

**Handbook for
Associate Degree
Nursing Students
Gulf Coast Community
College**

**Associate Degree
Nursing Program**

2010-2011

Revised May 2010



Associate Degree Nursing Affidavit of Receipt of Student Handbook

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE “HANDBOOK FOR NURSING STUDENTS” AND THE SUPPORT COURSE REQUIREMENTS WITHIN THE CURRICULUM PLAN. I AGREE TO BE RESPONSIBLE FOR THIS INFORMATION.

I understand that:

- It is my responsibility to have successfully taken the courses, prerequisites and co-requisites by the completion dates indicated.
- The course numbers and names must match on my transcript. (For example, General Psychology cannot be substituted for Developmental Psychology).
- Transfer courses must be designated as equivalent courses through a transcript evaluation by the office of records and admissions, and in concurrence with my nursing faculty advisor.
- If I have not successfully completed courses in the time frames designated in the curriculum plan and/or I have not maintained a cumulative GPA of 2.0 or higher, I will not be eligible to continue in the nursing program.
- Nursing courses may be repeated only one time. Students who fail to obtain a minimum grade of “C” for any nursing course OR students who fail to obtain a minimum grade of “C” in the second attempt will be dismissed from the nursing program.
- Students may be readmitted to the program only once. (The only exception to this will be in the case of extreme extenuating circumstances as determined by the nursing faculty, i.e.: serious illness or death of immediate family member or serious illness / accident of the student). Students who apply to and enter the program from any other nursing program are held to the same standards and restrictions as students from GCCC.
- I understand that the policies contained in the Associate Degree Nursing Student Handbook are in addition to those in the GCCC Student Handbook, particularly in instances of student performance resulting in classroom, laboratory and/or clinical dismissal.

Printed Student Name

Date

Student Signature

Student ID Number

**This document will be placed in your program file for reference of receipt for the Associate Degree Nursing Student Handbook*



Associate Degree Nursing Statement of Release for Clinical Rotations Schedules

I UNDERSTAND THAT GULF COAST COMMUNITY COLLEGE NURSING PROVIDES PROTECTION OF MY ACADEMIC RECORDS AS INDICATED BY THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In signing this document, I give permission to Nursing Faculty at Gulf Coast Community College to do the following:

- Place my full name on a clinical rotation schedules, clinical assignment sheet or other clinical documents for the purpose of scheduling.
- Share all scheduling document with student who are enrolled in the same courses or clinical rotation schedules.

I understand that disclosure of any of the information seen by me is prohibited by the Family Education Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of any information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such unauthorized disclosure also violates Gulf Coast Community College's policies and could constitute just cause for disciplinary action.

Refusal to sign this document or participation in this information sharing will not have an adverse affect upon my continued enrollment in the nursing Program or my continued enrollment at Gulf Coast Community College.

Printed Student Name

Date

Student Signature

Student ID Number

****This document will be placed in your program file for reference***

Associate Degree Nursing



Statement of Agreement for Clinical Agencies

I UNDERSTAND THAT GULF COAST COMMUNITY COLLEGE NURSING PROGRAM HAS A COLLABORATIVE AGREEMENT WITH COMMUNITY CLINICAL AGENCIES TO MEET THE REQUIREMENTS FOR STATE BOARDS. I FURTHER UNDERSTAND THAT INFORMATION REGARDING MY STATUS IN THE PROGRAM WILL BE SHARED WITH THOSE CLINICAL AGENCIES.

I further understand that Gulf Coast Community College:

- May release my full name, mailing address, Gulf Coast Community College student identification number, semester enrolled, and current status in the nursing program to the community clinical agencies that have clinical contracts with GCCC nursing programs.
- May release any changes in my enrollment status in the nursing program at the time that they occur.
- I understand that any HIPPA infraction or violation will result in dismissal from the nursing program. I further understand that the clinical agency in which the infraction or violation occurs will be notified and that clinical agency may choose to take legal action against me.

Printed Student Name

Date

Student Signature

Student ID Number

****This document will be placed in your program file for reference***



Division of Health Sciences - Drug / Alcohol Policy

Statement of Understanding

I, _____, have received, read, and
Print Name
understand the Gulf Coast Community College Health Sciences Division's Drug and
Alcohol Policy, and agree to comply with all aspects of this policy. Furthermore, I
understand that any infraction of the stated policy could result in immediate dismissal
from the Health Sciences program in which I am enrolled.

Printed Student Name

Date

Student Signature

Student ID Number

****This document will be placed in your program file for reference in the event of any Drug / Alcohol Policy violation.***



Health Sciences Programs Consent for Invasive Procedures

As a student in a Gulf Coast Community College Health Sciences Program, I hereby consent to participate in select invasive procedures during the campus lab experience.

Procedures that can be performed:

1. Finger Stick for Glucose Determination - (Check this Box)
2. Intravenous (IV) Catheter Insertion - (Check this Box)
3. Injections - (Check this Box)
4. Phlebotomy - (Check this Box)
5. Refuse Consent - (Check this Box)

I UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that, as part of the instruction that I am to receive in the Colleges' Health Sciences programs, that I may be asked to perform any of the procedures listed above or that another student may be asked to practice any of the above procedures on me. Further, I understand and hereby expressly acknowledge that these activities might, under some circumstances, pose certain serious health-related risks and dangers about which I have been advised.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the College, its officers, directors, board members, agents, servants, employees, assigns, or successors, or students of the College's Health Sciences programs, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while enrolled in a College's Health Sciences Program and participating in the activities contemplated by this **RELEASE**, whether such loss, damage, or injury is caused by the negligence of the College, its officers, agents, servants, employees, assigns, or successors, or students of the College's Health Sciences programs or from some other cause. I hereby assume full responsibility for and risk of bodily injury, death or property damage that I suffer while receiving treatment or procedures from the College's Health Science Program or from any person involved, employed or representing the College's Health Science Program and participating in the activities contemplated by this release, caused by the negligence of the College, its officers, directors, agents, servants, employees, assigns, or successors, or students of the College's Health Science program or otherwise

I FURTHER UNDERSTAND that I may decline participation without penalty at any time. Consent to participate will allow me to perform select invasive procedures on another member of the class and/or he or she may also perform those skills on me. All skills will be performed under the direct supervision of a Health Sciences Program Faculty Member.

I FURTHER UNDERSTAND and acknowledge that the College is a public institution that is subject to the Florida Sunshine Laws that require the records and documents of the College to be available for public inspection. The undersigned acknowledges that his/her records may be subject to the Florida Sunshine Laws and therefore possible distribution to the public in the event of a public records request. The College will maintain any document that is privileged and protected by other federal or state laws.

By signing this form, I am consenting to performing the procedure(s) stated above and to having the above procedures performed on me and I am releasing Gulf Coast Community College from liability from any injury that might occur as a direct result from this/these procedure(s).

I HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made. Further that I have read and that I understand this consent agreement, that I have been given an opportunity to ask any questions I might have had, and that those questions have been answered in a satisfactory manner. I also understand that I am free to withdraw my consent to the procedures at any time.

Signature of Student: _____ **Date:** _____

Print Name of Student: _____ **Student ID:** _____

I certify that the matters set forth above were presented to the student, that the student was given an opportunity to ask questions, and that all questions were satisfactorily answered. I certify that, in my judgment, the student was competent to understand the matters discussed and to give his (her) reasonable consent to procedures specified above.

Health Science Faculty Signature: _____

**This document will be placed in the student's program file for reference.*



Confidentiality Statement

Philosophy:

All contracted medical facilities serve the citizens of Bay and the surrounding counties by providing health care services in a professional and confidential manner. Confidentiality of medical, financial, and personal patient data is required to guarantee privacy for all patients and may not be disclosed in any way without the patient's consent or a lawful subpoena or court order.

Policy:

It is the policy of all contracted medical facilities to only release information to outside sources through an organized procedure in accordance with Florida Sunshine and Public Record Laws. Even when information or records are permitted to be released under these laws, no one shall volunteer such information, or invite solicitation of requests for records, unless specifically authorized to do so by an administrative staff member. Due to the nature of these services provided by our health care facilities, all persons affiliating with any contracted medical facility for educational purposes have a moral, ethical, and legal responsibility to protect and safeguard the confidentiality of patient and certain other information. Persons affiliating with any contracted medical facility for educational purposes are not authorized to provide confidential information to external sources without approval of an administrative staff member.

Disclosure Policies:

Discussion of confidential information, including patients' names, should only take place during clinical hours, at work stations, with those persons directly involved and having a defined need or legal right to know. Computerized medical records are governed by this policy the same as information in written medical records.

No patient care or treatment record, photocopy of treatment record, or other information regarding the care or treatment of current or former patients shall be released except through Medical Records and in compliance with all Medical Records department policies.

Authorized personnel may respond "yes" or "no" to request to know whether a named individual is a patient in the hospital, but shall give no further information regarding the patient. This policy does not apply to mental health patients; hospitals personnel are not authorized to confirm or deny whether a mental health patient has been admitted. Any student in doubt over whether a disclosure requested to be made might violate this policy shall immediately report the request for disclosure to his/her supervisor of advice or further action.

Failure to Comply:

Failure to respect the confidentiality of patients or the organization is a serious infraction will result in the student being forbidden to participate in clinical education activities at any contracted medical facilities.

I, _____ agree to maintain in confidence any and all
Print Name
matters to my knowledge as a result of my presence in any contracted medical facilities.

Student Signature

Date

**This document will be placed in your program file for reference*



COMMUNICABLE DISEASE STATEMENT AND WAIVER OF LIABILITY

During your course of study, you may come into contact with patients, who have communicable diseases, including patients who are HIV positive, have tuberculosis, or who have hepatitis. You may be exposed to blood or other potentially infectious materials. You also may be exposed to ionizing radiation or hazardous chemicals. You will be expected to assume the responsibility for using universal precautions to minimize the risk of disease transmission.

Because you may be at risk of acquiring hepatitis B viral infection, it is recommended that you be vaccinated with hepatitis B vaccine prior to entry into the clinical portion of your course of study. This vaccination will be at your own expense.

Your signature below verifies that you have received instruction on universal precautions. The education you received included the following:

1. An explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases.
2. A discussion of tasks that may create exposure to blood and body fluids, and methods to reduce exposure through use of protective devices and work practices.
3. Information of the types, proper uses locations, removal, handling, decontamination and disposal of personal protective equipment.
4. Information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine.
5. Information on post exposure evaluations and medical follow-up procedures following an accidental exposure.
6. An explanation of signs/labels and color coding used to designate hazards in the lab and health care agency.

I understand that compliance with safety and training requirements is mandatory and the failure on my part to comply may result in my dismissal from the clinical training program. I assume the risk (including financial responsibility) of infection inherent in the profession I have chosen. In addition, I hereby release and hold harmless Gulf Coast Medical Center, BMC, all other health care facilities and Gulf Coast Community College, and the trustees, Directors, officers, faculty members, clinical agencies, administrators, employees, servants, and agents, from any and all liability resulting there from. I have read and understand the statement above. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

Printed Name

Health Sciences Program Attending

Student Signature

Date

Parent/Guardian (If Student is Under 18, the Signature must be Notarized)

Date

****This document will be placed in your program file for reference***



**HEALTH SCIENCES DIVISION
ASSOCIATE DEGREE NURSING**

**This handbook for Associate Degree Nursing Students
has been reviewed and approved by the following:**

**Dr. George Bishop – Vice President of Academic Affairs &
Learning Support**

Roy Smith – Vice President Student Support & Enrollment

Dr. Holly Gunning – Health Sciences Division Chair

Christine Bottkol – Coordinator of Nursing



**HEALTH SCIENCES DIVISION
ASSOCIATE DEGREE NURSING**

Dear Student:

Welcome to the Associate Degree Nursing program and Gulf Coast Community College. The program is fully approved by the Florida State Board of Nursing and accredited by the National League of Nursing and the Accrediting Commission. Institutional membership is maintained in the National League of Nursing Council of Associate Degree programs, and the Organization of Associate Degree Nursing. Graduates of this program are eligible to apply to take the National Council Licensure Exam (NCLEX-RN®). This computer-adapted exam is administered at numerous Testing Centers throughout the nation.

The purpose of this handbook is to provide you with information about policies and activities that apply specifically to the nursing program and supplements information provided in the Gulf GCCC Student Handbook. If you need additional information or clarification, refer the specific course Learning Activity Guides (LAG's), or contact your faculty advisor.

We wish you success as you begin or continue your nursing studies with us.

Sincerely,

The Nursing Faculty
Gulf Coast Community College

The National League of Nursing Accrediting Commission can be contacted at telephone number 1-404-975-5000 or 3343 Peach Tree Road NE, Suite 500, Atlanta, Georgia 30326, if you would wish further information regarding our accreditation.

**GULF COAST COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING HANDBOOK**

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1 OVERVIEW OF THE DEPARTMENT OF NURSING:

1.1 ASSOCIATE DEGREE NURSING FACULTY:

NURSING COORDINATORS	EXTENSION	E-MAIL ADDRESSES
Christine Bottkol, MSN, RN, Coordinator of Nursing & Associate Professor, Nursing	850-913-3317*	cbottkol@gulfcoast.edu
Martha Ruder, MSN, RN, Assistant Coordinator & Associate Professor, Nursing	5817	mruder@gulfcoast.edu
FACULTY	EXTENSION	E-MAIL ADDRESSES
Michele Azzati, MSN, RN, ARNP-C Associate Professor, Nursing	5843	mazzati@gulfcoast.edu
Randall Chitwood MSN, RN Assistant Professor, Nursing	5836	rchitwood@gulfcoast.edu
Donna Fowler, MSN, RN Associate Professor, Nursing	5841	dfowler@gulfcoast.edu
Stacey Hart, MSN, RN Assistant Professor, Nursing	5834	shart@gulfcoast.edu
Jerrie Kirksey, MSN, RN Assistant Professor, Nursing	5833	jkirksey@gulfcoast.edu
Parry Knauss, MA, RN Associate Professor, Nursing	5830	pknauss@gulfcoast.edu
Sharon Kotan, MSN, RN Assistant Professor, Nursing	3360	skotan@gulfcoast.edu
Casey Moebius, MSN, RN Remediator - Laboratory / Simulation Coordinator	5838	cmoebius@gulfcoast.edu
Donna Wheeler, MSN, RN, CNS Associate Professor, Nursing	5840	dwheeler@gulfcoast.edu

1.1 HEALTH SCIENCES SUPPORT STAFF:

SUPPORT STAFF	EXTENSION	E-MAIL ADDRESSES
Dr. Holly Gunning, Chair, Health Sciences Division	850-872-3828*	hgunning@gulfcoast.edu
Craig Wise, Assistant Coordinator for Health Sciences Admissions	850-913-3311*	swise@gulfcoast.edu
Darby Brown, Senior Administrative Assistant	3827 or 850-872-3827*	dbrown@gulfcoast.edu
Brandi Powell, Administrative Assistant	3829 or 850-872-3829*	bpowell@gulfcoast.edu

1.1 ADDITIONAL INFORMATION:

DIVISIONS	DIVISION NUMBERS
Gulf Coast Community College	1-800-311-3685 or 850-769-1551
Health Sciences Division Fax Number	850-747-3246

1.1 SELECTED GCCC SUPPORT SERVICES ALSO AVAILABLE TO ASSIST YOU:

LOCATION	EXTENSION
Career Center / Job Placement Center	850-872-3855*
Counseling Center (Minority Services)	850-872-4861*
Financial Aid & Veteran Affairs	850-872-3845*
Disability Support Services	850-872-3834* or 769-1551 Extension 4852
Career Development & Workforce	769-1551 Extension 3855*

*Can be dialed as a direct extension. The last four digits are the extension.

1.2 DIVISION OF HEALTH SCIENCES MISSION STATEMENT:

The mission of the Division of Health Sciences is to maintain high levels of academic and clinical standards while providing the medical community with effective and highly motivated health professionals. This goal is achieved by meeting the myriad of needs of students through supportive academic advising, counseling, and innovative instructional techniques.

