emergencies, the student is to call his/her own health care provider to establish treatment needs.

Under no circumstance is the nursing faculty or other nursing students to render medical care, utilizing their professional licenses or experiences to substantiate medical or nursing interventions, dial "911." Actions taken to provide first aid or as a first responder, as shielded by "Good Samaritan Laws" including CPR if necessary, should be attempted in good faith while awaiting the arrival of Emergency Medical Services.

Return to school after hospitalization

Upon discharge from any hospitalization, following any surgical procedure, or after an absence due to illness of three or more consecutive days, the student must present a written release from their physician that authorizes the student to resume normal class and clinical laboratory activities without limitations. All laboratory or clinical missed days must be made up.

Pregnancy

A student who becomes pregnant may continue in the program with the consent of her private physician. A written statement from the physician indicating that the student may continue with no activity restrictions must be submitted within the first trimester of the pregnancy to be filed in the student's record. If a complication arises, a Medical Leave of Absence (MLOA) may be requested. In addition, a written release from the physician must be provided upon the student's return to school after delivery.

Criminal Background Check and Fingerprinting

All applicants accepted for admission to the nursing program must have a criminal background check completed. The background check and fingerprinting will be at the student's expense. If an unacceptable felony report or any allegations of child or elder abuse are identified, the student will not be allowed to continue in the nursing program. The student will be required to withdraw from the nursing program immediately and will not be eligible for readmission to the program.

CPR Certification

All nursing students are required to obtain BLS for Health Care Providers prior to beginning the clinical rotations for NUR 1020C-The Fundamentals of Nursing. BLS will be provided to all incoming students during the first 2 (two) weeks of class. This is a two-year provider status sponsored by the American Heart Association (AHA) and is the required CPR certification to participate in clinical laboratory experiences. CPR cards from the AHA are the only certification cards accepted by the FKCC Nursing Program. It is the student's responsibility to obtain CPR through their anticipated date of completion if there is any interruption in their nursing education. Failure to have current BLS certification will result in dismissal from the program. It is the student's responsibility to maintain the appropriate documentation necessary to demonstrate compliance with this requirement.

Medication Calculations

Pharmacology math will be taught in the first semester of the first year. A medication exam will be given to all students. Students must achieve a score of 100% in order to continue the progression through the program. If the student is unsuccessful with the pharmacology math exam by the final due date, they will receive a "D" for NUR 1020C-The Fundamentals of Nursing course and may be withdrawn from the program.

Remediation for math is available to all students from a variety of FKCC resources such as SmartThinking, the Isle, and private tutoring. Students are responsible for taking the

appropriate steps necessary to ensure their success throughout the educational process. Students, with the assistance of nursing faculty, work towards successful completion of this requirement.

Throughout the FKCC Nursing Program, a pharmacology math examination will be administered. A passing score of 100% will be necessary order for the student to continue enrollment in the program.

Assessment and Evaluation Strategies

A variety of assessment and evaluation strategies are applied throughout the nursing program as a means of determining the student's achievement of the stated learning outcomes.

Mastery of course objectives, especially in the didactic setting, will be measured via a series of quizzes, tests, final exams and written scholarly work. The number of exams, quizzes, tests or papers will be at the discretion of the lead instructor, and will adequately cover the course objectives in the syllabus. They include, but are not limited to, the following:

- A. **Objective written examinations**-The student must earn an average of 77% before other course work can be considered. . Course lectures are written by the course objectives; therefore, one should STUDY FOR EXAMS BY STUDYING THE COURSE OBJECTIVES and reading the textbook
- B. **Mid-term and Final formative and summative clinical evaluations** (See Clinical Evaluation tool) are graded on a pass/fail basis. Students are expected to come prepared for all lecture, lab, and clinical experiences. This includes reading assignments, computer programs, and patient research etc. Lectures are a time for the faculty to clarify, verify and amplify key points of the content material through the use of a variety of teaching modalities
Students must meet the stated clinical objectives in order to satisfactorily pass a course through the application of theory and evidence-based research. The ***clinical grade supersedes the theoretical grade***. In order to receive a theory grade and pass the course, the student **must be** passing the clinical component of the course. A clinical failure requires a repetition of both the clinical and theory components of the course. Two clinical failures in a course result in a grade of "F" for the course and dismissal from the program.
- C. **Honest self-evaluation process**
- D. **Evaluation of clinical sites**
- E. **Course, textbook, and faculty evaluations**

F. Scholarly writing activities-

Examples include but are not limited to: clinical journals, care plans, professional papers and discussion questions.

