



PENSACOLA JUNIOR COLLEGE

DEPARTMENT of NURSING

ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK

Spring 2010-2

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WELCOME

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

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

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Director of Nursing**

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HISTORY

The Associate Degree Nursing (ADN) program at Pensacola Junior College (PJC) was the first two-year associate degree nursing program in Florida, and the second in the south. In 1955, Mr. Pat Groner, Administrator of Baptist Hospital was concerned about the overcrowding of patients at the hospital. Yet, the shortage of nurses did not make it possible to increase the number patients or hospital beds. Mr. Groner learned of a junior college in Montpelier, Vermont, which had begun a two-year, associate degree program in nursing. He recommended this program to Dr. Henry Ashmore, President of PJC at the time. With the cooperation between Baptist Hospital and Pensacola Junior College, the first two-year associate degree nursing program in Florida was begun in August 1958. The original program has been revised many times in order to keep up with the rapidly expanding role of the associate degree nurse. In the Spring of 2008 the ADN Program received the distinction of accreditation by the National League of Nursing Accrediting Commission.

TYPES OF PROGRAMS

There are two routes that students may take to complete the requirements for an Associate Degree in Nursing:

1. The RN Program which is 16 months (four semesters) in length.
 - (1) Traditional Day Option
 - (2) Evening/Weekend Option
2. The Career Mobility Option, which is one year (three semesters) in length.
 - (1) Offered to Florida Licensed Practical Nurses
 - (2) Offered to Florida Licensed Paramedics

In addition to the Associate Degree Program in nursing, the Department of Nursing offers two Advanced Technical Certificates:

1. Critical Care Nursing
2. Perioperative Nursing

APPROVAL

The Associate Degree Nursing program is approved by:

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

ACCREDITATION

This nursing education program is accredited by the National League for Nursing Accrediting Commission.

National League of Nursing Accrediting Commission, Inc.
3343 Peachtree Rd. NE Suite 500
Atlanta, GA 30326
www.NLNAC.org

MISSION

The mission of the Department of Nursing is to:

- Provide quality educational opportunities for students seeking to enter the healthcare arena as associate degree nurses, practical nurses, or surgical technologists;
- Meet the health care needs of the community.

In order to accomplish this mission, the Department of Nursing:

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

PHILOSOPHY

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

PERSON is a multidimensional being who is constantly interacting with and adapting to the environment. Departmental faculty believes the concept of person may represent a single individual, a family, a group, a community, or all mankind. All persons share common needs related to safe and effective care environments, health promotion and maintenance, psychosocial integrity, and physiological integrity through the life span. Each person's response to these needs is unique and is influenced by his/her own psychosocial, spiritual, cultural and occupational experiences. The uniqueness of each person must be recognized. Each person possesses various strengths and capacities for growth in life experiences fitting his/her age, preference, physical capacity, and psychosocial/behavioral/physical development. All persons deserve to be treated with respect and dignity.

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

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

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

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

The Practical Nursing program is directed toward men and women who have the interest and capability to become Practical Nurses. The graduate of the practical nurse program develops the knowledge, skills and attitudes necessary to become licensed and to provide care to clients in hospitals, nursing homes, medical centers, clinics, doctor's offices, facilities for the mentally and physically handicapped, and in home health care. The practical nurse functions under the supervision of the registered nurse, advanced practice nurse, and/or physician or dentist. Practical nursing education prepares graduates to continue with upward career mobility after graduation.

LEARNING-CENTERED EDUCATION occurs when students are engaged in pursuing their own goals and when students actively and frequently practice their performance, integrate knowledge, and transfer knowledge to new applications. Learning takes place best in a respectful and supportive environment. The educational process requires consistent, continual, and interactive feedback to students (Tagg, 2003. *The Learning Paradigm College. Boston, MA: Anker Publishing Company, Inc.*) While faculty serves as facilitators of learning, the major responsibility for learning ultimately rests with the learner. The learner draws upon individual strengths, learning style, life experiences, and adaptive skills to integrate nursing knowledge and experiences. Learning is a lifelong process that requires inquiry, individual accountability, goal-orientation, active participation, and supportive learning environments.