1.3 ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY:

Congruent with the general college philosophy and objectives, the nursing faculty has developed a statement of philosophy and program outcomes. The program outcomes reflect the three major roles of the nurse as Provider of Care, Manager of Care and Member within the Discipline of Nursing.

The nursing faculty believes that the body of knowledge that is unique to nursing is derived from physical, biological, social and behavioral sciences as well as nursing. We believe that each individual is a unified whole, merging physiological, psychological, socio-cultural, developmental and spiritual attributes. We believe that each individual is in continuous interaction with his or her environment and that when the interaction results in a relatively steady state of internal operation in the living system, homeostasis exists.

The nursing faculty supports the theory that specific human needs of a hierarchical nature occur in all individuals as defined by Maslow, as well as sequential and predictable patterns of growth and development, as defined by Erickson. We believe that each individual's state of health is ever changing, existing on a continuum of health to illness. Placement on this continuum will vary according to the individual's interaction with the environment, their developmental level and their ability to meet basic needs.

The nursing faculty accepts Virginia Henderson's definition of nursing, believing that it encompasses the full scope of nursing practice: "The unique function of the nurse is to assist the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that he would perform unaided, if he had the necessary strength, will, or knowledge, and to do this in such a way as to help him gain independence as rapidly as possible."

The nursing faculty believes that clinical decision-making is the appropriate approach to the practice of nursing. The process incorporates that ability of the nurse to function in identified, interactive roles. These roles are as provider of care, manager of care and member within the discipline of nursing. The nursing faculty further believes that nursing education provides the requisite knowledge and environment for students to develop, practice, and evaluate critical thinking, which provides the basis for clinical decision-making.

The nursing faculty believes that nursing education is a dynamic, interactive process that utilizes theoretical instruction and clinical practice. We believe that a learner-centered, multi-sensory approach to education is necessary to accommodate the cognitive, psychomotor and affective domains, as well as the varied experiential, cultural and learning styles of students.

We believe that the role of the educator within this approach is to facilitate the learning process by establishing the climate, utilizing innovative, flexible and varied teaching methods and techniques,

imparting knowledge, identifying resources and activities, actively involving the learner and reinforcing desired behaviors. Ultimately, the student is responsible for his/her own learning.

The nursing faculty believes that learning is a life-long process, which includes both external changes in behavior and internal changes in attitude. Students are adult learners, from diverse cultural backgrounds, who endeavor in a learner-centered environment to find solutions to problems and expect experiences to be meaningful to them personally and to their current goals. As a result of active participation and the utilization of critical thinking, students are able to establish learning objectives, retain and apply information and evaluate their performance. In promotion of life-long learning, students are encouraged to engage in on going career development.

The nursing faculty believes that nursing is a profession, which prepares its practitioners in a variety of educational systems. The faculty agrees that skills required in nursing practice have varying degrees of scope and complexity and thus need different levels of preparation. We accept a differentiation in the scope and functions for the associate degree nurse as outlined in the competencies for the ADN from the NLN. We believe that the Associate Degree Nurse is prepared to function within diverse community settings. Care provided by graduates consists of using standardized procedures and is directed towards preventing and alleviating problems, recognizing and preventing secondary complications, promoting a return to the optimal level of wellness, or promoting end of life decision making.

In addition, the location of the ADN program within the community college setting provides accessibility and affordability and has opened the door of nursing education for a diverse student population. As members of the community in which they receive their education, Associate Degree nursing students are stakeholders in the health and welfare of their community.

This philosophy statement is in agreement with the standards set forth by the Florida State Board of Nursing and the Florida Department of Education, and with the criteria established by the National League for Nursing Accrediting Commission.

1.4 STATEMENT OF PURPOSE:

In order to meet the community's expressed needs for a large number of skilled nurses to meet the health care needs of the public, the purpose of the Gulf Coast Community College nursing program is to remain on the forefront of nursing practice and to assist individuals to complete the requirements for the Associate Degree in Nursing and to be eligible to apply for licensure to become employed as registered nurses.

1.5 E-LEARNING (DISTANCE EDUCATION):

Faculty define E-Learning (Distance Education) as any education process in which the majority of instruction takes place where student/s and instructor/s are not in the same place and may be separated by distance or time. Instruction may be synchronous or asynchronous or enhanced. Distance Education may employ correspondence, study, audio, video, or computer assisted instruction.

2 ASSOCIATE DEGREE NURSING PROGRAM:

2.1 EDUCATIONAL OUTCOMES:

Upon completion of the Associate Degree Nursing program, the graduate will be able to demonstrate competency in the following behaviors, which are based on the three roles defining Associate Degree Nursing practice.

ROLE AS PROVIDER OF CARE:

As provider of care, the graduate will use the nursing process as the primary method of decision-making as evidenced by the ability to:

- I. Integrate knowledge of the bio-psychosocial sciences and applied mathematics.
- II. Assess and prioritize client needs (using NANDA Diagnoses)¹ integrating individual cultural variables.
- III. Establish client outcomes and plan care that focuses on prevention and alleviation of problems with a return to the optimal level of wellness.
- IV. Implement nursing care according to an established plan, which includes applying principles of safety, health teaching and current technology.
- V. Evaluate nursing care based on client outcomes and modify care accordingly.

ROLE AS MANAGER OF CARE:

As manager of care, the graduate will assume responsibility for the nursing care of an individual client or a group of clients as evidenced by the ability to appropriately:

- VI. Employ critical/creative thinking.
- VII. Collaborate with other members of the health care team.
- VIII. Assist, delegate, supervise and evaluate.
- IX. Communicate with clients, families and health team members.
- X. Promote client advocacy.
- XI. Practice self-evaluation and seek guidance as needed.

ROLE AS A MEMBER WITHIN THE DISCIPLINE OF NURSING:

As a member within the discipline of nursing, the graduate will assume professional responsibility as evidenced by the ability to:

- XII. Adhere to legal and ethical principles in relation to standards of practice.
- XIII. Demonstrate accountability for professional behavior and growth.

¹ North American Nursing Diagnosis Association

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES:

SEMESTER 1

NUR 1022C - Foundations of Nursing Care - (3 credits) - 1st 8 weeks

THEORY:

1. Introduction to nursing and healthcare system.
2. Assessment of basic needs:
 - a. Physiological.
 - b. Psychological.
 - c. Health-illness continuum.
3. Ethical and legal concerns.
4. Communication skills – verbal and written:
 - a. Barriers and facilitators.
 - b. Coping mechanisms.
 - c. Problem-solving.
 - d. Health teaching.
5. Introduction to nursing process / care planning / critical thinking.
6. Medical terminology.
7. Applied Math.
8. Introduction to management of nursing care.

LABORATORY SKILLS:

1. Body Mechanisms, Moving, Positioning, Transferring of Clients and Range of Motion.
2. Medical Asepsis.
3. Blood Pressure, Pulse, Respirations and Temperature.
4. Application of Restraints.
5. Hygiene and Bed Making.
6. Assisting with Elimination.
7. Intake and Output and Documentation.
8. Collecting Routine Specimens
9. Feeding.
10. Physical Assessment Techniques:
 - a. Heart.
 - b. Lung.
 - c. Abdomen.
 - d. Breast Examination.
 - e. Testicular Exam

CLINICAL: None – Skills are practiced in the laboratory setting

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

NUR 1210C - Nursing Care of the Adult I - (4 credits) - 2nd 8 weeks

THEORY:

1. The peri-operative experience:
 - a. Shock and pain management.
2. Immunological defenses/selected health alterations.
3. Neoplasia.
4. Male and female reproductive health alterations.
5. Musculoskeletal system health alterations.
6. Altered self-concept.
7. Loss, grief, death and dying.

LABORATORY SKILLS:

1. Clean and Sterile Techniques, Dressing Changes.
2. Urinary Catheterization, Condom Catheter, Catheter Care, Catheter Irrigation, Continuous Bladder Irrigation.
3. Wound Care, Wound Suction, Suture and Staple Removal, Wound Specimen for Culture.
4. N/G Vent Tube Irrigation.
5. Application of Heat/Cold, Heat Lamp.
6. Sitz Bath.
7. Application of Slings, Ace Bandages, Cast Care, Crutch Walking, Traction (Cervical, Pelvic, Bucks and Bryant's).
8. Incentive Spirometry, Deep Breathing, Anti-Embolic Devices.
9. Medication Administration (po, IM, Z-track, subcutaneous, topical, SL, inhalant, suppositories).
10. Isolation / Precaution Principles.
11. Focus on hygiene, ADL's, beginning assessment, communication, etc.
12. Perform procedures and skills validated in lab.

CLINICAL:

1. The class is divided into groups with a maximum of 12 students in each group.
2. Each group attends on clinical day on Tuesday or Wednesday:
 - a. 6:45 AM to 12:45 PM – or 12:00 – 6:00PM at Bay Medical Center.
 - b. 6:45 AM to 12:45 PM at Gulf Coast Medical Center.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

SEMESTER 2

The class is divided into 2 groups. They rotate from Adult II to Gerontology or Gerontology to Adult II.

NUR 1212C - Nursing Care of the Adult II - (5 credits) - 8 weeks

THEORY:

1. Alterations in fluids, electrolytes, and acid-base.
2. Alterations in nutrition and metabolism:
 - a. GI system.
 - b. Liver and biliary tract.
 - c. Exocrine function of pancreas.
3. Alterations in elimination.
4. Alterations in neurological function:
 - a. Degenerative problems.
 - b. Infectious, inflammatory, and autoimmune disease.
 - c. Intracranial disease and injury.
 - d. Spinal cord disease and injury.
 - e. Peripheral / cranial nerve disease and injury.
5. Selected alterations with the eye, ear system.
6. Selected alterations with sleep patterns.

LABORATORY SKILLS:

1. Eye and Ear Assessments, medications instillation and ear irrigation.
2. Administration of Enemas.
3. Performance of Neurological Assessments.
4. Nasogastric Tube Insertions, Tube Feedings, and Medications Administration
5. IV Pumps (IVAC & Alaris), IV Fluids, IV Solution Compatibilities, Calculating Drip Rates, IV Intake, IV Site Care, Change of IV Bag and Tubing, D/C Infusion, Intralipid Therapy, TPN Management, IV Add-a-Line Medication, Use of Volume Control Device, IV and Central Line Dressing, IV Lock and Flush/Care.
6. Ostomy Care.
7. Stool Guaiac.
8. Adult II Simulation Experience

CLINICAL:

1. Two rotations per semester with two to four clinical groups each rotation – 12 students per clinical.
2. All Groups: Tuesdays and Wednesdays; BMC & GCMC.
 - a. AM Clinicals: 6:30 AM –12:30 PM: PM Clinicals: 12:30 PM –6:30 PM.
 - b. One to two groups to Bay Medical Center
 - c. One to two groups to Gulf Coast Medical Center
 - d. Each group of students rotates out to:
 - i. GI lab at Northwest Florida GI Center.
3. Begin passing meds this semester.
4. Perform procedures and skills as checked off in lab.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

NUR 1281C - Gerontological Nursing - (5 credits) - 8 weeks

THEORY:

1. Introduction to an aging population and the principles of Gerontology.
2. Nutrition and aging.
3. Sleep and the older adult.
4. Psychosocial and cognitive functioning.
5. Geriatric pharmacology and pain management.
6. Ethical, legal, and cultural issues.
7. Economics in healthcare for older adults
8. Violence and elder abuse.
9. Death and dying.
10. Age-related changes and selected pathologies related to:
 - A. The mouth and oral cavity
 - B. The sensory system
 - C. The integumentary system
 - D. The cardiovascular system
 - E. The respiratory system
 - F. The genitourinary and renal system
 - G. The musculoskeletal system
 - H. The endocrine system
 - I. The neurological system
 - J. The hematologic system
 - K. The immune system
11. Begin medication administration this semester and practice skills learned in previous nursing courses. A major focus is physical and functional assessment and laboratory analysis.

LABORATORY SKILLS:

1. Head-to-Toe Physical Assessment of the older adult.
2. Simulation laboratory experiences related to Cardiovascular/Respiratory, & End-of-Life, ethical-legal scenarios and Therapeutic Communication Skills.

CLINICAL:

1. Tuesdays and Wednesdays from 6:30 AM to 12:30 PM or 12:30 PM to 6:30 PM.
2. All attend clinical at St. Andrews Bay & Rehabilitation or Community Health and Rehabilitation.
3. Each group of students rotates out to:
 - a. Covenant Hospice or
 - b. HealthSouth Emerald Coast Rehabilitation Hospital

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

SEMESTER 3

This class is divided into 3-5 groups of 12. Students are in each section 5 ½ weeks. Each group rotates through the following 3 courses:

NUR 2420C - Maternal-Infant Nursing - (4 credits) – 5 weeks

THEORY:

1. Pregnancy:
 - a. Conception and fetal development.
 - b. Physical and psychologic changes.
 - c. Antepartal assessment.
 - d. The expectant family.
 - e. Maternal nutrition.
 - f. Pregnancy at risk.
2. Birth:
 - a. Processes and stages at birth.
 - b. Intrapartal assessment and intrapartal family at risk.
 - c. Obstetric procedures.
3. Newborn:
 - a. Normal newborn.
 - b. Newborn nutrition.
 - c. Newborn at risk.
4. Post-partum:
 - a. Adaptation and assessment.
 - b. Post-partal family.
 - c. Post-partal family at risk.
5. Selected women's health concepts.

LABORATORY SKILLS:

1. Pregnancy: Leopold's Maneuvers, Fundal Height Measurement, Fetal Heart Tones, EDC
2. Birth (Intrapartum): Basic Fetal Heart Monitoring & Periodic changes
3. Postpartum: Fundus & Lochia assessment, Peri-care with Squirt bottle & Sitz bath
4. The Newborn: Head-to-Toe Newborn Assessment, Gestational Age Assessment Oropharyngeal Suctioning; bulb syringe, Bottle & Breast feeding, Holding, bathing & diapering. Circumcision care.
5. Maternal / Infant simulation scenarios.

CLINICAL:

1. Tuesdays and Wednesdays from 6:45 AM to 12:45 PM or 1:00 PM to 7:00 PM
2. GCMC or BMC: L/D, Nursery, NICU, Post-partum with a prenatal & labor & delivery simulation lab experience.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

NUR 2310C - Nursing Care of the Child - (4 credits) – 5 weeks

THEORY:

1. Orientation to Family Centered Nursing Care of the Child: Pediatric assessment and theoretical approach to growth and development – infant through adolescent.
2. Nurse's Role in the Care of the Ill and Injured Child: Hospital, Community Setting, and Home.
3. The Child with a Life-Threatening Illness or Injury.
4. Pain Assessment and Management.
5. Alterations in Fluid and Electrolyte Balance.
6. Alterations in Immune Function.
7. Infectious and Communicable Diseases.
8. Alterations in Hematologic Function.
9. Alterations in Respiratory Function.
10. Alterations in Cardiovascular Function
11. Alterations in Cellular Growth.
12. Alterations in Gastrointestinal Function.
13. Alterations in Genitourinary Function.
14. Alterations in Eye, Ear, Nose and Throat Function.
15. Alterations in Neurologic Function.
16. Alterations in Musculoskeletal Function.
17. Alterations in Endocrine Function.
18. Alteration in Skin Integrity.
19. Other alterations to child health.

LABORATORY SKILLS:

1. Pediatric Medication Administration, Dosage Calculation, and Medication Administration Techniques including: Injections, Oral; IV, Topical, Ophthalmic Solutions, IV and Syringe pumps.
2. Specimen Collection: Stool, Urine, RSV, Throat, and volume control devices.
3. Infant Scale.
4. Pediatric Simulation Scenarios.