Testing and Grading Policy

ATI (Advanced Technical Institute) testing is a process by which the FKCC nursing faculty assess, monitor, and evaluate the nursing program and the progress students are making toward meeting the terminal program outcomes. This form of standardized testing also contributes to the systematic review of the nursing program through the identification of the strengths and weaknesses of the specific curricular content. This monitoring process is essential in providing the supportive documentation for the Florida Board of Nursing, the National League of Nursing Accrediting Commission (NLNAC), as well as for SACs reaffirmation and the systematic program review process. All FKCC Nursing Students must take all scheduled ATI exams as indicated throughout the nursing program. It is at the sole discretion of the lead instructor as to how the scores will be used in a particular NUR course. ***Students must complete these exams*** as specified or they will receive an incomplete or “I” as a final grade for the course. This final grade of “I” will not be changed to the student’s actual earned grade until they take the required course ATI exam.

ATI also provides an NCLEX–RN review and Predictor testing exam at the completion of the FKCC Nursing Program. Students must successfully complete and meet the established benchmarks for this testing. If the student is unsuccessful with the Post-Predictor NCLEX- RN, the student will remediate and the exam re-administered. The student who is unsuccessful with this process will receive a final grade of “I” for their last nursing course and will not be permitted to graduate until they are successful with this exam, **regardless of the number of attempts at remediation and retesting.** After two attempts, the student will incur the cost of the ATI Predictor NCLEX-RN. ATI remediation will include writing NCLEX-RN style questions related to the specific topic.

All course work must be submitted before the final grade is calculated. Those students who do not submit **all assigned work** will receive an “1” for the course and will not be allowed to register and / or continue through the matriculation process of the nursing program.

The grading scale for all written exams and overall final grade is as follows:

90 – 100%	=	A
80 – 89.9%	=	B
77 – 79.9%	=	C
Below 76.9%	=	D

Any student earning an overall final course grade of 76.9% or less is ineligible to continue through the matriculation process of the nursing program and must repeat the course by adhering to the policies of the nursing program.

Test Review Policy

The FKCC Nursing Program strongly encourages academic freedom among the faculty of the program. Test reviews will be held at the discretion of the individual instructor and **may be offered at a time other than your scheduled lecture time**. All instructors reserve the right to hold test reviews with the whole class or with individuals who schedule appointments. When test reviews are given, they should be viewed as a learning experience. Test review is a time to gain insight into the correct answer and the rationale for the correct answer. Test reviews **are not** a time for students to “argue for points” or monopolize class time to meet individual needs.

Students who believe answers to test questions are incorrect should make an appointment to see the lead instructor for the class on an individual basis. Students should put in writing the questions that are of concern, the rationale for the answer chosen, and a citing from the assigned course textbook that may indicate discrepancies. Ultimately, the decision to give credit for questions **lies solely with the Lead Instructor** for the class.

Readmission after Withdrawal from Program

A student who withdraws voluntarily or non-voluntarily, and is passing the course at the time of withdrawal, may reenter the program through the guidelines of the readmission policy. It is the student's responsibility to complete the appropriate FKCC paperwork and process for withdrawal from a course or the program. The student must follow the guidelines for readmission prior to 12 months of absence from the program. No more than 1 year can lapse in the matriculation process of the program. Readmission **is not possible** after the "Two Course Tried Rule" has been applied.

If the student is not successfully passing the course at the time of withdrawal, regardless of being withdrawn voluntarily or non-voluntarily, the withdrawal counts as an attempt at the course and is subject to the "Two Course Tried Rule" of the Nursing Program.

The following examples explain these policies:

- A. A student is in the first year, first semester of the program and withdraws from the program prior to the drop date. The student attempts again and earns a letter grade of "D"; student is now prohibited from proceeding in the nursing program and is not eligible to reenter the program.
- B. Student is in the first year, first semester of the program and earns a letter grade of "C" Student then withdraws from the program due to "family issues." Student attempts again and withdraws from the program due to poor grades; student is now prohibited from proceeding in the nursing program and is not eligible to reenter the program.
- C. Student is in the first year, first semester of the program and earns a letter grade of "D" Student attempts again and earns a letter grade of "C" Student does not return for the following semester. Six months later, the student applies to continue in the program and withdraws from the program due to family issues, student is now prohibited from proceeding in the nursing program and is not eligible to reenter the program.