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

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

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

Organizing Framework

Organizational elements of the Program are broken down into three elements that define "what" is required, "how" it will be achieved and the "tool" for its accomplishment. The "what" of the Client Needs Category is outlined in the NCLEX-RN® and the NCLEX-PN® Test Plan. The expected outcomes, or the "how", is derived from the National League for Nursing (NLN) Educational Competencies for Graduates of Associate Degree Nursing Programs. The "tool" for organizing and processing information is called the "Nursing Process". Together, these three systems complement one another and synergize the curriculum.

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

Client Needs is comprised of four major categories as outlined by the NCLEX-RN® test plan: nursing process, caring, communication and documentation, and teaching and learning are integrated throughout the four major Client Needs categories.

Safe, Effective Care Environment

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

Health Promotion and Maintenance

The nurse incorporates the knowledge of expected growth and development principles, prevention of health problems, and strategies to achieve optimal health.

Psychosocial Integrity

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

Physiological Integrity

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

Content Relationships within the Organizing Framework

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

Summary

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

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

Educational Outcomes

Education Outcomes are the competencies (NLN, 1999) expected of the ADN graduating from Pensacola Junior College. Those outcomes include:

1. **Professional Behaviors**
Practice within the ethical, legal, and regulatory boundaries of nursing by acceptance of accountability, protection of confidentiality, current professional standards, parameters of individual knowledge and experience, and economic, political, social forces; and accept responsibility for life-long learning and participation in professional organizations.
2. **Communication**
Incorporate therapeutic communication skills in the delivery of nursing care with comprehensive documentation of client responses to care through

appropriate channels within the parameters of confidentiality and information technology.

3. **Clinical Decision-Making**
Makes sound clinical decisions, utilizing the nursing process, critical thinking, and evidence-based practice, to analyze data collected from a variety of sources and modify the planned care when indicated.
4. **Caring Interventions**
Caring interventions that integrate knowledge/experience of scientific, social, cultural, and spiritual influences to provide safe, competent, and holistic care.
5. **Teaching and Learning**
Promote health, disease prevention, wellness, informed choices and self-care activities of clients, families, groups, and communities through assessment, planning, coordination, provision of developmentally appropriate information and evaluation of achievement of desired learning outcomes.
6. **Collaboration**
Coordinate the planning, evaluation, and revision of desired goals and outcomes with members of the multi-disciplinary healthcare team, clients, and their support persons, demonstrating cooperative behavior, awareness of available resources, creative problem-solving, and mutual respect.
7. **Managing Care**
Utilize the principles of coordination, delegation, supervision, clinical competence, and technology to facilitate continuity of cost-effective, evidence-based client care.

STUDENT NURSES ASSOCIATION

Pensacola Junior College has a National Student Nurses Association (NSNA) chapter. All students enrolled in the ADN program are members of PJC's Student Nurses Association. Membership at the state and national level are optional, but recommended. The PJC SNA is involved in several projects and campus events. Membership reflects a commitment to one's professional development.

A student may become a member of the state and national organization by submitting an application directly to the association and paying dues. Applications are available on the SNA Bulletin Board by the Department of Nursing office.

STUDENT SUCCESS

The faculty at Pensacola Junior College is committed to the success of every student throughout the nursing program. To facilitate success, the department retains a **Coordinator of Student Support Services** to assist nursing students with admission and progression through the program, financial aid, scholarships, and other services.

The Health Sciences Learning Center consists of several areas for small group activities as well as individual study carrels equipped with computers and DVD players. Additionally, there are four individual rooms equipped with a hospital bed, sink, and videotaping equipment. These rooms are used for clinical skills practice and evaluation.

Students may use the Learning Center on a walk-in basis for study and skills practice. The Center also offers students tutorial assistance and free workshops.