CLINICAL:

1. Tuesdays and Wednesdays 6:30 AM - 12:30 PM or 12:00 AM - 6:00 PM or 5:30 PM – 11:30 PM.
2. 6 - 9 Clinical Groups:
 - a. Morning, Afternoon and Evening Groups: GCMC or BMC Pediatric Unit.
 - b. All students to rotate out to Daycare Centers, Pediatrician Offices, Children's Medical Services, select children programs in the Health Department, special needs program in the Department of Education and other children's programs in the community.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

NUR 2520C - Psychiatric Mental Health Nursing - (4 credits) – 5 weeks

THEORY:

1. Introduction to Psychiatric Mental Health Nursing
2. Theories of Personality Development
3. Therapeutic Communication Techniques and Management
4. Relationship Development in the Psychiatric Arena
5. Ethical and Legal Issues
6. Psychopharmacology
7. Therapeutic Groups
8. Mood Disorders
9. Anxiety Disorders
10. Somatoform and Sleep Disorders
11. Schizophrenia/Psychotic Disorders
12. Personality Disorders
13. Suicide and Self-Injurious Behaviors
14. Substance Related Disorders
15. Spirituality
16. Eating Disorders
17. Violence and Abuse
18. Community Mental Health threaded throughout the program

LABORATORY SKILLS:

Therapeutic Communication Skills

CLINICAL:

1. Tuesdays and Wednesdays from 7:00 AM to 1:00 PM or 1:00 PM to 7:00 PM.
2. All attend at Emerald Coast Behavioral Hospital, Adult, Adolescent Behavioral & ICU units for Psychiatric Mental Health Patients. Students may also attend other psychiatric clinical facilities.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

SEMESTER 4

NUR 2241C - Nursing Care of the Adult III - (8 credits) - 12 weeks

THEORY:

1. Alteration in Nutrition and Metabolism.
 - a. Endocrine Function of the Pancreas.
 - b. Adrenal Function.
 - c. Thyroid and Parathyroid.
 - d. Pituitary and Hypothalamus.
2. Alteration in the Integumentary System.
 - a. Burns.
3. Alteration in Oxygenation.
 - a. Pulmonary Health Problems.
 - b. Cardiovascular Health Problems.
4. Alteration in Elimination.
 - a. Renal and Urinary Tract Problems.
5. Critical Care Nursing.
6. Emergency Nursing.
7. Community Nursing.

LABORATORY SKILLS:

1. Venipuncture.
2. Transfusion Therapy, Albumin, Packed Cells, and Platelets.
3. Sputum Collection, Oropharyngeal Suctioning, Tracheostomy Suctioning and Care.
4. Oxygen Therapy: Cannula and Masks, etc.
5. Abnormal Lung and Heart Sounds.
6. IV Push Meds and Management of Central Venous Catheter.
7. Chest Tube Management and Airway Insertion.
8. ABG Interpretation.
9. Apply Electrodes, and Telemetry Interpretation.
10. Insulin Administration, Glucose Monitoring.
11. Specialty Drip Rate Calculation.
12. Overview of Code Management.

CLINICAL:

1. Tuesdays and Wednesdays 6:30 AM - 12:30 PM or 1:00 PM - 7:00 PM.
2. The class is divided into clinical groups of 12 students in each group.
 - a. All students rotate to an ICU, ER, cardiac catheterization lab, hemodialysis and Infusion Center.
 - b. Focuses on critical thinking, high level assessment skills, case management, team leader role, charge nurse role and RN roles and skills.

2.2 CONCEPTUALIZATION OF CURRICULUM NURSING COURSES CONTINUED:

NUR 2945C - Nursing Practicum (3 credits) - Final 4 weeks

1. Completion of comprehensive nursing exit exam (simulated NCLEX-RN).
2. Completion of practicum clinical lab component (preceptorship).
3. Role transition.

2.3 MISCELLANEOUS COURSE INFORMATION:

- A. A new class begins each semester.
- B. The freshman class starting in the fall has a summer off between semesters 2 and 3.
- C. The freshman class starting in the spring will have a summer off between semesters 1 and 2 and between semesters 3 and 4.
- D. LPN articulation students usually enter into the second year, semester 3.
- E. If a class exceeds 36, we add an additional clinical group, time and location to be announced.
- F. One theory (classroom) 50 minutes per week for 15 weeks equals one college credit hour.
- G. Two lab/clinical hours per week for 15 weeks equal one college credit hour.

2.4 EXIT EXAM INFORMATION:

- A. The curriculum plan requires completion of a comprehensive exit exam by all graduating students. This occurs during Semester 4 as part of NUR 2945C Practicum. Successful completion of the test, in no more than two attempts, is required to achieve a passing grade in NUR 2945C. Students who are not successful in two attempts will receive an "F" for the course and, if readmitted, will be required to repeat the entire course NUR 2945C.
- B. As determined by faculty decision, the exam currently being utilized is the **HESI Exit Exam**. This test consists of approximately 160 questions. Students have five hours to complete and review the exam. It is administered by computer and provides students the opportunity to test in circumstances similar to the NCLEX. Results are immediate upon completion and each student is provided with a detailed HESI report outlining their individual performance. This report provides guidance for re-testing and for NCLEX.

2.5 NCLEX REVIEW RESOURCES:

Students are encouraged to prepare for the Exit Exam by utilizing NCLEX review resources throughout all semesters. (Library resources are available at the reserve desk under the course number NUR 2945C). A list of available resources is posted on Angel at Nursing Central.

2.6 PREPARATION FOR GRADUATION / APPLICATION FOR THE NCLEX-RN

- A. It is imperative for students as they prepare for graduation and the NCLEX-RN to have their record at Gulf Coast Community College in order. This means NO outstanding fees, unpaid parking tickets or incomplete grades. If any business office restriction is placed on your transcript, your licensure application cannot be processed. Students must apply for graduation by the deadline date in order to receive their nursing degree. (See College Catalog for graduation deadline date). Students are responsible for obtaining their completed graduation evaluation form from their nursing advisor. Students will be notified by their advisor via the nursing bulletin board or on Angel when the forms are completed and available to be picked up.
- B. During the last semester in the program, students will receive information and an application for R.N. licensure in the state of Florida. If a student plans to seek initial licensure in a state other than Florida, he/she should write to the state's Board of Nursing to obtain an application packet. Addresses for boards in other states are posted on the Practicum bulletin board. **The phone number for the Florida Board of Nursing is (850) 245-4125.**
- C. The cost for original application in Florida is approximately \$205.00 and the NCLEX-RN exam fee is \$200.00. (These fees are subject to change with very short notice).
- D. Even if you are applying for Florida licensure, you may take the NCLEX-RN at any designated testing center in the United States. Students can find a list of all testing center locations at pearsonvue.com/nclex.

2.7 GUIDELINES FOR STUDENTS WITH ARREST RECORDS:

- A. All applications to the Florida Board of Nursing (FBON) which indicate an arrest record by the candidate are individually reviewed by the FBON. It may be necessary for the applicant to appear before the Board at a regularly scheduled meeting.
- B. **The FBON will not accept calls from nursing students with arrest records to determine if you are eligible for licensure. The determination can only be made after graduation, when your application and all supporting documentation is received and reviewed by the Board.**
- C. **Documentation required to be submitted with the Florida application includes:**
 1. **Restoration of Civil Rights**
 - An applicant who has been adjudicated guilty of a felony must attach documentation of restoration of civil rights.
 2. **Arrest Record**
 - Arrest & final disposition records of all offenses listed from the arresting jurisdiction.
 3. **Letter of Recommendation**
 - Three to five letters of recommendation from the nursing program coordinator, faculty, advisors or other professional recommendations.
 4. **Self-Report**
 - A letter in applicant's own words concerning the circumstances of the offense.
- D. **Florida Statue Disqualifications: 456.0635 - Medicaid fraud; disqualification for license, certificate, or registration:** Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:
 - a. Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
 - b. Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
 - c. Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

2.8 FINGERPRINTING AND BACKGROUND CHECKS:

- A. All applications are checked through the Florida Department of Law Enforcement and FBI fingerprint check.
- B. **If the applicant commits a felony or misdemeanor after the application has been submitted, the applicant must notify the Coordinator of Nursing and the Board of Nursing.**
- C. Applicants to Gulf Coast Community College's Health Science programs must be free of offenses that would disqualify one for employment in a health care or community health care agency. This policy is the result of requirements by clinical agencies which must comply with state and federal regulations. Each applicant must be screened through the Florida Department of Law Enforcement (FDLE) and comparable checks from state(s) of prior residence. Other state and federal screenings that are required by the clinical agencies will be used in the nursing program.
- D. Judgments of guilty or pleas of nolo contendere to the following crimes will disqualify applicants for entering into any health sciences program: manslaughter; vehicular homicide; killing of an unborn child by injury of the mother; assault, if the victim of the offense was a minor; aggravated assault; battery, if the victim of the offense was a minor; aggravated battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft; robbery, and related crimes, if the offense is a felony; fraudulent sale of controlled substances, only if the offense was a felony; incest; abuse or neglect of a child, disabled adult or elderly person; exploitation of child, disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual performance with a child; possession of child pornography; drug offenses which were a felony or if the offense involved a minor, and/or has been judicially determined to have committed abuse or neglect against a child as defined in §3901(2) and (47); does have a confirmed report of abuse, neglect, or exploitation as defined in §415.102(6), or abuse or neglect as defined in s.415.503(6), which has been uncontested or upheld

under §415.1075 or §415.504; does have a proposed confirmed report that remains un-served and is maintained in the central abuse registry and tracking system pursuant to §415.1065(2); and has committed an act that constitutes domestic violence as defined in §714.128.

- E. An exemption from disqualification can only be sought through a college appeal process. Students should make their request for appeal in writing to the Division of Health Sciences – Chair of Health Sciences: 5230 West U.S. Highway 98, Panama City Florida 32401-1058.
- F. **While enrolled in Gulf Coast Community College Health Sciences Program/s, the student is also responsible for notifying the appropriate coordinator in the health sciences division of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in that program.**
- G. **FAILURE TO PROMPTLY NOTIFY THE APPROPRIATE COORDINATOR SHALL BE GROUNDS FOR DISMISSAL FROM THE HEALTH SCIENCES PROGRAM ENROLLED.** After admission into the program, the student must continue to remain free of convictions or if convicted and plead nolo contendere; the student may be subject to dismissal from the health sciences program enrolled.

2.9 **SUPPORT / GENERAL EDUCATION COURSE REQUIREMENTS WITHIN THE CURRICULUM:**

2.9.1 **PLAN FOR GENERIC ADN LPN to ADN (TRADITIONAL AND WEEKEND) STUDENTS:**

Pre-Requisite Courses - Must be successfully completed prior to NUR 1022C: Foundations of Nursing Practice		
Course Number	Course Name	Grade Maintained
BSC 2085	Human Anatomy and Physiology I	C or higher – GPA 2.0
BSC 2085L	Human Anatomy and Physiology I Lab	C or higher – GPA 2.0
Note: Requires GPA for admission into the nursing program will be 2.5 or greater		
Courses that may be taken prior to entering OR during the nursing program.		
Course Number	Course Name	Completion Time
DEP 2004	Developmental Psychology	Before entering Term II
HUN 1201	Principles of Nutrition	Before entering Term II
NUR 1142	Introduction to Pharmacology	Before entering Term II
BSC 2086	Human Anatomy and Physiology II	Before entering Term II
BSC 2086L	Human Anatomy and Physiology II Lab	Before entering Term II
Courses that may be taken prior to entering OR during the nursing program.		
SYG 2000	Principles of Sociology	Before entering Term III
Note: Students in the LPN – ADN Transition (Traditional or Weekend) track must have completed the <u>above</u> courses <u>prior</u> to entering the 3 rd term of the nursing program.		
Courses that may be taken prior to entering OR during the nursing program.		
MCB 2004	Microbiology	Before entering Term IV
MCB 2004L	Microbiology Lab	Before entering Term IV
Courses that may be taken prior to entering OR during the nursing program.		
PSY 2012	General Psychology	By the end of Term IV
Elective	Humanities I, II, or III – 3 Credit Hours of Elective Required	By the end of Term IV
ENC 1101	English Composition I	By the end of Term IV

***** All courses must be completed with a C or higher GPA 2.0 for continuation in the nursing program. (This includes all courses taken each semester).**

2.10 GULF COAST COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING (RN-AS):

SUGGESTED CURRICULUM PLAN

Begin

Required Prerequisites - Before entering the program:	
BSC 2085 A & P 1	3 cr.
BSC 2085L A & P 1 Lab	<u>1 cr.</u>
	4 cr.

Suggested for completion prior to entering nursing curriculum:	
BSC 2086 A & P II	3 cr.
(Before entering Term II)	
BSC 2086L A & P II	1 cr.
(Before entering Term II)	
ENC 1101 English (or Semester 2)	3 cr.
MTB 0374 Health Math II	<u>2 cr.</u>
	9 cr.

Semester 1

NUR 1022C Foundations of Nursing Care	3 cr.
NUR 1142 Pharmacology	2 cr.
NUR 1210C Nursing care of Adult I	4 cr.
DEP 2004 Developmental Psychology	3 cr.
(Before entering Term II)	
HUN 1201 Nutrition	<u>3 cr.</u>
(Before entering Term II)	15 cr.

Semester 2

NUR 1212C Adult II	5 cr.
NUR 1281C Gerontology	5 cr.
SYG 2000 Sociology	3 cr.
(Before entering Term III)	
ENC 1101 English	<u>3 cr.</u>
(By the End of Term IV)	16 cr.

Semester 3

NUR 2310C Nursing of Child	4 cr.
NUR 2420C Mat-Infant Nursing	4 cr.
NUR 2520C Psych. M.H. Nursing	4 cr.
MCB 2004 & 2004L Microbiology	<u>4 cr.</u>
(Before entering Term IV)	16 cr.

Semester 4

NUR 2241C Adult III	8 cr.
NUR 2945C Practicum	3 cr.
Elective from Humanities I, II, III	3 cr.
(By the End of Term IV)	
PSY 2012 General Psychology	<u>3 cr.</u>
(By the End of Term IV)	17 cr.

Graduation:

Associate in Science in Nursing
Degree with total of 72 Credits

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES:

ROLE AS PROVIDER OF CARE

I. OUTCOME: Integrate knowledge of the biopsychosocial sciences and applied mathematics.

Foundations of Nursing Practice Semester I		Adult I Semester I		Adult II Semester II		Gerontological Nursing Semester II	
A	List normal parameters of basic biopsychosocial needs.	A	Identify pathophysiologic and/or psychosocial factors contributing to the client's state of disequilibrium.	A	Analyze biopsychosocial factors contributing to the client's health/illness state, with focus on:	A	Identify demographics and characteristics of the older adult population.
B	Demonstrate basic nursing math competency.	B	Interpret data noting deviations from the norm.	1	Alteration in fluid, electrolyte and acid base balance.	B	Discuss the different theories of aging.
C	Explain the philosophy, outcomes, and conceptual framework of the nursing program.	C	Demonstrate basic nursing math competency.	2	Alteration in nutrition and metabolism: ingestion, digestion and absorption problems.	C	Compare pathophysiology with healthy aging.
				3	Alteration in elimination: intestinal problems.	D	Demonstrate nursing math competency.
				4	Alteration in selected sensory/perceptual problems: neurological, eye and ear.		
				B	Demonstrate nursing math competency.		
				1	Compute accurate drug dosages, including calculations for primary and secondary IV infusion.		
				2	Explain rationale for pharmaceutical plan of care.		
Maternal-Infant Nursing Semester III		Nursing Care of the Child Semester III		Psychiatric-Mental Health Nursing Semester III		Adult III Semester IV	
A	Explain physiologic and psychological changes occurring in a woman during the antepartum, intrapartum and post-partum periods.	A	Demonstrate understanding of a child's physical and emotional growth and development from birth to adolescence.	A	Utilize biopsychosocial theories to explain physiologic and psychologic basis for health problems of the mental health client with selected health problems.	A	Explain biopsychosocial rationale for nursing care of clients with multi-system alterations.
B	2. Correlate behavioral changes to physical changes of a client in the labor and delivery process.	B	Utilize broad knowledge base in anatomy and physiology, pathophysiology, and Developmental psychology to explain physiologic and psychologic basis for health problems.	B	2. Demonstrate knowledge of diagnostic criteria and procedures pertinent to the treatment of psychiatric clients.	B	Analyze data noting deviations from normal of clients with multi-system alterations.
C	Explain changes in reactivity and physical status during the first few hours/days of a neonate's life.	C	Demonstrate pediatric math competency.	C	Demonstrate nursing math competency.	C	Employ age-appropriate care.
D	Demonstrate nursing math competency.					D	Demonstrate nursing math competency.
E	Explain rational for pharmaceutical plan of care.					1	Compute accurate drug dosages, including calculations for specialty intravenous drips.
Practicum - Semester IV		I.	Integrate knowledge of the biopsychosocial sciences and applied mathematics.				