Students seeking readmission to the nursing program must make an appointment to meet with the lead Instructor of the course in which the student is failing. Students being readmitted to the program must take the readmission exam for the preceding course and earn a score of a 77% or better. Readmission students will also be asked to perform the psychomotor skills from the previous course in order to effectively demonstrate competency and retention of foundational knowledge and skills.

Florida Student Nurse Association

The FKCC Nursing Program's Florida Student Nurses Association is a constituent group of the National Student Nurses Association (NSNA) and the Florida Student Nurses Association (FSNA). Although highly encouraged, membership is voluntary, and members are eligible to run for state and national offices. For questions about memberships please contact the program advisor Christina.pichardo@fkcc.edu.

Survey Requirements

The nursing faculty and the FKCC Nursing Program welcome professional feedback on each of the courses taught including individual instructors and the variety of teaching strategies that are used. Students are expected to participate in this evaluation process for each course. The link for this course evaluation will be provided by the Lead Instructor. Please have available your course number, section number and the last name for each instructor.

Professional Behavior and Dress Code

Professional behavior includes concepts such as integrity, honesty, self-awareness, accountability, responsibility for one's own behavior, dependability, courtesy, dress code, personal hygiene, rules of conduct, professional communication (assertive vs. passive or aggressive), and use of appropriate channels of communication (Following the appropriate chain-of command). All cell phones must be turned off during lecture, lab and clinical as it is very disruptive to other students and to nursing faculty as well as interfering with the technology in the learning environment.

Appropriate professional behavior spans across the entire programs and refers to behaviors in the classroom, in the clinical area, and in any capacity where the student is identified to be a "Nursing Student" of FKCC.

Students must wear the approved student nursing scrubs with the FKCC emblem to clinical assignments unless otherwise directed by the instructor. Students are not to smoke while attending clinical. Uniform requirements include wearing picture ID for all clinical experiences. Students will not be allowed to attend clinical without being properly dressed or without a name tag. Hair must be worn off the face and pulled back. Nail polish and artificial nails are not to be worn during clinical as this can promote the spread of infections. Jewelry must be modest and kept to a minimum. Lip, eyebrow, tongue, and nose jewelry is not to be worn to clinical. The following are additional dress code requirements:

- 1.) Good hygiene is expected
- 2.) No cologne or perfume is to be worn for clinical
- 3.) Shoes are to be white, closed toe, and easily cleaned
- 4.) Hair/head cover is allowed for religious purposes only unless otherwise allowed by the Dean of Nursing and Allied Health.
- 5.) Nails are to be kept clean, short, and free from nail polish, veneers, or other artificial nails.
- 6.) Uniforms are not to be worn out in the community except for specific clinical experiences as this could contribute to the spread of disease
- 7.) Cigarettes are not to be kept on a person while in clinical setting.

Code for Nurses-State of Florida

The student is responsible for maintaining the standards of the American Nurses Association Code for Nurses. **Failure to maintain confidentiality will result in course failure and/or legal actions by the host facility and/or patient.** A student will be dismissed from the program for a HIPPA violation will not be eligible for readmission to the Nursing Program at FKCC. The student is expected to perform under the guidelines of the “Nurse Practice Act,” Chapter 464, Florida statutes. The student is also reminded that legal recourse by injured parties is a possibility.

Safety Policy

Students are expected to maintain safe practice as determined by the course faculty to continue in the laboratory course. If the clinical instructor feels a student has come to the clinical area without adequate preparation for safe performance, the instructor is **required** to send the student out of the clinical setting; the absence will be considered unexcused, and the student will receive a clinical incident report.

Per the Florida Board of Nursing guidelines, students are not allowed to work within 8 (eight) hours of starting their clinical experience. This is non-negotiable.

Course/Clinical Incident Report

Incident reports will be filed by faculty when students engage in behaviors considered to be “critical” in fostering an unprofessional and / or unsafe environment. Students who accrue one (1) or two (2) clinical incident reports may be failed in the course. The determining factor as to one (1) or (2) reports ending your matriculation in the program depends on the severity of the infraction. The severity of the incident is **solely the judgment call of the witnessing instructor**. This requirement supersedes both clinical and theory performance. Students who

demonstrate unprofessional behavior will earn a **failing** grade for the course, **regardless** of their actual earned didactic or clinical performance grade.

