**NURSING AND ALLIED HEALTH**

**STUDENT HANDBOOK**

**Licensed Practical Nursing Program**



**2025-2026**

**NORTH FLORIDA COLLEGE**

**Department of Nursing & Allied Health**

*325 NW Turner Davis Drive, Bldg. 13 | Madison, Florida 32340*

Dear Nursing Students,

 Welcome to North Florida College (NFC) Department of Nursing & Allied Health. We are pleased that you have chosen NFC as the educational institution to assist you in meeting your professional career goals. Nursing is a journey of life-long learning and our administration, faculty and staff are excited you here and look forward to assisting you in your educational process.

 This nursing student handbook is designed to provide the pre-licensure nursing student with information about requirements, professional codes of conduct, policies, procedures, and guidelines specific to the Department of Nursing & Allied Health. It should be used as a supplement to the North Florida College Catalog, and the North Florida College Student Handbook. As adult learners within the scope of a professional education program, it is each student’s responsibility to locate and adhere to all established policies and procedures as presented by the Department of Nursing & Allied Health and North Florida College.

You are required to review the student handbook at the beginning of each semester so that you will be thoroughly familiar with all requirements of the program. As new policies and/or procedures are developed and incorporated into use, they will be provided to you.

Successful completion of each program requires your time, dedication, and effort. It is expected that you are self-directed, self-disciplined and that you accept responsibility for your own learning. Therefore, communication, excellent time management, study skills, motivation, maturity, and a strong sense of personal responsibility are necessary.

Thank you for choosing NFC Department of Nursing & Allied Health. We look forward to helping you build a better future for you, your future patients, and the communities we serve.

I wish you much success,

Anna Kelley, DNP, APRN, WHNP-BC

Director, NFC Department of Nursing & Allied Health

**DISCLAIMER**

This handbook provides a summary of important information for students enrolled in the Nursing and Allied Health programs. This handbook is to be used in conjunction with the NFC College Catalog and the NFC Student Handbook. The reader should note:

* It is not the intention of this handbook to address every policy, procedure, regulation or rule that may be applicable to students enrolled in Nursing and Allied Health programs.
* NFC and the Nursing and Allied Health Department reserve the right to change the contents of this handbook and/or supplements to this handbook at any time.
* It is the student’s responsibility to meet all program and graduation requirements. Advisors will assist the student in the planning of his or her program of study; however, the final responsibility for fulfilling all program and graduation requirements rests with each student.
* When a student registers at NFC, the student is obligated to accept the rules and regulations of the College, which may be subject to change. Failure to abide by the Handbook policies may result in program dismissal. The Nursing and Nursing and Allied Health programs operate under the following guidelines:
	+ NFC policies and procedures
	+ NFC Student Handbook
	+ Nursing and Allied Health policies and procedures
	+ Nursing and Allied Health program student handbook
	+ Clinical Site Requirements
	+ State and Federal Laws, Rules, and Regulations

**Table of Contents**

**SECTION 1: DEPARTMENT OF NURSING & ALLIED HEALTH OVERVIEW5**

Mission, Vision, and Philosophy Statements6

Betty Neuman’s Theory System Model10

LPN Program Learning Outcomes11

National Accreditation, State Board of Approval, and Licensure11

Security Background Investigation12

Student Health Clearance13

Program Curriculum17

Important Email Addresses & Phones Numbers19

**SECTION 2: PROFESSIONALISM IN THE DEPARTMENT OF NURSING & ALLIED HEALTH20**

Civility in the Department of Nursing & Allied Health21

**SECTION 3: GENERAL ACADEMIC POLICIES & PROCEDURES23**

Academic Policies & Procedures24

General Conduct and Responsibility24

General Policies26

Program Requirements for Progression and Completion30

LPN Program Completion/Requirements for Graduation34

Grievance35

Chain of Command36

**SECTION 4: CLINICAL, SIMULATION, & LAB POLICIES & PROCEDURES37**

Ethics and Confidentiality38

General Skills and Simulation Laboratory38

Clinical which includes Lab/Skills/Simulation Policies40

**APPENDICIES 46**

Appendix A - Learning Resources47

Appendix B – Release of Information for Publicity48

Appendix C – Release of Information for Potential Employers49

Appendix D – Release of Responsibility Exposure of Blood & Body Fluids50

Appendix E – Post Exposure Protocol51

Appendix F – Student Acknowledgement of North Florida College52

**SECTION 1:**

**DEPARTMENT OF NURSING & ALLIED HEALTH OVERVIEW**

**Department of Nursing & Allied Health Mission Statement**

Our mission is to meet the community healthcare career needs through facilitation of student enrollment and progression through healthcare programs with a student-centered learning environment that promotes student success through flexible and varied learning activities that foster creativity, critical thinking, and professional growth