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS PROVIDER OF CARE											
II. OUTCOME: Assess and prioritize client needs (using NANDA diagnoses), integrating individual cultural variables.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Utilize a systematic format to gather information and classify data in need and developmental task categories.	A		1. Recognize nursing diagnoses based on basic needs, growth processes, and teaching-learning needs.	A		Assess needs of individual clients and their families.	A		Complete a systematic assessment of basic needs including physiologic, psycho-social, cultural, cognitive, functional and environmental assessments, adapting the performance to the older adult.
B		2. Identify factors that contribute to a client's health/illness state.	B		2. List nursing problems in priority according to Maslow.	B		Compare client's data noting deviations from norm.	B		Assess client's learning capacity and most effective approach.
C		3. Discuss the role of the professional nurse in the care of clients of various cultures.				C		Select nursing diagnoses based on assessment of basic needs and growth	C		Select nursing diagnoses from:
D		4. Describe and demonstrate assessment data in the simulated campus lab.				D		Prioritize nursing problems according to Maslow's theory.	1		Identified normal responses to the aging process.
						2		Current health state.			
						3		Identified pathological conditions and atypical response to disease.			
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Complete systematic assessment of newborn, maternity and post-partial clients identifying information needed to promote a normal pregnancy / outcome and fetal / infant well-being.	A		Recognize the ways in which the societal and cultural background of the family affects children, their health, and their relationships.	A		Complete psychosocial, mental status and nursing assessments of selected psychiatric clients with multi-system alterations.	A		Select and prioritize diagnoses based on needs assessment incorporating cultural variables for clients with multi-system alterations.
B		Identify normal and abnormal antepartal and intrapartal surveillance data.	B		Assess child and parent for knowledge deficit or learning needs.	B		Prioritize needs of selected clients of all ages to provide holistic care.			
C		Recognize selected fetal heart rate and labor patterns on fetal monitors.	C		Assess the child; identify the nursing diagnosis that describes the responses of the child and family to the illness or injury.						
D		Select nursing diagnoses derived from:									
	1	Identified healthy mothers and infants.									
	2	Identified mothers with pre-existing medical conditions.									
	3	Identified mothers with high-risk reproductive conditions.									
4	Infants with high-risk medical conditions.										
Practicum - Semester IV			II.		Assess and prioritize client needs (using NANDA diagnoses), integrating individual cultural variables.						

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS PROVIDER OF CARE												
III. OUTCOME: Establish client outcomes and plan care that focuses on prevention and alleviation of problems with a return to the optimal level of wellness.												
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II			
A		Discuss health promotion strategies for each basic need category.	A		Recognize appropriate and realistic outcomes for nursing intervention.	A		Determine measurable and realistic outcomes.	A		Discuss economic and health care issues as they relate to the planning of care for older adults.	
B		Define and provide examples of each step of the nursing process.	B		Describe care using standardized interventions for identified nursing problems.	B		Individualize an adult plan of care to meet basic needs and growth processes.	B		Develop nursing plan of care that reflects consideration of the unique needs of older adults:	
			C		State basic rationale for nursing interventions.	C		Construct teaching plan as appropriate for selected situations for individual client and their families.			1	Determine realistic and measurable outcomes.
								2			Prescribe interventions that support independent functioning and restoration.	
								3			Determine priorities for interventions according to Maslow's Theory and Gordon's Functional Health Patterns.	
									4	Communicate plan of care to other team members to achieve continuity of care.		
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV			
A		Develop a plan of care for selected child-bearing families focusing on primary prevention.	A		Develop a plan of care that incorporates knowledge of the child's age-related reactions to illness and hospitalization.	A		Demonstrate measurable expected outcomes on process recording and nursing care plan.	A		Propose outcomes for clients with multi-system alterations.	
B		Develop a plan of care for selected child-bearing families with complications of the child-bearing process.	B		Detect changes in health status and deviation from optimal development.				B		Formulate care plan for identified nursing diagnoses of clients with multi-system alterations.	
Practicum - Semester IV			III.	Establish client outcomes and plan care that focuses on prevention and alleviation of problems with a return to the optimal level of wellness.								

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS PROVIDER OF CARE											
IV. OUTCOME: Implement nursing care according to an established plan, which includes apply principles of safety, health teaching, and current technology.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Identify teaching-learning principles.	A		Identify teaching-learning needs.	A		Implement care using standardized interventions for identified nursing problems.	A		Alter physical environment of client based on level of awareness, mobility, and ability to communicate.
B		Demonstrate safety principles in the performance of technical skills in the simulated campus lab.	B		Perform technical skills designated for current course and previous courses at a safe level for one assigned client.	B		Perform technical skills designated for this course and previous courses.	B		Apply knowledge of geriatric pharmacology to safely administer medications to assigned clients in long-term care setting.
C		Identify methods of limiting disease transmission in the delivery of nursing care.				C		Provide health teaching based on client's needs.	C		Safely perform nursing procedures designated for this course as well as those designated for previous nursing courses.
						D		Provide care in a timely manner.	D		Demonstrate clean technique principles vs. sterile technique and the use of each when appropriate.
									E		Use teaching-learning principles.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Provide safe nursing care to clients during the ante-partum, intra-partum and post-partum periods.	A		Alter standard techniques employed in nursing practice to meet the special needs of children at various developmental stages.	A		Focus nursing interventions on unique needs of psychiatric clients of all ages.	A		Provide psychosocial care to clients with multi-system alterations.
B		Provide safe nursing care to neonates during the transition from intrauterine to extrauterine life.	B		Perform technical skills designed for this course and previous courses at a safe level.	B		Perform technical skills designed for this course and prior courses.	B		Perform technical skills designed for this course and prior courses.
C		Provide appropriate health and discharge teaching to maternal clients/family.	C		Administer medications safely to children of all ages and developmental stages.	C		Provide health teaching for mental health clients.	C		Provide health teaching for clients with multi-system alterations.
D		Safely perform psychomotor skills designated for this course and prior course.	D		Provide health teaching based on child and family needs.	D		Integrate knowledge concerning psychotropic medications, indications and side effects through written and clinical performance.	D		Integrate knowledge concerning medications, including rationale, special nursing considerations, and pertinent side effects through written and clinical performance.
E		Administer medication to assigned maternity clients and infants according to the "six rights."							E		Incorporate technological advances/equipment in delivery of client care.
									F		Provide care in a timely manner.
Practicum - Semester IV			IV.	Implement nursing care according to an established plan, which includes apply principles of safety, health teaching, and current technology.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS PROVIDER OF CARE											
V. OUTCOME: Evaluate nursing care based on client outcomes and modify care accordingly.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Recognize the evaluation step of the nursing process to identify client outcomes.	A		Identify care to be given in assisting clients to meet basic needs and growth processes.	A		Reassess care given in assisting individuals to meet basic needs and growth process.	A		Determine effectiveness of interventions in gerontological setting in achieving outcomes and implement modifications for changes when needed.
						B		Revise care as needed according to client's response.			
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Appraise nursing care provided to child-bearing families based on achievement of outcomes.	A		Evaluate effectiveness of care provided to the child and family.	A		Evaluate effectiveness of care provided to the client with disrupted coping patterns and altered thought processes.	A		Evaluate nursing care of clients with multi-system alterations.
B		Determine effectiveness of outcomes and modifications, if any, needed in plan of care.	B		Evaluate effectiveness of teaching plan.	B		Evaluate effectiveness of care provided to the client with disrupted coping patterns and altered thought processes.	B		Modify nursing care of clients with multi-system alterations as needed.
			C		Describe the role of play with children and evaluate its effectiveness in reducing stress of hospitalization.						
Practicum - Semester IV			V.	Evaluate nursing care based on client outcomes and modify care accordingly.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
VI. OUTCOME: Employ critical / creative thinking.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Recognize outcomes and interventions related to promotion of health state.	A		Demonstrate beginning skills as a manager of care for the client.	A		Demonstrate problem-solving ability.	A		Demonstrate problem solving ability in the provision of nursing care to older adults.
B		Perform basic CPR.	B		Practice using standardized patterns of interventions for identified problems.		1	Practice observation and examination to gain understanding.		1	Practice observation and examination to gain understanding.
							2	Group related information in order to reveal relationships among observed facts.		2	Group related information in order to reveal relationship among facts.
							3	Draw logical conclusions.		3	Draw logical conclusions.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Demonstrate problem-solving ability.	A		Demonstrate critical and creative thinking in providing nursing care that meets the child's physiological, psychological, developmental and educational needs.	A		Demonstrate critical and creative thinking in providing nursing care that meets the psychiatric client's psychosocial, developmental, physiological and educational needs.	A		Demonstrate critical/creative thinking in providing nursing care of clients with multi-system alterations.
B		Employ assistance from other disciplines and community resources to achieve maximal wellness for the child-bearing family.									
Practicum - Semester IV			VI.	Employ critical / creative thinking.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
VII. OUTCOME: Collaborate with other members of the health care team.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Recognize members of the health care team and describe collaborative communication within the team.	A		Discuss care according to change in client status.	A		Function as a member of the health care team providing care for up to two clients.	A		Identify the role of the nurse in gerontological settings.
B		Describe the past and present role of the nurse within the health care delivery system.	B		Function as a member of the health care team providing care for an individual client.	B		Report significant data relative to client's status.	B		Function as a contributing professional member of the health care team in a variety of selected clinical lab settings.
									C		Report significant data to the appropriate health care team member.
									D		Collaborate with speech, occupational, physical therapy and activity departments as well as social services in the planning, implementation and evaluation of care.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Identify the role of the nurse in maternal-infant health care.	A		Function as a contributing, professional member of the health care team in a variety of selected clinical laboratory settings.	A		Function as a contributing, professional member of the health care team in a variety of clinical laboratory settings.	A		Function as a contributing, professional member of the health care team in a variety of selected clinical lab settings.
B		Communicate plan of care to other health care team members to provide continuation of care.	B		Assist with implementation of the interdisciplinary plan of care with the health care team.	B		Discuss and validate effectiveness of care plan with nursing faculty and agency staff.	B		Relate significant data to the appropriate health care team member.
C		Assist with the plan and implementation of interdisciplinary plan of care in collaboration with other health care team members.							C		Modify plan of care in conjunction with input from other members of the health care team.
Practicum - Semester IV			VII.	Collaborate with other members of the health care team.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
VIII. OUTCOME: Assist, delegate, supervise and evaluate the care of others.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Recognize need to assist peers in the simulated campus lab.	A		Identify role and responsibilities of charge nurse.	A		Demonstrate the ability to manage the care of two clients.	A		Recognize when assistance is needed.
			B		Identify and examine deviations from standard procedures.	B		Recognize when assistance is needed.	B		Assist staff members with techniques and approaches to enhance quality care.
			C		Identify higher skills to be performed by other health care members.	C		Assist team members in the provision of client care remaining within the scope of the R.N. student at this level.	C		Provide staff and peer assistance remaining within the scope of the R.N. student at this level.
			D		Assist other health team members.				D		Assist client's family in teaching communication techniques for the cognitively impaired.
									E		Delegate appropriately.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Recognize when assistance is needed.	A		Assist staff and peers in meeting the needs of the child and family.	A		Assist staff and peers in the provision of nursing care of clients with psychiatric disorders.	A		Demonstrate the ability to manage the care of a group of clients with multi-systems alterations.
B		Assist peer group and other health care team members remaining within the scope of R.N. student at this level.	B		Evaluate the ability of the family to provide appropriate child care.	B		Facilitate the provision of care in meeting the needs of one or a group of clients with complex alterations in the health state.	B		Demonstrate the ability to coordinate nursing care provided by peers and staff for a group of clients.
						C		Demonstrate the ability to manage the care of a group of mental health clients with multi-system alterations.			
Practicum - Semester IV			VIII.		Assist, delegate, supervise and evaluate the care of others.						

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
IX. OUTCOME: Communicate with clients, families, and health team members.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Identify interpersonal skills in the communication process.	A		Recognize therapeutic interactions in the communications process.	A		Demonstrate use of effective communication skills with clients, their families and members of the health care team.	A		Use effective communication skills with clients, significant others and members of the health care team.
B		Utilize interpersonal skills in the communication process.	B		Record care in relation to identified nursing problems using appropriate terminology.				1		Adapt communication style to meet cognitive and sensory needs of older adults.
C		Express written and oral communications in appropriate / acceptable medical terminology.	C		Demonstrate effective communication skills with clients and members of the health care team.				2		Initiate and conduct therapeutic interactions with clients so that their social competence and positive self-image are maintained / enhanced.
D		Describe effectiveness of interpersonal interactions.	D		Report significant data relative to client problems.						
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Demonstrate effective communication skills in implementing nursing care to the child-bearing family.	A		Demonstrate effective communication skills with children of all ages, their families, and members of the health care team.	A		Utilize effective communication skills with psychiatric clients, significant others and members of the health care team.	A		Utilize effective communication skills with clients, significant others and members of the health care team.
						B		Create an environment conducive to therapeutic communication for clients with cognitive impairment and/or dysfunctional behavior.			
Practicum - Semester IV			IX.		Communicate with clients, families, and health team members.						

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
X. OUTCOME: Promote client advocacy.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Recognize the role of the nurse as a client advocate.	A		Identify developmental and mental status to promote client advocacy.	A		Analyze the role of the nurse as the clients' advocate.	A		Uphold "Nursing Home Patient Bill of Rights."
			B		Define informal consent upholding patient rights.	B		Uphold the "Patient Bill of Rights."	B		Identify and use community resources for the promotion of care and function.
									C		Participate in care plan conference.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Identify issues related to pregnancy, labor and birth that require decision-making by the client.	A		Promote client advocacy by informing parents about health care services available in the hospital and community.	A		Uphold "Bill of Rights for Psychiatric Patients."	A		Uphold "Patient Bill of Rights."
B		Explain choices and promote client autonomy in making informed decision.	B		Provide therapeutic care using interventions that eliminate or minimize the psychological and physical distress experienced by children and their families in the health care system.	B		Involve client and significant others in plan of care.	B		Involve client and significant others in plan of care.
C		Uphold "Pregnant Patient Bill of Rights."				C		Promote client advocacy by providing information about agency policies for safety, special precautions and least restrictive treatment alternatives in the psychiatric setting.			
Practicum - Semester IV			X.		Promote client advocacy.						