The Mary Ekdahl Smart Center for Patient Simulation and Research has ten full-body high fidelity patient simulators, including six adults, one child, one infant, one newborn, and a pregnant adult. Additionally, the center has a high fidelity cardiopulmonary simulator. In each nursing course, students will rotate through the Center and participate in scenarios that reinforce theory content. A 35-bed virtual hospital includes an emergency room, operating room, medical-surgical, critical care, maternity and pediatric simulation areas.

The V-Hive is a collection of Internet-based resources to support PJC students and the learning process. Many of the tools are available to all career and technical students and are conveniently accessible on the V-Hive home page. These public materials include links to other web sites offering assistance with math, reading, writing, basic computing and study skills. There are also links to sites with academic reference materials, like dictionaries, encyclopedias, biographies, quotations, and digital images of artworks. To access these tools, <http://itech.pjc.edu/vsss/about.htm> and click on "homework helpers" on the home page.

CAMPUS SUPPORT SERVICES

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

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

Americans with Disabilities

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

Student Participation in Governance

PJC's ADN program encourages students to participate in the governance of the department, and your feedback and participation is vital for your nursing program's success. One primary way you can do this is by serving as a representative on the Faculty Committee. The committee meets the second Wednesday of each month either in the morning or early afternoon. Other Nursing Department committees that students are encouraged to be a participant on are: Curriculum & Institution, Evaluation, Integrity and Resources. Please see the faculty advisor of the Student Nurses Association, if you

are interested. In addition, students are encouraged to participate in the Student Nurses Association and Student Government Association to enhance governance in all aspects of the College and nursing program.

Student Job Description

While the College and Nursing Department are responsible to meet certain expectations of students, that same courtesy is expected in return. All PJC students are expected to:

1. Read and understand the college catalog.
2. Read and use the college class schedule (paper or on-line) as s/he registers each semester.
3. Check with his/her major department for current information on requirements & curriculum.
4. Talk to an advisor about the required courses needed for your major.
5. Schedule classes so that the most effective learning can occur.
6. Allow adequate study time per week for each course. Plan for a minimum of 3 hours of study for every hour of class.
7. Show satisfactory academic progress.
8. Assume responsibility for his/her education by discussing learning needs with the instructor, prepare for class and completing assignments as assigned.
9. Make use of the college library (LRC).
10. Develop a plan for increasing his/her listening skills and improving study habits.
11. Take notes during class.
12. Work collaboratively with other students.
13. Evaluate his or her own progress.
14. Attend all class sessions and be on time.
15. Complete all work when absent from class.
16. Read, understand, and follow the instruction in the course and district syllabi.
17. Complete reading and writing assignments in all classes.
18. Turn in assignments on time.
19. Complete work without cheating or committing plagiarism.
20. Actively participate in class.
21. Exhibit respectful behavior at all times.

Student Files

Students **must keep a copy** of all records turned into the nursing office this includes but is not limited to immunization records, health records and hospital orientations. Should you need a copy of any documentation from your file you will pay a fee of .05 cents per page. You must complete the authorization to release form, take the payment form to the bursar and pay for copies ordered, and then turn in the receipt in the nursing office. The copies will be made available within three business days. You will be notified by Pirate mail when the requested copies are available for pick-up.

GENERAL POLICIES AND INFORMATION

What if I Have an Arrest Record

Legal Limitations of Licensure/Criminal History Record Checks

IMPORTANT NOTICE: Pursuant to Section 456.0635, *Florida Statutes*, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere to a felony violation of: chapters 409, 817, or 893, *Florida Statutes*; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

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

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

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

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

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

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical

experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for licensure in Florida.

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

Do I have to take a drug screen?

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

Drug Screening

All students, full-time and part-time, may be randomly tested for drugs. A computer program or other independent, bias free method of name selection may be used to ensure that students to be tested are randomly selected. Additionally, while in the clinical setting, students are expected to follow the drug screening policy of the facility. Should a student refuse to follow facility and/or departmental policy, the student shall assume liability for their personal transportation from the clinical facility and a critical incident will be documented. Students may not attend clinical while under the influence of alcohol, narcotic, sedatives, or stimulant medications.