**Department of Nursing & Allied Health Vision Statement**

NFC’s vision is to be the first choice for education and cultural enrichment for those in its surrounding communities. NFC is an exceptional college dedicated to an individualized and supportive academic atmosphere, accessible education, lifelong learning opportunities, and professional growth for our students and communities.

**Department of Nursing & Allied Health Philosophy Statement**

The philosophy of the North Florida College (NFC) Nursing and Allied Health Programs are consistent with the mission statement and objectives of NFC.

NFC is accountable in its offerings of quality, accessible and affordable learning opportunities and fulfills its mission through:

* Transferable college credit programs leading to the Associate of Arts Degree
* Workforce development programs leading to the Associate in Science Degree or technical certificates for occupational skills and employment
* Access to baccalaureate degree program through partnerships with colleges and universities
* Basic literacy and academic development opportunities through credit and non-credit programs
* Partnerships with business, industry, government, and other institutions to promote economic development and provide retraining opportunities for the districts workforce
* Support services to assist students in making educational, vocational and personal decisions
* Cultural, recreational and enrichment opportunities for students and residents of the community.

The philosophy and purposes of the LPN Program are developed by the nursing faculty. These statements of belief include:

* Concept of person
* Concept of environment
* Concept of health/wellness
* Concept of nursing
* Concept of teaching/learning
* Concept of nursing education
* Scope of nursing practice

**Concept of Person**

We believe the individual person is of central importance, has inherent dignity, and is worthy of respect and care. The individual person being has the freedom of choice and is accountable for those choices. The individual person has basic needs that are satisfied by infinitely variable patterns of growth and development. Congruent with *Neuman’s Model of Nursing*(Neuman & Fawcett, 2002), the client or client system may be the individual person, a family, group, community or social issue. This client system is open, holistic, and constantly trying to maintain system stability despite disruptive forces (stressors) acting upon the system. The client system behaviors and response to stress are the result of inter-relationships between an individual’s psychological, physiological, developmental, socio-cultural, emotional, and spiritual domains. These six client system domains or variables are found within the basic structure or core, the flexible and normal lines of defense, and the lines of resistance. These layers function as protective mechanisms for the basic structure so that client system integrity is maintained.

**Concept of Environment**

We believe the environment is also an open system and consists of all the internal and external forces and factors surrounding the client system. The client system is in constant interaction with the environment, thus the environment influences the system and is influenced by the system. Stressors are part of the internal (within the client system) and external (outside the client system) environment and their influence on the client system can be positive or negative. According to Neuman (p. 19), a third environment called the creative environment is an open system exchanging energy with both internal and external environments. It is symbolic of wholeness and its function is to help maintain system integrity either consciously, unconsciously, or both.

**Concept of Health & Wellness**

We believe that health and wellness is a dynamic composite of the client system’s physiologic, psychological, socio-cultural, developmental, emotional and spiritual inter-relationships that enable an individual to resist or adapt to stressors which enable the individual to meet their needs, conserve energy and move toward wellness. That is, optimal wellness is a state where all needs are met, and more energy is stored than expended. When the individual cannot adapt/adjust to stressors in the environment or adjust/adapt the environment to the individual, energy is expended, needs are unmet and there is a movement toward illness.