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MANAGER OF CARE											
XI. OUTCOME: Practice self-evaluation and seek guidance as needed.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Review own performance.	A		Review care as needed according to client response.	A		Analyze effectiveness of own performance.	A		Recognize own stereotypical thinking regarding aging and the long-term care setting.
			B		Recognize effectiveness of interpersonal interactions.	B		Complete written self-evaluation as required by this course.	B		Evaluate effectiveness of own behaviors in the gerontological setting.
			C		Review clinical performance.	C		Collaborate with instructor to develop strategies for self-improvement.	C		Collaborate with the instructor to develop strategies for improvement.
			D		Modify behavior as based on self-evaluation.	D		Modify behavior as based on self-evaluation.	D		Modify behavior as based on self-evaluation.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Perform self-evaluation, recognize limitations and seek assistance when needed.	A		Demonstrate personal accountability by performing self-evaluation, recognizing limitations and seeking assistance as needed.	A		Demonstrate personal accountability by performing self-evaluation, recognizing limitations and seeking assistance as needed.	A		Appraise personal accountability by performing self-evaluation, recognize limitations, and seek assistance as needed.
B		Complete self-evaluation requirements for this course	B		Modify behavior as based on self-evaluation.	B		Modify behavior as based on self-evaluation.	B		Modify behavior as based on self-evaluation.
C		Modify behavior based on self-evaluation.									
Practicum - Semester IV			XI.	Practice self-evaluation and seek guidance as needed.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MEMBER WITHIN THE DISCIPLINE OF NURSING											
XII. OUTCOME: Adhere to legal and ethical principles in relation to standards of practice.											
Foundations of Nursing Practice Semester I			Adult I Semester I			Adult II Semester II			Gerontological Nursing Semester II		
A		Identify the legal/ethical scope of practice for the RN student.	A		Recognize need to adhere to privacy and confidentiality standards	A		Discuss ethical, legal and cultural issues associated with the adult client	A		Discuss ethical, legal and cultural issues associated with elder care.
			B		Define safe practice and performance of clinical technical skills.	B		Document care completely and accurately according to legal standards.	B		Explain the reporting requirements for nurses regarding elder abuse.
						C		Uphold client confidentiality.	C		Document care completely and accurately according to legal standards and course requirements.
						D		Adhere to professional standards of conduct.	D		Adhere to professional standards of conduct.
									E		Uphold client confidentiality.
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III			Psychiatric-Mental Health Nursing Semester III			Adult III Semester IV		
A		Identify ethical/legal issues and trends in maternal-infant health care.	A		Provide safe, competent, age-appropriate care to children within the framework of professional practice standards, the law, and institutional rules.	A		Discuss the legal, ethical and socio-cultural issues associated with mental health care.	A		Provide safe, competent nursing care for clients with multi-system alterations.
B		Document care according to legal standards.	B		Document care according to agency and legal standards.	B		Verbalize understanding of the Florida statute which outlines procedures for assessing and intervening with victims of domestic violence and the significant others.	B		Document care according to legal standards.
C		Adhere to professional standards of conduct.	C		Adhere to professional standards of conduct.	C		Provide safe, competent nursing care	C		Adhere to professional standards of conduct.
D		Adhere to professional standards of conduct.	D		Uphold confidentiality of the child and family.	D		Document care according to agency and legal standards.	D		Maintain client confidentiality.
						E		Adhere to professional standards of conduct.			
						F		Uphold confidentiality of the client, family and significant others.			
Practicum - Semester IV			XII.	Adhere to legal and ethical principles in relation to standards of practice.							

2.11 STUDENT LEARNING OBJECTIVES COORDINATED WITH PROGRAM OUTCOMES CONTINUED:

ROLE AS MEMBER WITHIN THE DISCIPLINE OF NURSING									
XIII. OUTCOME: Demonstrate accountability for professional behavior and growth.									
Foundations of Nursing Practice Semester I			Adult I Semester I		Adult II Semester II		Gerontological Nursing Semester II		
A		Perform technical skills designated for this course in the simulated campus lab according to stated criteria.	A		A		A		
B		Demonstrate accountability by adhering to college, departmental, and institutional policies.	B		1		C	Demonstrate ability to apply theoretical knowledge base to clinical practice.	
			C		2				
			D		Demonstrate accountability by adhering to college, departmental and institutional policies.	3			
						4			
						5			
			B			B			
			C			C			
Maternal-Infant Nursing Semester III			Nursing Care of the Child Semester III		Psychiatric-Mental Health Nursing Semester III		Adult III Semester IV		
A		Adhere to college, departmental and institutional policies.	A		A		A		
B		Seek opportunities to expand knowledge base and clinical skills.	B		B		B		
C		Demonstrate ability to apply theoretical knowledge base to clinical practice.	C		C		C		
Practicum - Semester IV			XIII.		Demonstrate accountability for professional behavior and growth.				

2.12 **SKILLS LAB PERFORMANCE TESTING AND EVALUATION:**

Selected clinical performance testing experiences are conducted across the nursing curriculum in the campus lab environment. The performance test items vary with each testing experience and reflect the content/skills the student should have mastered during that particular portion of the curriculum. The **Learning Activity Guide (LAG)** will specifically outline testing criteria for each course.

A. **Rationale:**

1. **Clarification of the role of faculty:** In competency-based education, faculty members assume the role of transfer agents--creating conditions where expertise is transferred to novices. The responsibility of the transfer agent is to:
 - a. Describe what it means to be competent.
 - b. Create and maintain an instructional environment in which students are prepared to perform competently.
 - c. Design evaluative exercises to determine when students are, in fact, capable of competent performance.
2. **Facilitation of instructional accountability:** We can anticipate certain results from a program of learning utilizing competency based performance criteria. The participant in such a program should demonstrate:
 - a. Increased levels of competency.
 - b. Increased awareness of what the instruction is to provide.
 - c. Increased awareness of their performance levels.
 - d. Increased accuracy of self-evaluation.

B. **Role of Instructor / Evaluator During Testing Experience:**

1. The primary role of the evaluator is objective observation.
2. No assistance may be provided to the student performer. Show and tell, coaching, excusing, and helping are all explicitly forbidden.
3. The evaluator will remain silent during the performance situation. The evaluator will not give non-verbal cues such as facial expressions and body movements.
4. For process evaluation, the evaluator will remain with the student and observe all behaviors.
5. If clear violation of a critical element occurs, the evaluator will discontinue the performance.

C. **Role of Student / Performer During Testing Experience:**

1. Attendance for clinical performance testing is mandatory. The student must arrive at the designated time.
2. The student should perform as though the evaluator were not present.
3. The student should not attempt to engage the evaluator in conversation or regard the evaluator as an assistant.
4. All critical elements must be performed as specified.
5. The student may be requested to supply a lab partner for the testing experience to assume the role of the patient.
6. The student should be prepared to self-evaluate his/her performance.
7. Students must achieve a satisfactory evaluation on all campus labs before a passing grade for the course can be awarded. Students who fail to achieve a passing grade for a laboratory performance during the first attempt may attempt a second time. Students who fail to achieve a passing grade for the second attempt will be counseled per disciplinary action procedure.

D. **Role of Individual Assuming Role of the Patient:**

1. The individual should perform as though the evaluator were not present.
2. The individual should not attempt to engage the evaluator in conversation or regard the evaluator as an assistant.
3. No information regarding the task performance may be provided to the student/performer. This includes verbal information and non-verbal cues such as facial expressions and body movements.

- E. **Critical Elements Criteria:** Performance criteria identify the critical elements of the various nursing tasks. Critical elements are those aspects of care essential to protect and promote the patient's well-being. The elements are identified as critical because the omission or unsatisfactory performance of any one of them indicates the student's failure to competently administer safe and effective care to the patient. The student must demonstrate competency in all performance criteria. They are subdivided into three overriding areas of concern.
1. **Physical Jeopardy** - Any act or inaction on the part of the student, which threatens the patient's physical well-being.
 2. **Emotional Jeopardy** - Any act or inaction on the part of the student, which threatens the patient's emotional well-being.
 3. **Asepsis** - The prevention of the introduction and/or transfer of organisms.
- F. **Accommodation for Individual Differences:** Allowances are made, with certain time limitations, for a student to progress to a satisfactory competency level at their own rate. If a student fails to perform satisfactorily on an initial testing experience, they will be provided with additional supervised lab practice and an opportunity to repeat the test.

3 GENERAL ADN PROGRAM INFORMATION:

3.1 FINANCIAL AID / SCHOLARSHIPS:

The Financial Aid office is available to assist you in meeting your financial needs. Please refer to the current Gulf Coast Community GCCC Student Handbook, the Gulf Coast Community College Financial Aid Handbook, and Health Sciences building bulletin boards for additional information. There are a number of academic and/or need-based GCCC Foundation scholarships earmarked specifically for nursing students. Scholarships may also become available mid-year. **PLEASE DO NOT HESITATE TO APPLY** and check the scholarship bulletin board outside the nursing coordinators office.

3.2 EMPLOYMENT:

The faculty wants all of our students to be successful. Success in the program can often be related to prudent planning of work schedules. If you have questions or concerns regarding your work schedule, please discuss them with your faculty advisor or your course instructor. The following general guidelines are offered to assist your planning:

- A. Class, clinical labs, campus labs, preparation and study time consume about 40 hours per week.
- B. Full-time employment is discouraged. (Twenty hours per week is maximum workload that is recommended).
- C. Students should not be employed within 8 hours preceding a clinical experience in an assigned health care agency.

3.3 HEALTH RECORD:

A current, complete physical examination form, indicative of a satisfactory health state, must be on file in the Health Sciences Division office while enrolled in the program. **Any student who has a change in Health Status MUST be medically cleared before returning to the program.** In addition, an annual TB / Mantoux skin test or documentation of allergy or being a positive tester must be submitted (the old Tine TB test is not acceptable). **Students are responsible to know when their Annual TB / Mantoux skin test has expired and to have documentation an up to date test in the student file PRIOR TO the next expiration date. Student with pending test results will not be allowed to attend clinic.** Hepatitis B vaccination is strongly encouraged but optional. Students will not be allowed to start clinicals or continue in clinicals without these up to date forms.

3.4 HEALTH INSURANCE:

Students are strongly encouraged to maintain health insurance coverage while enrolled in the program. Health care costs associated with a student's enrollment in the nursing program are the financial responsibility of the student.

3.5 HOW TO IMPLEMENT ACCIDENTAL INJURY COVERAGE:

Should an accident occur during a clinical affiliation, the student must report this to the instructor immediately and complete the GCCC FCC Accident-Incident Form, which is available in division secretary's office in HS 200, within 24 hours of the occurrence. Claim forms may also be obtained from the Health Sciences Division secretary in Room 200.

3.6 LIABILITY (MALPRACTICE) AND ACCIDENTAL INJURY INSURANCE:

Each student must have liability and accidental injury insurance while enrolled in the program. When you pay fees for courses with clinical labs, the insurance fee is also paid. Since fees are subject to change, please consult the current Gulf Coast Community College catalog. Readmission or Advanced Placement student must see the Senior Administrative Assist of Health Sciences to obtain insurance form/s. Liability limits to coverage are \$1,000,000 per incident for an individual student and \$3,000,000 aggregate per incident for a group of students. The basic plan for Accidental Injury Coverage provides the following:

The Basic Plan for Accidental Injury Coverage Covers the Following

Description	Coverage
Accidental Medical Insurance: Includes treatment as a result of exposure to a contagious and/or infectious disease including, but not limited to hepatitis, HIV, Meningococcal meningitis, TB. The policy would not include influenza, pneumonia or common colds.	\$15,000
Dental: Resulting from an accident	\$1,000
Deductible	None
Travel with a group under the direct supervision of insured.	Yes
Accidental Death or Dismemberment (AD&D)	\$25,000

This coverage is designed to cover the students injured as a **direct result of working in the clinical setting**. It is not designed to cover accidents while walking/traveling to class or sitting in a classroom. It would extend to slips or falls in clinical settings or injury due to lifting patients or equipment but most importantly, it would cover treatment for exposure to disease as stated above.

3.7 **HEALTH SCIENCES BUILDING NURSING CAMPUS LABS:**

Please respect the rights of others: Refrain from loud talking and unnecessary noise, which may disturb others using these areas. No eating/drinking permitted in these areas.

A. **Computer Room (Library - Room 311, HS 118, 208 & 211)**

1. There are computers linked to the GCCC network and the Internet in the multimedia room. They are for the use of Health Sciences students and contain the nursing programs CAI's.
2. If you have a problem with the computer equipment, notify the help desk (extension 913-3303). Computer services will attend to the problem as timely as possible, depending on their schedule.
3. If there is a question or concern with the software programs, notify the appropriate faculty for that course or the nursing coordinator.
4. A printer is available for your use but you are required **to bring your own paper for printing**.

B. **Nursing Campus Labs (Health Sciences Nursing Labs)**

1. Supplies and equipment may not be removed from the lab.
2. Handle all equipment and mannequins carefully. Seek help from the coordinator of nursing or the laboratory coordinator if a piece of equipment does not work.
3. When you are finished with a piece of equipment, be sure it is turned off and unplugged.
4. Make sure the materials you have used have been returned to the appropriate place and turn off the lights.
5. Campus lab schedules may be posted on the bulletin boards in nursing labs. The Nursing faculty encourages students to make use of "open" lab hours for additional practice of skills.

3.8 **CHILDREN ON CAMPUS:**

Children are prohibited in nursing classrooms or laboratory at anytime due to liability reasons. Access to the nursing classrooms or laboratories are authorized only by nursing faculty or coordinator of the nursing department.

3.9 **STUDENT COMMUNICATION:**

The bulletin boards for the nursing program are located outside the nursing offices. **It is essential that you check the Coordinator's Bulletin Board and the Course Management System which is the major form of communication for the nursing program.** Additional announcements and notices of interest to nursing students are posted on course bulletin boards, the Coordinator's bulletin boards, and on the NSA bulletin boards.

3.10 WITHDRAWAL FROM NURSING COGNATE (SUPPORT) COURSES:

Students must complete designated pre-requisites for each nursing course prior to enrolling in that course. If a student desires withdrawal from a support course in the sequence of pre-requisites, they must see their nursing advisor before they withdraw from that course. Failure to do so could result in ineligibility to continue in the nursing sequence in the program.

3.11 HEALTH CARE PROVIDER CPR CERTIFICATION:

Students are required to maintain current CPR certification while enrolled in the nursing program. This can be from the American Heart Association: CPR for the Healthcare Provider, or from the Red Cross: CPR for the Professional Rescuer. **No others will be accepted without prior approval.** Students who fail to maintain **CURRENT CPR card while in clinical may be dismissed from the nursing program in accordance with the Board of Nursing Requirements.**

3.12 COMPUTER ASSISTED INSTRUCTION (CAI):

Selected nursing courses may require the student to use the college computer lab to meet specific requirements. These computer programs are located in the Library and in the nursing classes and labs. Refer to individual course LAG's for additional information and directions.

3.13 COMMUNICATING INDIVIDUAL STUDENT CONCERNS:

- A. Group concerns should be addressed via the Faculty-Student Liaison Committee or placed in the suggestion box outside the coordinator office.
- B. Refer to GCCC Student Handbook for channels of communication for individual concerns.
- C. A Suggestion Box is available for anonymous feedback and is located on the bulletin board outside the nursing coordinator office.

3.14 STUDENT ACADEMIC GRIEVANCE PROCEDURE

College grievance policies are outlined in the Gulf Coast Community Student Handbook for each academic year. Please refer to your GCCC Student Handbook.

3.15 NURSING STUDENTS' ASSOCIATION (NSA):

- A. This association is a constituent of the National Student Nurse's Association, the world's largest independent organization for nursing students. This is your pre-professional organization that serves as your voice in issues that affect nursing education and health care. Through resolutions and interaction with legislative and other policy-making bodies, students have input into their future and into the future care of their patients. Active participation in NSA provides opportunities to practice leadership skills and assists the individual in becoming a vital contributor to the profession of nursing. Information about GCCC chapter of FNSA (activities, meeting schedules, etc.) is posted on the NSA bulletin board.
- B. Nursing students may opt to earn one credit hour per semester, for a total of four credits, through their participation in NSA. Interested students should see their consultant or advisor at Gulf Coast Community College Chapter of NSA.

3.16 FACULTY / STUDENT LIAISON COMMITTEE:

- A. **Membership:**
 - 1. Nursing Coordinator and/or Assistant Coordinator
 - 2. One nursing student and one alternate from each term or course: Selected in September of each academic year. Representative from the first semester class that begins in January are selected at that time. Students are elected by their respective classes and serve a one academic year term.
 - 3. The alternate will attend if the representative of the class is unable to be present.
- B. **Purpose:**

The purpose of the committee is to provide a forum, which enhances the communication and rapport between faculty and students. It also provides an opportunity to address student/s group/s questions or concerns about policies, procedures or activities related to the nursing program.
- C. **Schedule of Meetings:**

The faculty / students liaison committee meets once each semester. Specific dates are posted on the administrative bulletin board. Additional meetings may be called if the need arises. Your class representatives may choose to schedule a class meeting to obtain information about issues students wish to be brought before the committee or you may address your individual representatives informally.

D. **Record of Meeting:**

Minutes are taken at each meeting with copies posted on nursing bulletin boards. Information regarding any follow-up action and schedule of next meeting is posted.