Unscheduled Drug-Testing

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

Extended Drug-Testing

Students who return to a program may be tested for drugs at unscheduled intervals.

Progression Requirements

Progression through the Associate Degree Nursing program requires:

1. 2.0 cumulative GPA;
2. Minimum grade of "C" in all courses required in the curriculum;
3. Fulfillment of all course prerequisites and co-requisites;
4. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet *Technical Standards/ Physical Abilities*;
5. Current CPR certification at the Health Care Provider;

6. Minimum score of 90% on a dosage calculation examination semesters 1 (Introduction to Nursing) and 3 (Maternal Child Health Nursing) of nursing prior to clinical rotations; and,
7. Satisfactory urine drug screen and criminal background check.

Students who do not meet progression requirements must withdraw from the ADN program and apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. Completion of "Request to Reenter Form"
2. Space availability in the nursing program
3. Academic eligibility:
 - a. 2.0 cumulative grade point average
 - b. No more than one grade of "D" or "F" in a nursing course (whether the course is the repeated course or a different course). *For reentry purposes only*, if a student withdraws failing, it will be considered as a course failure. If a student has been dismissed from clinical and/or the ADN program for unethical, immoral, illegal, or unsafe clinical practice, readmission will be determined on an individual basis.
 - c. Successful completion of a nursing course with a clinical component within the past 12 months
 - d. No longer than 36 months elapse from initial admission term to date of graduation.
4. Completion of a learning contract which will require:
 - a. Minimum score of 90% on the first attempt of a drug calculation exam(s); no second attempts allowed
 - b. Minimum score of 75% on the first attempt of final exams from all previous nursing courses; no second attempts allowed
 - c. Successful demonstration of practicum skills from all previous courses; no second attempts allowed
5. Ability to meet and comply with standards and policies in the current *College Catalog* and *Nursing Student Handbook*.
6. Completion of a urine drug screen and background check; the cost of both are the responsibility of the student.

Withdrawal Policy

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

1. Obtain and complete a Department Student Withdrawal form; forms are available in the Nursing Department.
2. Schedule an exit interview with the Nursing Department Head or Coordinator of Student Support Services.
3. Complete the College Student Schedule Adjustment Notice and submit it to Student Affairs.

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

Incomplete Grades

Refer to *Pensacola Junior College Catalog*, 2009-2010, p. 45.

Academic Integrity

Students are expected to comply with the Student Honor Pledge delineated in the 2009-2010 *College Catalog*, page 18. In addition, students must comply with the American Nurses' Association (ANA) Code of Ethics; the code of ethics is available at this website: <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

Attendance

Classroom

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all material covered in class and for any assignments made in class.

Lab/Clinical/Simulation

All college laboratory, simulation and clinical experiences are considered clinical time. Specified guidelines are included with each course syllabus. It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor and the assigned unit at least 30 minutes prior to the beginning of the clinical experience. If the student is to be late, the assigned unit and instructor should be notified as soon as possible. Tardiness is defined as arriving one minute later than assigned arrival time. Chronic tardiness is not acceptable. Being tardy three times equals one absence. **Clinical attendance is mandatory.** A "no call/no show" event equals two absences. A student may be in jeopardy of not passing if absent more than 10% of the clinical experiences. Students are not permitted to leave the clinical setting at anytime without permission from the clinical instructor. Students must present to clinical fit for duty. Sleeping during clinical hours is strictly prohibited and is considered a critical incident. Cell phone use is prohibited during clinical hours.