Examples of course and / or clinical incidents include, but are not limited to the following:

- A. Ignoring instructions of faculty or staff*
- B. Refusal to meet with faculty to discuss inappropriate behaviors
- C. Inability/unwillingness to modify behavior based on instructor feedback*
- D. Unreported absences - no show/no call
- E. Two (2) or more tardiness to class or clinical
- F. Unexcused absences to class or clinical
- G. Failure to make-up missed clinical assignments
- H. Turning in assignments that are not the work of the student such as paraphrasing with no citations from source, copying another student's work, and Plagiarism)*
- I. Failure to meet clinical requirements
- J. Violating policies of clinical agencies*
- K. Failure to implement safe care (ex. med errors, drug knowledge deficit, fragmented care)*
- L. Lack of basic knowledge or preparedness for client care
- M. Poor judgment (ex. lack of proper supervision, failure to notify instructor and staff of patient status change)*
- N. Omission of ordered procedures or medical orders*
- O. Failure to seek instructor/clinical supervision when needed*
- P. Using grossly non-therapeutic approach such as arguing with a client, belittling clients, exploiting a client, laughing at a client, or behaving seductively*
- Q. Arranging meetings with clients outside the clinical facilities
- R. Inappropriate classroom behavior such as disruptiveness or monopolizing class time to meet ones own needs
- S. Inappropriate test review classroom conduct
- T. **Rude, disrespectful, aggressive behavior / attitude toward faculty** or agency personnel*
- U. Failure to follow appropriate channels of communication
- V. Any break in confidentiality*
- W. Cheating on an examination*

- X. Outdated CPR or PPD
- Y. Smoking while at clinical
- Z. Not completing required ATI Testing or remediation

An asterisk (*) indicates a serious infraction that may be judged by the nursing faculty as GROSS infractions of professional conduct. Such gross infractions will result in immediate withdrawal of the student from the course.

As a professional, the student is expected to follow the appropriate chain-of-command throughout the progression in the Nursing Program. In order to most effectively meet the educational needs of the FKCC nursing student and enhance the communication process, please be aware the **appropriate** Chain of Command is as follows:

- **Course Instructor**
- **Course Coordinator/Lead Instructor**
- **Dean of Nursing and Allied Health**
- **Dean of Student Affairs**

Attendance Policy

Students are expected to attend all classes, clinical experiences, and skills lab experiences for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

Students are required to attend at least 80% of the didactic class sessions to receive credit for the course and **100% of the assigned clinical time** in order to meet the requirements for successful completion of the FKCC Nursing program.

Instructors may withdraw students for excessive absence from any course. Students seeking to withdraw may do so as specified in the FKCC Withdrawal Policy. Please be aware that the FKCC Nursing Program adheres to the specific guidelines as established by the Florida Board of Nursing and accrediting bodies.

Attendance is expected for all classes, clinical, and skills lab experiences. Students are expected to arrive in class / clinical on time and prepared for the learning experience at hand. **Tardiness to a clinical rotation will be counted as an absence.** If you are "running late" or are not going to be present for a clinical rotation, you must inform your instructor. This must be done **prior** to the scheduled time for the class or clinical / lab experience. If this is not done,

the tardiness or absence will be considered unexcused. It is the student's responsibility to make arrangements to make up missed lab and clinical time. Missing more than 20% of your scheduled class time will result in your being dropped from the course. Patient care days are mandatory experiences. Absence from any clinical, without making up the assigned clinical hours will result in course failure and/or withdrawal from the course.

Community Service

Reflecting our commitment to community outreach for the nurse generalist, all student nurses of FKCC **are required** to perform 15 hours of community service per semester. This exemplifies our belief that community service is an integral part of professional nursing. Service hours may be accrued by participating in endorsed FKCC Nursing Program projects, FNSA meeting attendance, recruitment activities, or health-related activities as approved by nursing faculty. It is very important that verification of events that may qualify as “community service” be validated with the appropriate instructor prior to a scheduled event. Community service hours must be “officially” documented on the Volunteer Hours log sheet. Students not participating in the required community service hours will receive an “I” for the course until such requirements are met. It is the responsibility of the student to maintain an accurate log of all community service hours.