3.17 NURSING ADVISORY COMMITTEE:

- A. This committee is composed of representatives from the clinical sites, students, faculty, Coordinator, Assistant Coordinator, Health Sciences Admissions and Continuing Education for Health and Environmental Professions and Health Sciences Division Chair. The purpose of the committee is to provide a forum for communication related to curricular and workplace issues and needs. Specific dates are posted on the administrative bulletin board.
- B. Class representatives from the Student Faculty Liaison Committee will also serve as members of the Nursing Advisory Committee.

3.18 NURSING DEPARTMENT PINNING CEREMONY:

- A. A pinning ceremony is held for each graduating class. The fall and spring ceremonies are scheduled the latter part of final exam week. The students order Nursing School Pins through an independent company. The Nursing Coordinator & faculty will provide order forms to 4th semester students at the beginning of the semester. A group photo is taken at pinning that is purchased and donated to the college by the graduates.
- B. The uniform dress code for pinning is a white uniform (top and pants) without patch.

3.19 NURSING DEPARTMENT AWARDS:

The names of the award recipients are engraved on brass plates, which are attached to plaques. These plaques are hung on the second floor, George G. Tapper Health Sciences Building, outside the nursing lab. Graduates also receive individual award plaques and are recognized at GCCC's Honors Convocation. Students are selected from each graduating class for the following possible awards:

- A. **Scholastic Achievement:** This award is given to the graduate who achieves the highest grade point average calculated on all nursing curriculum courses for each program.
- B. **Outstanding Nursing Student:** This award is given to the graduate who demonstrates a high degree of clinical expertise and professionalism.
- C. **LPN/ADN Articulation Outstanding Nursing Student Traditional Program:** This award may be given to the graduating LPN articulation student who demonstrates a high degree of clinical expertise and professionalism. **OR**
- D. **LPN/ADN Articulation Outstanding Nursing Student Weekend Program:** This award may be given to the graduating LPN weekend articulation student who demonstrates a high degree of clinical expertise and professionalism.
- E. **Leadership Award:** This award is given to the graduate who has exhibited outstanding leadership skills for their class, the program and the profession.

3.20 PERSONAL PIN IDENTIFICATION NUMBER (PIN)

The student's GCCC Personal Identification Number (PIN) is used by the student to access academic records on the State of Florida, Florida Academic and Counseling Tracking for Students (www.facts.org) web system. The PIN request forms are available for initiation in the Admission and Records office. If you have specific questions about the GCCC PIN, please contact the Office of Admissions and Records at 850-769-1551 x2829 or 1-800-311-3685 x2829.

4.00 ADN NURSING PROGRAM POLICIES:

4.00.1 STUDENT CODE OF CONDUCT:

All students attending Gulf Coast Community College nursing program are required to adhere to the student code of conduct outlined in the GCCC Student Handbook. In addition:

- A. Students admitted to the Gulf Coast Community College Associate Degree Nursing Program are expected to have the qualities of honesty and integrity.
- B. A student may be dismissed from the ADN Program for reasons other than academic performance. Each nursing student represents Gulf Coast Community College, the ADN Program, and the nursing profession. The conduct of nursing student should be highly ethical as defined by the American Nurses Association (ANA) Code of Ethics.
- C. Personal accountability and integrity are expected to be demonstrated in professional judgments and behaviors fulfilling program requirements.
- D. Faculty believe adherence to the Florida Nurse Practice Act and Professional Critical Behaviors are necessary for all nursing students throughout the nursing program.
- E. The Gulf Coast Community College Nursing Program **reserves the right to dismiss student from the nursing program for unprofessional, unethical, egregious or unsafe behaviors. The student may be removed from the classroom, laboratory, clinical and/or program until appropriate investigation has been conducted and concluded.** Students will be unable to attend classroom lecture, laboratory or clinical during the time of the investigation.
- F. In the event of an arrest on a felony or misdemeanor charge during the program, the student is required to immediately notify (within 24 hours or the first business day following the arrest or charge) the program coordinator. If the student fails to do so, the student will be subject to immediate dismissal from the program.

4.00.2 PROFESSIONAL CRITICAL BEHAVIORS:

The Student Code of Conduct **involves but is not limited to the follow areas:**

- A. Academic or Clinical Dishonesty
- B. Plagiarism, Copyright Infringement and/or Cheating
- C. Falsification of Documentation
- D. Fabrication, Falsification or False Accusations made against faculty, administration or other students. (Refer to the GCCC Student Handbook for additional information).
- E. Intoxication or being under the influence of drugs or alcohol
- F. Disruptive or disorderly conduct, such as disregard for right of faculty and peers, threatening behaviors in any medium of communication, and sexual harassment. (Refer to the GCCC Student Handbook for additional information).
- G. Violation of any Gulf Coast Community College or Gulf Coast Community College ADN Program Policies.
- H. Failing to adhere to the ADN Program dress code outlined in this handbook for pre-clinical and clinical assignments.
- I. Inappropriate communication or breach on confidentiality which may include inappropriate language and terms and/or demonstrating lack of respect for others, including improperly addressing them, using inappropriate names or titles in any form of communication (i.e. e-mails, blogs, web spaces {my space} etc).
- J. Inability to resolve conflicts appropriately and failure to follow appropriate lines of communication and chain of command.
- K. Unsafe, ineffective nursing care including inappropriate judgment when making decisions; improperly using and caring for equipment; and using incorrect techniques and precautions when delivering care.
- L. Failure to adhere to the policies and protocols of GCCC, ADN Program, affiliating agencies, the Florida Nursing Practice Act and legal mandates of society.
- M. Acts of retaliation against faculty, administration or other students. (Refer to the GCCC Student Handbook for additional information).
- N. Failure to adhere to the GCC Student Code of Conduct outlined in the GCCC Student Handbook may be cause for Progressive Disciplinary Action/Dismissal.

An unsatisfactory in one or more professional critical behaviors may result in course failure and/or dismissal from the nursing program. Any violation in the “Student Code of Conduct” or “Professional Critical Behaviors” may result in the students’ automatic dismissal. The student may not be eligible for readmission.

4.1 **ATTENDANCE AND ABSENCE POLICY:**

- A. It is the philosophy of the general college and the nursing program that students should attend all scheduled experiences and be punctual in doing so. Attendance at the Health Sciences orientation is mandatory and provides education requirements according to Florida Board of Nursing statutes.
- B. **Three (3) classroom tardies constitute a classroom absence.** Please refer to general college catalog policies for classroom attendance in the current Gulf Coast Community College catalog and GCCC Student Handbook.
- C. **Three (3) clinical tardies constitute one clinical absence.**
- D. **Laboratory Experience Attendance:**
In view of the nature of the Associate Degree Nursing Program and the difficulties in making up laboratory experiences, **attendance is mandatory and vital.**
1. **Campus Labs:** All arrangements for missed campus lab experiences should be made with appropriate lab instructor as soon as possible after the missed experience.
 2. **Clinical Labs: Except in case of emergency or personal illness,** the student is expected to be present for all clinical experiences.
 - a. **Students need to refer to individual LAG (Learning Activity Guide) regarding Clinical Attendance Policy for each course.**
 - b. Refer to course Learning Activity Guide for clinical make-up experience if available.
 - c. A final course grade will not be awarded until all absences are satisfied.
 - d. If unable to report for clinical assignment, it is the student's responsibility to notify the clinical agency or the appropriate clinical instructor according to the policy of the course (refer to individual course syllabus). Students who are absent must notify the clinical agency before the start of the clinical experience. Students who fail to contact the clinical agency are considered "No Call / No Show" and a "Disciplinary Action Form" will be completed. A student can be dismissed from the nursing program for a "No Call / No Show." (Refer to course Learning Activity Guides.)
 - e. **Students who are greater than 15 minutes late in the clinical setting will be dismissed for that clinical day and receive 1 clinical absence.**
 - f. Students are not to leave their assigned clinical areas during clinical labs unless the instructor is notified.
 - g. Students may be scheduled for some clinical rotations at times other than mornings. **Students must be prepared to be assigned to any clinical schedule.** Students will be given sufficient notice.
 - h. Students need to establish an emergency contact person and phone number (other than the college) for Day Care Staff, etc. to call if needed while you are at clinical.
 - i. **Faculty reserves the right to remove students from clinical lab and or dismissed for reasons such as lack of preparation, unsafe practice, illness, inappropriate behavior, improper dress, or tardiness.**
- E. **General Attendance Policy:** Per college policy, students who exceed 1/8 of the time for course and clinical will be dismissed from the nursing course and program. Refer to Course LAG for breakdown of time per individual nursing course. Also see Academic Information – Class Attendance Policy on the gulf coast website. Students also may be required to pay back loans if absences are in excess of the college policy.
- F. **Illness of Clinical Faculty Member:** If the clinical instructor is ill, students must report to the college and see either the Coordinator of Nursing or the Senior Administrative Assistant for alternative clinical assignment/s.

4.2 **REASONABLE ACCOMMODATION / DISABILITY SUPPORT SERVICES POLICY:**

Any student who feels they need for an accommodation based on the impact of a disability should contact the Office of Disability Support Services at 872-3834 or go to Student Union East (SUE) building room 59 to request and register for services. The Office of Disability Support Services will coordinate reasonable accommodations for all students with documented disabilities. It is the students' responsibility to request services and accommodations.

To ensure that accommodations are available at the beginning of classes; be sure to make contact with the office of Disability Support Services prior to the beginning of classes or as soon as possible in the semester. An Accommodation Plan/Letter outlining classroom and testing accommodations will be developed by the Office of Disability Support Services and provided to each student to take to the instructors each semester. Students with disabilities must be able to perform all essential functions (including time sensitive tasks or functions) in the clinical or laboratory setting with or without accommodations.

Note: Nursing staff need 5 business days' notification / preparation time prior to the first test request. Nursing faculty members may only be on campus 2 days per week.

4.3 **TAPING POLICY:**

Refer to individual course syllabi.

4.4 **MATH VALIDATION AND CALCULATOR USAGE POLICY:**

Students are permitted to use simple calculators in computing dosage problems in clinical areas. During math validation exams, calculators will be provided. Students must show all calculations.

4.5 **MATH VALIDATION EXAM/S:**

Math Validation Exams are given during every nursing course. These validation exams are designed to ensure patient safety with regards to the administration of medications. Students are required to meet the standards outlined below to protect the public against medication calculation errors.

- A. **Foundations of Nursing** - Students must achieve an **80%** or greater on the first math validation exam. Students **not achieving 80%** on the first math validation exam must attain a **90%** or greater on the math revalidation exam.
- B. **All Other Nursing Courses** - Students must achieve a **90%** or greater on the first math validation exam. Students **not achieving 90%** on the first math validation exam must attain a **100%** or on the second math revalidation exam.
- C. Failure to validate math after the 2nd attempt may result in grade "F" for that course. Please refer to course syllabus.

4.6 **CELL PHONES AND BEEPERS POLICY:**

Phone applications should not be on during class, campus clinical rotations, or clinical areas.

4.7 **COLLEGE LIBRARY INFORMATION POLICY:**

When researching journal articles, books, etc., be sure to look closely at copyright dates. We strongly encourage you to not use any sources greater than five years old. A part of your initial library orientation this will be explained and emphasized.

4.8 **CLINICAL PRACTICE / ACCOUNTABILITY POLICY:**

Refer to Course Syllabus and/or L.A.G. for Specific Course Guidelines.

- A. GCCC and the A.D.N. Program are obligated morally and legally to protect the safety and security of clients entrusted to our care. Therefore, in order to function in the clinical setting and to gain entrance into the next course, students **must demonstrate evidence of mastery of certain skills and competencies** that will be reflected on the course Clinical Evaluation Tool.
- B. Students are expected to follow policies of the clinical agency and to **maintain confidentiality of client and agency information. Any student found breaching confidentially will be automatically dismissed from the nursing program.**
- C. **Any student found in violation of the HIPAA (Health Insurance Portability and Accountability Act) will be dismissed from the nursing program and legal action can be sought by the clinical agency where the violation occurs.**
- D. Students must arrive at the clinical site with **preparation appropriate to the level of experience.** Students must seek appropriate assistance before implementing new procedures (based on course policy/guidelines). **Unprepared students will be required to leave the clinical area and can be dismissed from the nursing program (See Safe Practice Policy).**
- E. **Students found falsifying documentation or misrepresenting themselves or Gulf Coast Community College in any way may be dismissed from the nursing program.**

4.9 **SAFE PRACTICE POLICY:**

- A. If a student's performance in a clinical nursing course is determined to be **unsafe with actual or potential detriment to patients' safety**, the student may be **dismissed from the course or the nursing program** and receive a grade of "F" for the course. The nursing program reserves the right to remove a student from the clinical setting to protect patient safety.
- B. To protect the public, the student will not be allowed to return to clinic pending the outcome of the discipline hearing held by the discipline committee/s.

4.10 **ACCIDENT / INCIDENT POLICY:**

Accidents (injury to yourself or others) and incidents (Example: medication error) must be reported on the appropriate clinical site and college forms. Your safety and the safety of your patients is our first concern. All accidents or incidents are to be immediately reported to your instructor or preceptor. It is your responsibility to report the event to the Preceptor and to immediately complete a clinical report form. If you are involved in any kind of accident or incident at the clinical site, the **Clinical Instructor and Nursing Coordinator** should be notified immediately. Also, see our policy regarding contact with bodily fluids. If you are injured, you may be treated by your own private physician or in the hospital emergency department. You are responsible for seeking treatment and completing required reports.

- A. Should an accident occur during a clinical affiliation, the student must report this to the instructor immediately and complete the **GCCC - FCC Accident-Incident Form**. The Accident-Incident and Claim Forms are available in the Health Sciences Division Senior Administrative Assistants' office. Student must complete either form within 24 hours of occurrence. Claim forms may also be obtained from the Accident-Incident Forms need to be turned into the nursing coordinators office once complete. Students must also, complete the Accident/Incident report required by the institution.
- B. Students are reminded that they are only covered by student insurance DURING the clinical rotation and NOT TO AND FROM the clinical or community agency.

4.11 **UNIFORM RULES AND REGULATIONS POLICY:**

To be appropriately attired is a part of preparation for the clinical experience. Dress codes are enforced for the purpose of safety, infection control, and professionalism.

A. Wearing the Uniform:

- 1. Complete uniform to be worn in clinical laboratory unless otherwise stated.
- 2. Dress codes for community-based lab experiences (See LAG's).
- 3. Pre-Clinical Attire: Students are required to be dressed in professional attire with a buttoned lab coat, nursing program badge and professional clothing (no flip-flops, no blue jeans or spandex, no shorts, no bare midriff or low cut blouses).

B. Standard of Dress:

- 1. Impeccable hygiene.
- 2. Uniform clean and pressed each day.
- 3. White shoes polished and clean with clean laces, white socks. Students are allowed to wear appropriate open backed white shoes to clinical. Pant length will not touch the floor.

C. Uniform Consists of:

- 1. Designated Uniform. The student uniform consists of a specially designated white uniform top with an ADN Nursing GCCC sleeve insignia patch on the left shoulder and a white or program specified blue uniform pant (contact the All About Uniform's and More or Sandra Jean Uniforms have the appropriate uniform selection). The ADN Nursing GCCC insignia patch should be purchased at the GCCC bookstore. If needed, a plain white shirt may be worn with a rounded or v-shaped neck under the student uniform top.
- 2. White "Scrub"-type, unisex, cardigan style lab jacket with an ADN Nursing GCCC insignia patch on the left shoulder.
Exception: Students attending the clinical portion of: NUR 2310C -Nursing Care of the Child – May wear an appropriately themed Pediatric top or jacket with patch on left shoulder.
- 3. White hose/socks and solid white duty or non-porous athletic shoes.

D. Required Accessories:

- 1. School Photo I.D.
- 2. Bandage Scissors.
- 3. Watch with Second Hand.
- 4. Ballpoint Pen.
- 5. Stethoscope.
- 6. Penlight.
- 7. Clipboard.
- 8. Small Hemostat.
- 9. Small Calculator.