Health Policy

ADN students must provide assurance that they are in good physical and mental health upon entrance to and for the duration of the nursing program in order to participate in clinical experiences. Assurance is documented by licensed physician (MD or DO) or ARNP who conducts a physical examination and reports his/her findings on the Student Health Form. The Student Health Form, with original signatures must be turned in to the Nursing Department office prior to enrollment into your first nursing course. The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

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

1. Evidence of a negative tuberculin skin test (or chest x-ray if skin test has been positive) within the last 3 months preceding the first clinical course. TB testing must be repeated every twelve months as long as the student is in the program.
2. Documentation of varicella (positive titer or 2 doses of immunization); mumps, measles, rubella (MMR- positive titer or 1 dose of immunization); tetanus and Diphtheria (1 dose booster every 10 years); and Hepatitis B immunization (must have documentation that series has begun: 1 dose at 0, 1-2, 4-6 months) and/or titers indicating immunity.
3. Students must maintain current cardiopulmonary resuscitation throughout the nursing program. Certification must be: American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).
4. Recommendations for unlimited physical activity within reasonable accommodation necessary to provide safe, effective patient care. (refer to Physical Requirements below).

Injury During Clinical

If you are injured during clinical experiences (needle stick, back injury, etc), you must:

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

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care at the student's expense. The student may be financially responsible for any injury occurring during clinical rotations, but an Accident/Incident Form a claim with Hartford Insurance (carried by PJC) should be submitted. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.*

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure.

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

Health Clinic

A health clinic, located on the Pensacola campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the Health Clinic nurse is needed at the scene of an accident or emergency illness, PJC Police should first be contacted at ext. 2283. The Health Clinic is located in the Lou Ross Health/Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4:00 p.m. daily (*PJC College Catalog, 2009-2010, p. 13*).

Insurance

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

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

Accident Medical Expense Benefit:

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

Physical Requirements

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

Technical Standards / Physical Abilities & Skills	Standard	Examples	Yes, can perform at 100% level	No, cannot perform at 100% level
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms.	Walking independently with patients from department to department, around the patient room, down the corridor, from one patient room to another to take care of all patients on a team and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients weighing, squatting, reaching, twisting, bending, pushing, pulling, dragging, climbing.		
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.	Manual dexterity to start a patient's intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movement.		
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds.		

Technical Standards / Physical Abilities & Skills	Standard	Examples	Yes, can perform at 100% level	No, cannot perform at 100% level
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care.	Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.		
Tactile	Tactile ability sufficient for physical assessment and to provide safe patient care.	Performing palpation, giving injections, starting IV's, sterile and non sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities		
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form.	Following spontaneous verbal and/or written instructions. Is able to effectively communicate in English. Must be able to communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members/workers in a professional manner.		
Interpersonal	Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings	Conversing effectively with patients, families, and groups and in stressful patient care situations such as emergencies.		
Critical Thinking	Critical thinking sufficient for clinical decision-making	Competent assessing a patient in a timely manner and correctly interpreting assessment. Readily responding with appropriate nursing/medical interventions and treatment plans. Can work in isolation independently for positive patient outcome.		

CPR Certification

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

Testing

NATIONALLY SCORED TESTING

Nursing students will be required to take nationally scored tests throughout the curriculum and to make a satisfactory score on each test. In the last semester of the curriculum, nursing students will be required to take a comprehensive exam and to make a satisfactory score on this exam prior to graduation.

CRITERIA FOR GRADUATION – Effective for students entering the program Spring 2009. Current students will refer to their NUR2811L syllabus for HESI Exit Exam requirements.

All course requirements must be completed with a minimum grade of C. The HESI Exit Exam will be administered the first week of Preceptorship. If the student does not achieve the minimum passing score (as published in the course syllabus), the student will remediate during the course and retake the exam during the final week of Preceptorship. If the student does not score the minimum passing score on the 2nd attempt they will receive an incomplete for NUR2811L Clinical Preceptorship, and must remediate and retake the exam. The student must pay the cost for retesting to retake the exam the 3rd time. (All students may attend Pinning and Graduation upon successful completion of clinical requirements but will receive an Incomplete for NUR2811L). The student must achieve the minimum passing score (as published in the syllabus) on the 3rd attempt in order to change the grade of Incomplete. If the student never achieves the minimum passing score on all 3 attempts, then the grade of Incomplete will be changed to an “F” and the student will have to repeat NUR2811L Clinical Preceptorship. A personalized remediation plan will be developed for the student to remediate while waiting for the next NUR2811L course to begin.