- E. **Optional Accessory:** Waist Pouch or Accessory Belt, **White Only**.
- F. **Lab Jacket** - A "Scrub-type" laboratory jacket with an AD Nursing GCCC insignia patch on the left shoulder is to be worn (closed) over appropriate street clothing when in the hospital other than scheduled clinical labs; i.e., obtaining assignments. Lab jacket should be neatly pressed and clean.
- G. **School Photo I.D.** - Worn on lab jacket as well as uniform.
- H. **Hair** - When in uniform, hair must be clean, neat, professional, conservatively styled, and pulled back away from the face. This applies to both men and women. Beards and mustaches should be clean and neatly trimmed.
- I. **Jewelry:**
 - 1. Earrings may be worn **only** if they meet the following criteria:
 - a. For pierced ears and plain in design.
 - b. One earring to each lobe (traditional location, i.e. center of lobe).
 - c. Yellow gold, white gold coloring, stone or pearl.
 - d. No larger than 5 mm (3/16 in.) post style that do not dangle.
 - e. No ear cuffs.
 - 2. No necklaces or bracelets.
 - 3. Nose studs or nose rings are not allowed in campus lab or clinical.
 - 4. Tongue studs or tongue rings may be worn if they are not obvious (May be prohibited in certain courses – refer to LAGS).
 - 5. Students may wear wedding rings (**No sharp stones**), medic alert symbols, and plain barrettes, clips or hair bands to hold hair. FNSA members may also wear FNSA membership pins on uniforms.
- J. **Makeup and Nails:** Makeup to be used in moderation. Fingernails should be short to prevent injury to patient and only clear or pale nail polish may be worn. Literature supports that artificial nails harbor bacteria and are a serious health risk to students and patients. Thus, they should not be worn.
- K. **Tattoos** - Cannot be visible when in the clinical areas.
- L. **Colognes** - Some clients have allergies or are experiencing nausea that can be intensified by strong scents; therefore, perfume, cologne and after-shave should not be worn on duty.
- M. **Gum** - No gum chewing on duty.
- N. **Wearing Uniform in Public Areas other than Clinical** - If student is in a public place following clinical, (i.e. mall, grocery store), Gulf Coast Community College name tag should be removed.
- O. **Standard of Conduct while in Uniform** – Follow institutional policies regarding smoking; follow institutional and OSHA policies regarding eating and drinking in clinical areas.

4.12 **GRADING POLICY:**

The general grading policy is outlined in the current Gulf Coast Community College Catalog (See Academic Regulations). Nursing grading and examination policies are published in the Learning Activity Guides for each course. The grading scale is:

Letter Grade	Percent Score	Pass / Fail Score
A	100 - 90	Passing Score
B	89 - 80	Passing Score
C	79 - 70	Minimum Passing Score
D	69 - 60	Failing Score
F	59 or Below	Failing Score

- A. Grades may be posted on Angel or the Bulletin Board (Refer to Course Syllabus).
- B. Students who are absent for a written exam must write the exam no later than the first day they return to campus. Please refer to LAG for additional information.
- C. Alternate exams may be used for make-up testing experiences.
- D. Test grading and test review policies are published in each course L.A.G.
- E. Students should make every effort to avoid receiving "I" grades in nursing courses. The problems associated with these are numerous, but the major factors for the student to consider are:
 - 1. Faculty may not be available to submit change of grade forms in a timely fashion.
 - 2. With "I" grades, students face discontinuance of financial aid.
 - 3. Eligibility to continue in nursing sequence could be forfeited.

4.13 **EVALUATION OF WRITTEN ASSIGNMENT POLICY:**

- A. All written assignments must be submitted on time.
- B. If an assignment is unsatisfactory, it will be returned to the student. The student may be given the opportunity (see LAG or assignment rubric) to correct deficiencies and if allowed, will re-submit the assignment by the date designated by the instructor.
- C. A student **must achieve satisfactory evaluation on all assignments** before a passing grade for the course can be awarded.

4.14 **EVALUATION IN CLINICAL AND LAB AREAS POLICY:**

- A. Students are evaluated in the clinical lab area in conjunction with the course/clinical objectives and guidelines of individual nursing courses. A copy of the course clinical evaluation tool is located in the L.A.G. of each nursing course with a clinical lab. The behaviors identified in the clinical evaluation tools are measured by one or more of the following methods:
 - 1. Demonstration in clinical lab area.
 - 2. Documentation in Written Material:
 - a. Client's record.
 - b. Nursing assessments and care plans.
 - c. Other materials as appropriate.
 - 3. Verbal reports in clinical setting, participation in pre and post conferences.
 - 4. Communication with instructor and other members of the health team.
- B. Clinical performance will be evaluated according to the clinical objectives outlined for each course, using an evaluation instrument completed by the instructor, (exception, evaluation instrument completed by the preceptor/s during NUR 2945C, Practicum). Students must demonstrate a satisfactory clinical performance (based on outcome measures) to pass the course. If a student does not achieve a satisfactory in all written and clinical requirements, a student will receive an "F" for the nursing course.
- C. Students demonstrating unsatisfactory clinical performance may not progress to the next clinical course. If two or more clinical courses are taken during the same semester, unsatisfactory clinical performance in either course will constitute rationale for dismissal.
- B. Final Evaluation Conferences are scheduled at the end of clinical course. Additional conferences may be conducted in the clinical area or on campus at the discretion of the instructor or student.

4.15 **RETENTION AND PROGRESSION POLICY:**

- A. The nursing curriculum is sequential in nature. Students **must complete designated prerequisites** for each nursing course prior to enrolling in that course.
- B. The student must **maintain a "C" or better** in nursing cognate courses within the curriculum. (Please refer to Graduation Requirements and to Course Syllabi for additional course requirements.) A "C" or better must be earned in each nursing course before proceeding to the next nursing course.
- C. **Students who fail to maintain minimum curriculum standards, are academically unsuccessful in, or fail to complete course requirements or designated pre-requisites in ANY nursing course will be dismissed from the nursing program.** The student may appeal course dismissal /grade. Refer to GCCC Student Handbook for the Administrative Appeal Process.
- D. Students who are **academically succeeding** but **withdraw** from the nursing program must apply for re-admission. Refer to the **READMISSION** process.
- E. **Students may be readmitted to the program only once.** (The only exception to this will be in the case of extreme extenuating circumstances as determined by the nursing faculty, i.e.: serious illness or death of immediate family member or serious illness / accident of the student). **Students who apply to and enter the program from any other nursing program are considered a readmit to the Gulf Coast Nursing Program and therefore are held to the same standards and restrictions as students from GCCC.**
- F. Application for readmission **must** occur within one year, (excluding military service). Students will be notified of the readmission decision by letter. **READMISSION INTO THE NURSING PROGRAM IS NOT GUARANTEED. Students are reminded that space in the nursing program is limited.**

- G. **Nursing courses may be repeated only one time.** Students who fail to obtain a minimum grade of “C” for two nursing course/s OR students who fail to obtain a minimum grade of “C” in the second attempt will be dismissed from the nursing program and will not be eligible for readmission.
- H. **Nursing Math Competence.** After completion of NUR 1022C – Foundations of Nursing Practice – a continual validation of Nursing Math Competence will be administered and will be required in each nursing course **in all of the remaining semesters of the program (1-4).** Refer to each course’s Learning Activity Guide, (LAG) for specific requirements. Failure to maintain applied math competence will result in failure of the course and dismissal from the program.
- I. Students must be **prepared for each clinical assignment** as instructed. **If unprepared,** the student may be removed from the clinical area or dismissed from the nursing program for that experience, as a potential detriment to the patient exists. **If removed,** the student will be counseled per the Progressive Disciplinary Action procedure and the **day will count as a clinical absence.** (Refer to Progressive Disciplinary Action / Dismissal).
- J. Student will receive a **Satisfactory / Unsatisfactory** for each outcome in the clinical portion of each course. The clinical performance must be satisfactory to receive a passing course grade. If the clinical is satisfactory, the student receives a course grade base on academic performance:
Satisfactory Clinical Evaluation - Students must receive final ratings of satisfactory for all outcomes on the clinical performance evaluation in order to receive a passing grade for the course.
Unsatisfactory Clinical Evaluation – Nursing faculty have the responsibility to evaluate each student’s ability to provide safe care. Students having difficulty with clinical skills will be referred for remediation. Students who are not progressing satisfactorily in meeting requirements for clinical labs may be counseled, remediate, or dismissed from the nursing program. If a student’s performance in a clinical nursing course is determined to be **unsafe with actual or potential detriment to patients’ safety,** the student will be **dismissed from the course.** A grade of “F” will be recorded for the course. (Refer to Safe Practice Policy and Progressive Disciplinary Action and Dismissal). **An unsatisfactory rating in clinical lab will result in an “F” grade for the course.**
- K. If a nursing course is to be repeated, **all classroom, lab and clinical components are repeated.**

4.16 **DISCIPLINARY ACTION POLICY:**

Disciplinary Action is a procedure that identifies a student has been assessed to be performing below the passing rating or at risk as identified in the course syllabus and / or LAG (includes classroom, campus lab, and clinical evaluations).

- A. **Purpose:**
 1. To identify students “at risk” or “below passing” issues for the course.
 2. To facilitate and assist the student in meeting course or clinical objectives & outcomes
 3. Use of the disciplinary action forms can be progressive in nature, or used in a single serious incident may result in dismissal from the nursing program.
- B. **Policy:**
 1. The instructor will initiate a **Clinical Disciplinary Action Form or a Class and Campus Lab Disciplinary Action Form (See Addendum)** when the student has been assessed to be performing below the passing rating as identified in the course syllabus and/or LAG.
- C. **Procedure:**
 1. The instructor will initiate a Classroom/Campus Lab Disciplinary Action Form or a Clinical Disciplinary Action Form once that student has been assessed to be performing below the passing satisfactory performance as identified in the course syllabus and/or LAG.
 2. If program dismissal is recommended: The faculty member reviews the concerns with the Program Coordinator.
 3. Students wanting to review the dismissal are referred to the “Clinical Appeals Process”

4.17 DISMISSAL POLICIES - JURISDICTION:

- A. Dismissal is the termination of the student's enrollment in the nursing program. This may be due to a single serious incident or the final step in the Disciplinary Action Procedure. Students dismissed from a nursing course will receive a grade of "F" for the course.
- B. According to the GCCC Student Handbook regarding Jurisdiction – The Student Code of Conduct is applicable in all matters of student discipline, and any disciplinary action imposed upon a student shall be in accordance with this code, unless the disciplinary action was imposed according to a separate College policy which the student accepted as a condition to participation in a particular course or program.
- C. Faculty member shall have the authority to take such actions as may be necessary to maintain order and proper conduct in the classroom to insure the cooperation of students in the accomplishment of the objectives of the course. Disciplinary action, including dismissal from the college, may be imposed on a student for failure to abide by rules of conduct contained herein. The form of disciplinary action imposed will determine whether and under what conditions a violator may continue as a student at the college. Practices in disciplinary causes may vary in formality according to the severity of the case. As the President's designated representative in disciplinary matters, the Vice President of Student Support and Enrollment Management has the responsibility of establishing, reviewing, and enforcing student disciplinary regulations and procedures.

4.17.1 CLINICAL DISMISSAL POLICY:

- A. Determination of clinical competence is the responsibility of the clinical faculty member who is academically and experientially qualified. Adherence to the Florida Board of Nursing Rules and Regulations, Florida Nurse Practice Act, the ANA Code of Ethics and the Professional Critical Behaviors are necessary for all nursing students to assure patient/client comfort and safety.
- B. In the appeals process, decisions regarding dismissal or readmission will be made only by nursing program coordinator and/or designee. It is essential that decisions regarding appeals are determined by nurses who are academically and experientially qualified.

4.17.2 CLINICAL APPEALS PROCESS:

The following procedure must be followed by the student to initiate the appeals process when appealing a decision for clinical dismissal:

1. After the dismissal has occurred, the student will schedule an additional meeting with the clinical faculty member.
2. Request a meeting with the program coordinator or designee after the meeting with your clinical faculty member should you desire further appeal.
3. Request a joint meeting with clinical faculty member and program coordinator or designee. The program coordinator or designee to preside: (providing an opportunity to hear both sides in considerable detail), the meeting must be held at a reasonable time and manner. The student/s is permitted to question witnesses in certain circumstances. The student may be allowed the right to counsel/advisor and the student shall speak and act on his or her own behalf.
4. The student will be notified in writing of the decision by the Program Coordinator or designee regarding the outcome of the appeal.
5. If additional appeals are requested by the student for due process, the student needs to refer to the GCCC Student Handbook under the "Student Academic Grievance Procedure" policy.

4.18 **READMISSION POLICY:**

Due to the nature of limited access programs, student may be ranked for readmission based on space availability. Application for readmission **must** occur within one year (year = the following 2 semesters (excluding summer) from the term they exited (excluding military service).

- A. Students who are **academically succeeding** but **withdraw** from the nursing program must apply for re-admission.
- B. Students who **withdraw from** or are **academically unsuccessful** in any nursing course will **NOT** be allowed to progress within the same semester and must apply for re-admission.
- C. Students dismissed **because of failing to complete designated pre and co-requisite sequencing in ANY nursing course** must apply for re-admission.
- D. **Students may be readmitted to the program only once.** (The only exception to this will be in the case of extreme extenuating circumstances as determined by the nursing faculty, i.e.: Serious illness or death of immediate family member or serious illness / accident of the student).
- E. **Students Seeking Readmission Should:**
 - i. Complete a **Readmission Application Form** that must be submitted and returned to their ADVISOR no later than the **END OF THE TERM FACULTY MEETING THE SEMESTER BEFORE** the student desires program readmission.
 - ii. Make an appointment with their advisor, as soon as possible, for discussion and for development of an academic plan.
 - 1. Student must have a cumulative GPA of 2.0 or higher to be considered for readmission.
 - 2. Students who **fail to submit** the Readmission Application Form in the appropriate time frame will not be considered for readmission.
 - 3. Students **will not** be considered for readmission to the nursing program until the following semester.
 - iii. Faculty members review each application that meets the readmission criteria. **READMISSION INTO THE NURSING PROGRAM IS NOT GUARANTEED.** **Students are reminded that space in the nursing program is limited.**
 - iv. Students will be notified of the readmission decision by letter.
- F. When students are re-admitted, they **MUST** meet the graduation and curriculum requirements (as designated in the college catalog) of the class of students they are joining.
- G. Depending on the individual situation, an applicant **may be required to revalidate current program competence** in selected skills, i.e., sterile procedure, nursing math, medication administration, care planning process, etc.

5.0 Division of Health Sciences

5.1 **IMPAIRED PRACTICE POLICY:**

(See the Drug / Alcohol Policy Reasonable Suspicion Testing Form)

- A. Gulf Coast Community College is a drug free and alcohol free institution. There will be a **ZERO TOLERANCE** policy regarding students reporting to class, lab, or clinic under the influence of alcohol or drugs. Students under the supervision of medical care and taking prescribed drugs must immediately identify themselves to the faculty supervising the class, lab, or clinical assignments. Prescribed medications must not induce an unsafe mental or physical state, or impair the student's ability to meet the course requirements, act with safety, and perform competently or to demonstrate appropriate conduct when in class, lab, or clinical settings.
- B. Situations that could indicate that the student is under the influence include, but are not limited to: odor of ethanol, slurred speech, disturbed gait, problems with balance, and questionable or inappropriate behavior. (See Reasonable Suspicion/Drug testing Form). If suspected of being under the influence, the faculty member responsible for the class, lab, or clinical session will evaluate the circumstances and take appropriate action.
- C. In the event that a student is suspected or found to be under the influence of drugs or alcohol, the student will be immediately dismissed from the class/lab or clinical assignment pending further review.
- D. If the faculty member determines that a drug test is indicated, the student will at their expense, be required to undergo a Urine Test within 2 Hours of the Dismissal. The student must agree to release the results of said test to the Chair of Health Sciences or the Program Coordinator. **Failure to agree to an immediate drug test within 2 hours, failure to obtain the test within the 2 hours, or refusal to release test results will result in immediate dismissal from the Health Sciences Program.**
- E. In the event that a student is suspected or found to be under the influence of any of the above, the student drugs or alcohol, the student may be immediately dismissed from the class, lab, or clinical assignment pending further review.
- F. In the event a student is suspected or found to be under the influence in any of the above settings, the student will be expected to seek an alternative method of transportation to return home. **The college assumes no responsibility for assisting the student in leaving the above sites or returning home.** Security will be called if necessary to assist the student with leaving.
- G. In the event that the test results are negative, the student must meet with the college faculty member and the program coordinator to assess the need for remediation or counseling. The decision to return the student to clinical will be based upon the recommendation of the clinical faculty member. Any missed days will be **unexcused** and subject to the make-up policies of the individual course or program. Failure to attend counseling sessions or to meet the remediation plan objectives within the time designated will result in immediate dismissal from the program.
- H. In the event that the test results are positive, the student will be immediately dismissed from the program with a failing grade.

5.2 Drug / Alcohol Reasonable Suspicion Testing Form

Reasonable suspicion testing will be based on observations concerning the student's appearance, behavior, and speech or body odor.

Name of Student: _____ Date: _____

Location: _____

Observer: _____ Date Observed: _____ Time: _____

Second Observer (If Available): _____

Setting: Clinical: _____ Classroom: _____ Campus Lab: _____

Put a Check Mark by the Behavior Observed:

Appearance: Confused/Disoriented: _____ Hair/Clothing: _____ Disheveled/Unkempt: _____ Wearing Sunglasses _____

Other: _____

Movement: Difficulty Walking: _____ Difficulty Grasping/Holding Objects: _____ Difficulty Sitting Down/Standing: _____

Other: _____

Motor Skills: Trembling/Shaking: _____ Restless/Agitated: _____ Slow/Exaggerated Movement: _____ Inattentive/Drowsy: _____

Other: _____

Odor on Breath/Body/Clothing: Alcohol: _____ Marijuana: _____ Just Used Mouthwash/Mints/Gum/etc. _____

Facial Appearance: Red/Flushed: _____ Sweaty: _____ Puffy: _____ Pale: _____ Runny Nose/Sores on Nostrils: _____

Other: _____

Eyes: Red/Watery: _____ Pupils Large/Small: _____ Inability to Focus: _____ Gaze is Glassy/Blank/Horizontal _____

Speech: Loud: _____ Profane: _____ Threatening/Hostile: _____ Slow/Slurred: _____ Rambling: _____ Incoherent: _____

Actions/Performance: Inappropriate Responses to Questions: _____ Improper Job/Student Performance/Insubordination _____

Other Comments: _____

Based on the above information, I have determined that reasonable suspicion exists to send the student: _____ to designated site, _____, for Drug/Alcohol Urine, Blood and/or Breathalyzer Test.

Signature: _____ Date: _____ Time: _____ Phone #: _____

Signature: _____ Date: _____ Time: _____ Phone #: _____

MEMORANDUM

To: Seawind Medical Clinic
16181 Panama City Beach Pkwy
Panama City Beach, FL 32413

From: _____, Coordinator / Faculty

Date: ___/___/20___

Re: Request for Drug Screen

I, _____ (student) is presenting themselves on a request from Gulf Coast Community College Program Coordinator/Faculty for an urine Drug Test. GCCC has a standing PO Number with Sea Wind for billing: # 2008-00113. If you have any questions, please feel free to call the Coordinator / Faculty referring the student at 850-_____ or Division Chair of Health Sciences, at 850-872-3828.

Authorization to Release Information: By signature, the student agrees to provide a urine sample within the specified time limit, and authorizes Sea Wind Medical Clinic to release the results of the drug test to Division Chair of Health Sciences, 5230 West Highway 98; Panama City, Florida 32401. Please Fax the results to: Attention Division Chair; Gulf Coast Community College at 850-747-3246.

Signed:

Student signature

Date

cc: file

5.3 **DIVISION OF HEALTH SCIENCES POLICY STATEMENT ON INFECTION CONTROL:**

- A. When one elects to become a health care provider, one does so with the understanding that all types of patients will be in need of health services and should be administered to in a spirit of love, concern, and compassion. All people have a right to quality health care and to the provision of that care by people who hold no discriminatory attitudes towards certain people or illnesses. One should consider these conditions when making the decision to become a health care provider.
- B. Recognizing that the health care field is subject to certain risks, the student has a right to assistance by responsible faculty in becoming prepared to care for a high-risk patient. It is also the students' responsibility to be prepared themselves and to accept individual responsibility for protecting themselves and clients under their care. Additionally, and after consultation with the supervising faculty, students have the option to refuse situations or clients that they feel are a risk to themselves, either through exposure to the patient or if they feel unprepared to care properly for a patient.
- C. During the course of their education, the faculty will provide students with the instructions and with written policies on infection control within each department. **Attendance at scheduled AIDS classes is mandatory.** A student is expected to follow current guidelines for universal precautions recommended by the Center for Disease Control (CDC) when providing direct care in a clinical setting. Supervising faculty will also evaluate each student for clinical competency and knowledge in the management of high-risk patients to ensure that a student is able to perform procedures correctly. If the evaluation indicates that a student needs more training or assistance, the faculty will provide this. Students will be continually monitored during clinical assignments and the faculty will serve as supervisors and resource personnel. **To meet OSHA requirements, students must attend orientation and receive in-service on blood borne pathogens.** The clinical agencies provide appropriate safety equipment except for protective eyewear. OSHA approved protective eyewear is available in the GCCC Bookstore as well as other vendors.
- D. **To standardize the delivery of health care to all patients and to minimize the risk of transmission of blood borne pathogens, Health Sciences students will:**
1. Be taught basic skills in isolation techniques, injections, according to CDC specifications, and handling of body fluids in the skills laboratory before actual clinical practice of these skills on a patient.
 2. Be provided classroom instruction related to treatment, modes of transmission and prevention.
 3. Receive clinical agency orientation on specific policies for blood and body fluid precautions.
 4. **Utilize the following blood and body fluid precautions consistently on all patients:**
 - a. Gloves should be worn when touching blood and body fluids, mucous membranes or non-intact skin of patients, or when touching items or surfaces soiled with blood or body fluids including performing venipuncture and other vascular access.
 - b. Hands should be washed immediately before gloving and again after removing gloves. Hands should also be washed immediately and thoroughly when contaminated with blood or body fluids.
 - c. Gloves must be change between each patient.
 - d. Gowns or plastic aprons, masks, and protective eyewear should be worn for any procedures likely to generate airborne droplets, result in or prone to splashing of blood or body fluids.
 - e. Used needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or manipulated by hand*. Disposable needles, syringes, scalples blades and other sharp items should be placed in puncture resistant containers for disposal.
 - f. Soiled linen should be handled as little as possible with minimum agitation. All linen should be bagged and tied closed at the location where it was used.
 - g. Gloves are to be worn for post-delivery care of the umbilical cord and until all blood and amniotic fluids have been cleaned from the infant's skin.
 - h. When standard precautions are implemented on all patients, isolation/labeling of the patient's room, chart, or specimens is not to be done. Upon death, state law requires that a tag be affixed to the body of anyone known to have a blood born pathogen.
 - i. Specimens of blood and body fluids should be placed in a leak-proof container. When collecting the specimen, care should be taken to prevent contamination of the outside of the container. All containers (except blood tubes) should be placed in a zip-lock bag.
 - j. **Mouthpieces and resuscitation bags should be used in place of mouth-to-mouth resuscitation.**

- k. **Any patient requiring the specially fitted HEPA Mask for care (Airborne Isolation, Specifically TB), shall not be cared for by a student nursing, ***
 - l. The student must report other alterations in health status, such as, fractures, surgery, seizure activity, or exacerbation of chronic illness / disease, to the A.D.N. Program Coordinator. Additional documentation of fitness for practice from a healthcare provider may be required before the student can return to the clinical setting and submitted to the A.D.N. program coordinator.
 - m. **Pregnant students** are encouraged to inform the course faculty member.
 - n. **The Health Record (Physical Examination Form)** must be updated annually. The student is responsible for reporting any major health changes as well as maintaining and updating their nursing file with current **CPR and Annual TB/Mantoux** documentation. (See the nursing bulletin board for annual TB, CPR updates).
 - o. Standard precautions apply to blood, body fluid, non-intact skin, and mucus membranes. These body fluids have been associated with transmission of HIV and/or HBV. **Refer to Florida Administrative Code Biomedical Waste posted in the campus-nursing lab.**
5. An agency and college exposure report is to be completed if the student is exposed to communicable airborne pathogens, blood or body fluids through needle stick or cut, mucous membrane (splash to the eyes or mouth), or cutaneous (through skin which is chapped, abraded or has dermatitis) means. Initial care, follow-up and treatment will be recommended according to hospital/school guidelines. Costs associated with initial care and follow-up are the responsibility of the student. Students should inform their clinical instructor immediately of any such incidents.
6. Students need to assess their capacity to provide safe care to patients. Conditions that may impair this capacity include acute respiratory infections, open lesions or weeping dermatitis. Students should not be engaged in direct patient care until these conditions are resolved.
- a. **Hepatitis Vaccination:**
 - i. In accordance with Centers for Disease Control and Prevention (CDC) guidelines nursing students must be immunized against Hepatitis B Virus and demonstrate proof of immunity or formally decline vaccination.
 - ii. Students who decline to be vaccinated are required to sign a formal declination waiver form.
 - b. **Adult Immunizations:**
 - i. Students are required to demonstrate proof of immunity or be immunized against other infectious diseases (CDC guidelines for adult immunizations) as part of their preparation for clinical training.
 - c. **Annual Tuberculosis Test:**
 - i. Students are required to receive a TB / Mantoux skin test and submit the results prior to the first clinical day of the semester on **an annual (yearly) basis**. TB forms are available in the Health Sciences office and contain additional information regarding those students who have tested positive for TB in the past or have an allergy. Students who fail to maintain current updates may be dismissed from the nursing program due to failure to follow Board of Nursing Requirements.

5.4 **DIVISION OF HEALTH SCIENCES PROTOCOL FOR NEEDLE STICK, BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE:**

- A. It is the policy of Gulf Coast Community College that any students who sustain a needle stick or other wound resulting in exposure to blood or bodily fluids while engaged in a college sponsored educational program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.
- B. Drug prophylaxis is time sensitive; therefore, the student must immediately seek help from the appropriate supervising personnel. The student and faculty member will fill out the appropriate incident reports at both the facility and Gulf Coast Community College. Faculty will report the incident immediately to his/her immediate supervisor.

- C. The Employee/Student notified supervisor or faculty will initiate an incident report (FLORIDA COMMUNITY COLLEGE RISK MANAGEMENT CONSORTIUM, ACCIDENT – INCIDENT FORM), detailing the particulars of the event, completing the Worker Compensation Form (BCL- 1) and evaluating the circumstances of the accident. This form must be signed by faculty and the injured person. If the injured person declines medical treatment, this should be documented and signed by that individual. The original form will be kept in the office of the Administrative Health Sciences secretary on the second floor of the Administrative Health Sciences Building. A copy of the original form will be placed in the student’s nursing records.
1. Initial Wound Care/First Aid for exposure
 - a. Express blood from puncture wound
 - b. Clean wound with soap and water
 - c. Flush mucous membranes with water or saline
 2. It is recommended that appropriate medical follow-up be obtained.
 - a. **Students** who sustain the needle stick or exposure will go to that medical facility that the incident occurred. If the student is on “off site” then the student will go to either hospital or medical facility in Gulf/Bay County for the appropriate consultation and testing. These services will be covered by the Hartford Life Insurance Policy provided through the college. Students are issued a card at the beginning of the fall semester and/or when they begin the nursing program. They should be instructed to carry the card with him/her at all times while participating in college sponsored educational programs.
 - b. **Faculty** who sustain the needle stick or exposure and the source person will go to any Medical Facility for the appropriate tests and counseling at no charge.
 3. The facility director in charge at the facility where the needle stick occurred will obtain permission from source patient for blood testing by contacting the attending physician of the source patient.
 - a. The student will NOT ask the source patient for permission to provide blood for testing. It is against Federal and state laws for the student to request permission of the source patient.
 4. The student will be counseled and advised regarding post exposure prophylaxis, if necessary
 5. If indicated, the student will be given a starter pack of prophylactic drugs which are recommended in accordance with the current guidelines of the Center for Disease Control. The insurance provided by the college covers the cost for these drugs.
 6. Baseline blood tests will be drawn on the student in accordance with the facility’s policy and the CDC.
 7. Re-testing occurs at three intervals:
 - a. 6 weeks
 - b. 12 weeks
 - c. 6 months
 8. See information provided on in:
 - a. OSHA Regulations for Management and follow-up after exposure to blood
 - b. Management of persons exposed to blood.
 - c. Post exposure protocol for occupational exposure to bloodborne diseases
 9. All procedures, testing and results **WILL REMAIN CONFIDENTIAL.**
 10. The facility and personnel involved will evaluate the root cause of the incident to discover policy changes that may help to prevent further occurrences.

6.0 Disciplinary Action Forms

See the following pages for the forms.

6.1 Clinical Lab Disciplinary Action Form
Gulf Coast Community College
A.D.N. Program

Student Name: _____ Date: _____

- I. Outcome measure below acceptable course passing rating:
a. See attached copy of *Clinical Evaluation Tool*
- II. Description of specific behaviors:
a. Failure to follow course and/or college policies (specify):
b. Failure to meet course requirements (specify):
c. Unsuccessful skills/performance test on 1st attempt
d. Unsuccessful validation of math competency after 1st attempt
e. Unsuccessful passing score on Comprehensive Exit Exam (HESI) after 1st attempt
f. Failure to adhere to the Student Code of Conduct
g. Other:
- III. Goal(s) student must achieve (circle appropriate response):
a. Course objective/outcome measure: Student must demonstrate satisfactory passing rating of the identified course objective and/or outcome measure _____
By Date _____
b. Specific goal: Student will _____
By Date _____
c. Not applicable if final clinical rating below acceptable course passing rating.
- IV. Condition(s) student must achieve (circle appropriate response):
a. Meet with nursing program remediator by (date) _____
b. Provide documentation of medical release to return to clinical area.
c. Utilize Success Center for assistance with _____ By Date _____
d. Attend Open Lab (campus nursing lab), before next scheduled clinical, to practice skill(s): _____
e. See attached *Nursing Program Referral Form* (if applicable).
f. Other (specify):
g. Not applicable if final clinical rating below acceptable course passing rating.
- V. Recommendations for failure to meet required goal(s) and/or conditions:

VI. Attach additional supporting documentation/information (if applicable):

Course: _____	
Form Completed By: _____	Date: _____
Witness(s) Signature: _____	Date: _____
Student Signature (Acknowledge Receipt of this Form): _____	Date: _____

6.2 Class and Campus Lab Disciplinary Action Form
Gulf Coast Community College
A.D.N. Program

Student Name: _____ Date: _____

- I. Specific behavior(s) of concern:
- a. Failure to follow course and/or college policies (specify):
 - b. Failure to meet course requirements (specify):
 - c. Unsuccessful skills/performance test on 1st attempt
 - d. Unsuccessful validation of math competency on 1st attempt
 - e. Unsuccessful passing score on Comprehensive Exit Exam (HESI) on 1st attempt
 - f. Failure to adhere to the Student Code of Conduct
 - g. Other:
- II. Goal(s) student must achieve (circle appropriate response):
- a. Student must demonstrate _____
By Date _____
 - b. Student must demonstrate _____
By Date _____
 - c. Student must demonstrate _____
By Date _____
- III. Condition(s) student must achieve (circle appropriate response):
- a. Meet with nursing program mediator by date _____
 - b. Utilize Success Center for assistance with _____
By Date _____
 - c. Attend Open Lab (campus nursing lab), before next scheduled campus lab or skills performance test to practice skill(s): _____
 - d. See attached *Nursing Program Referral Form* (if applicable).
- IV. Recommendations for failure to meet required goal(s) and/or conditions:

V. Attach additional supporting documentation/information (if applicable):

Course: _____	
Form Completed By: _____	Date: _____
Witness(s) Signature: _____	Date: _____
Student Signature (Acknowledge Receipt of this Form): _____	Date: _____