Financial Aid Assistance

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

Communication Channels

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

When a student feels he/she has a concern with an academic issue or action of the Department of Nursing, the student has the opportunity to express the concern(s) through the proper channels. Every effort should be made to resolve the matter at the level of the instructor and the student. If the concern is not resolved at that level, the student may schedule an appointment to discuss the issue with the Program Director and/or the Director of Nursing. Issues not resolved within the Department of Nursing may then be discussed with the Provost of the Warrington Campus.

Pirate Email

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

Evaluation

Nursing Courses are “C” courses in which the theory and clinical grades are combined. Students must pass both components to receive credit for the course. No partial credit is awarded for any portion of the course.

Theory

A minimum grade of “C” in theory (75 or above) and “satisfactory” clinical performance is required to successfully complete the course.

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

Clinical

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

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

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

1. Demonstration in the clinical setting;
2. Demonstration in the campus lab;
3. Documentation in written material (i.e. client’s record);
4. Verbal reports in the clinical setting, including pre and post conferences; and/or
5. Communication with instructors and other members of the health care team.

Critical Incident

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

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

1. Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms;
2. Prevention of mechanical, thermal, chemical, and electrical injuries;

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

In addition; any break in patient confidentiality is considered a critical incident.

Students can be dismissed from the clinical area for irresponsible, unethical, immoral, illegal, or unsafe clinical practice. Students must maintain courteous, professional speech and demeanor at all times when representing the PJC nursing program.

Rounding of Grades

To be consistent with College policy, the Department of Nursing does not round grades. Students must pass theory courses with a 75.0 or higher cumulative score.

Dosage and Solutions Exams

A dosage and solutions calculation exam must be passed with a minimum of 90% accuracy prior to clinical rotations in semesters 1 and 3. Two attempts are allowed to achieve 90%. Progression in the program is dependent on successfully meeting the requirement.

Practicums

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

Videotaping of Practicum

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

Orientation for Clinical Laboratory Experiences

Students are expected to complete orientation, prior to the first clinical day, as required by agencies (hospital, daycare, clinic, nursing home, outpatient surgical center, etc). All requirements related to orientation (HIPPA, orientation posttest, confidentiality form, student health form, TB-PPD, CPR, etc) must be completed and filed in the nursing office prior to the first clinical day.

Professional Appearance And Uniform Guidelines

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

- Students will be neat, clean and well-groomed by performing impeccable personal hygiene.
- Hair must be off the uniform collar and away from the face the entire time while in uniform.
- Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
- Fingernails will be clean and short. No nail polish, artificial nails or nail tips can be worn.
- Perfume, scented hair products, or any strong odor is not permitted (heavy makeup will not be worn).
- Undergarments must be worn, but should not be visible through clothing.

7. No body piercing (other than earlobes) may be visible. Only one small earring may be worn in each earlobe.
8. Students may not smoke, either on campus or at a clinical site in uniform.
9. The PJC picture ID must be worn at all times when in uniform in the upper right shoulder area. Lanyards are not permitted to hold name badge. Only the PJC picture ID will be worn.
10. The PJC clinical uniform is as required:
 - a. A short sleeved white uniform (embroidered with the PJC logo) dress hemmed to length below the knee with full length white hosiery OR
 - b. A short sleeved white tunic top (embroidered with the PJC logo) and straight legged forest green pants. Solid white (front and back) tee shirts (short or $\frac{3}{4}$ length sleeve) may be worn under tunic tops. White or forest green lab jackets with elastic cuffs are permissible.
 - c. Shoes must be all white or dark green leather-like shoes. They must have enclosed toes that have no holes on the upper surface. White or hunter green socks or white hosiery must be worn. Plastic, washable clogs are acceptable.
 - d. Jewelry will not be worn (including bracelets and necklaces). The ONLY exceptions are:
 - Wrist watch with a second hand
 - A plain wedding band
 - One pair of stud-type earrings. They must be round, gold or silver, white or clear, and worn only in the earlobes.
11. All students must bring to clinical the following items: bandage scissors, watch, and stethoscope, ballpoint pen with black ink, pocket size notepad, and penlight.
12. The use of recording devices, cameras, laptop computers and cell phones are prohibited during clinical hours to ensure strict protection of patient privacy.

Confidentiality

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

Behavior

Behavior in the Classroom

Disruptive behavior in the classroom will not be tolerated, and students responsible for disruptive behavior will be asked to leave class. Cell phones and beepers must be in the off or vibrate position during class and campus lab. Cell phones may not be used in the clinical setting. Instructors must give permission for students to use recorders in class. Refer to each course syllabus for additional information on classroom expectations.

Behavior on Campus

Warrington Campus is a smoke free campus.

Behavior in Clinical

Students are expected to abide by all clinical agency policies as well as PJC policies. **Students are not permitted to leave the clinical premises without the expressed consent of PJC faculty.** Failure to adhere to clinical agency and PJC policies may result in course failure.

Student Grievance Procedure

The purpose of the grievance procedure is to provide, at the lowest possible level, a means to mediate a fair and equitable solution to any complaint other than grade disputes (including Title IX and Section 504) that a student may have with a faculty member. If the grievance involves any alleged discrimination or harassment, the student may consult with the Director of Human Resources and E.A.E.O. See the 2009-2010 *College Catalog* for the Student Grievance Procedure (p. 23).

The procedure for instituting an official student grade grievance is described the 2009-2010 *College Catalog* (pg. 25).

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

Graduation Procedures

Before registering for Adult Health II and/or Maternal Child Health (3rd semester of the Traditional RN Program or 2nd semester of the Career Mobility Program), each student must complete a Graduation Application Form from the Student Services office or on-line through Spyglass. This must be turned into the Registrar's Office prior to the established deadline. Those who miss the deadline may be graduated, if they apply prior to the end of the term. However, receipt of the diploma may be delayed. All students who apply for graduation are sent information on commencement ceremony plans. Diploma will be mailed approximately four weeks after commencement exercises.

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

Nursing Curriculum

Required General Education Prerequisites (13 credit hours)

The following courses must be completed with a minimum grade of “C”:

Anatomy and Physiology I (BSC 1093)
 Anatomy and Physiology I Lab (BSC 1093L)
 English Composition I (ENC 1101)
 College Algebra (MAC 1105)
 Human Growth and Development (DEP 2004)

A cumulative grade point average of 2.5 is required for admission.

			Theory	Lab/Clinical	Credit Hours
Semester 1		Fall/Spring			
NUR	1020C	Introduction to Nursing	5	9	8
HSC	1590W	AIDS/OSHA for Health Professionals	1	0	1
HUN	1201	Elements of Nutrition	3	0	3
BSC	1094	Anatomy & Physiology II	3	0	3
BSC	1094L	Anatomy & Physiology II Laboratory	1	0	1
					16
Semester II		Spring/Summer			
NUR	1211C	Adult Health Nursing I	5	9	8
NUR	1521C	Mental Health Nursing	2	3	3
MCB	1000	Applied Microbiology	3	0	3
MCB	1000L	Applied Microbiology Laboratory	1	0	1
					15
Semester III		Summer/Fall			
NUR	2212C	Adult Health Nursing II	3	9	6
NUR	2440C	Maternal-Child Health Nursing	3	6	5
SYG	2000	Introduction to Sociology (Category III)	3	0	3
					14
Semester IV		Fall/Spring			
NUR	2213C	Adult Health Nursing III	4	9	7
NUR	2811L	Transitional Practice/Preceptorship	0	12	4
Humanities/Fine Arts (Category II)			3	0	3
					14
Eligible for NCLEX-RN			Total credits required = 72		

ADHERENCE AGREEMENT

Spring 2010-2

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

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

Student ID Number

Date

Student Printed Name

Student Signature

Students Copy

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Department of Nursing Copy