**Concept of Nursing**

We believe that nursing is primarily concerned with human life, the quality of life, and the quality of health of the client system. Nursing is the process of assisting the client system as the client moves toward optimal wellness level or a peaceful death. Nursing functions are viewed as complex and creative, offering infinite opportunity for the application of the physical, biological and social sciences and the development of the skills based upon them. In keeping with Neuman’s model (p 25), nursing activities are initiated to best retain, attain, and maintain optimal client system stability for optimal health and wellness. The nurse uses the nursing process to assess for environmental stressors and plans interventions at the primary, secondary and tertiary levels that will assist the client system to maintain stability. Thus, the goal for nursing is a stable client system which creates linkages among the client, the environment, health and nursing.

**Concept of Teaching & Learning**

Teaching is the art and science of structuring content (information and processes) for student learning. We believe it involves the incorporation of a variety of teaching strategies designed to meet the diverse learning styles and needs of the student. As a facilitator of learning, the teacher creates an environment that promotes motivation and guides the student in learning. The teacher plans/directs learning activities that enhance the development of skills in critical thinking, decision-making and creativity. Additionally, the facilitator models the role of the professional nurse. Learning is viewed as a lifelong process whereby changes in thought and behavior occur through the attainment of cognitive, psychomotor and affective skills. The learning process is facilitated by humans’ inherent creative drive toward higher and more positive levels of existence. The learner is invited to apply this creative drive through active participation in the learning process. Positive feedback and learner success builds confidence and facilitates the development of positive attitudes and an eagerness to learn more.

**Concept of Nursing Education**

Nursing education at NFC is based upon principles derived from nursing, the humanities, behavior, math, and biophysical and social sciences. We believe these principles are intrinsically related and from these principles the student will assimilate and apply knowledge to the care of client systems.

This application of theory will take place in a simulated laboratory as well as in a variety of planned clinical experiences where the student will be able to demonstrate the progressive acquisition of skills, attitudes, critical thinking and decision-making abilities.

We believe that learning involves the use of previously acquired knowledge and experience. Therefore, we believe nursing education need not be an obstacle course whereby one type of program discounts another in such a way that students are forced to repeat content learned in previous academic pursuits. Common course descriptions, numbering systems and core competencies facilitate the progress of nursing students as they advance in professional rank without undue redundancy and without jeopardizing the quality of education or the skills of the graduates.

NFC’s LPN Program is committed to three areas of responsibility for nursing education:

1. The production of a skilled nurse who is prepared to care for a variety of clients, the family and the community within the framework of Practical Nursing education;
2. The upgrading of the practical nurse to associate nurse level (if desired) through carefully planned articulation with college/university programs; and
3. The continued upgrading of technical knowledge and skills through continuing education opportunities.

**Concept of Scope of Practice**

**The professional nursing standards, guidelines, and/or competencies are based using:**

* **National League for Nursing Educational Competencies: Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry. (2022)** <http://www.nln.org>
* **Florida Department of Education Curriculum Frameworks 2022-2023**
* **Florida Department of Health Board of Nursing (2022)**
* **American Nursing Association Scope and Standards of Practice (2021)**
* **Quality and Safety Education for Nurses (QSEN) (2022)** [www.qsen.org](http://www.qsen.org)

Using the identified competencies of these resources as a guide, a graduate of the program possesses the knowledge, skills, and attitudes necessary to function effectively within nursing and inter-professional teams to provide safe, patient-centered care to clients/client systems under the direct or indirect supervision of a baccalaureate degree nurse. The graduate nurse utilizes informatics, integrates evidenced-based practice and monitors quality improvement data to positively affect the care of clients/client systems. The graduate nurse utilizes the nursing process as the basis for decision-making. The graduate nurse serves as a provider of care, manager of care, and a member of the nursing profession.

**As a Provider of Care:** the practical nurse integrates theoretical concepts and principles from the behavioral, natural, social and nursing sciences as the basis for providing care. Using the nursing process, the novice practical nurse relies upon clinical competence, communication skills, caring behaviors a critical thinking to provide for client system stability and optimal wellness or to support a death with dignity.

**As a Manager of Care:** the practical nurse utilizes organization, collaboration, communication, delegation, advocacy, accountability, respect and established policies and procedures to coordinate care and manage the client system to meet holistic nursing care priorities. The practical nurse promotes an environment that fosters interdisciplinary and interdependent relationships. The practical nurse evaluates the healthcare system and initiates change. The practical nurse utilizes principles from teaching and learning to instruct client systems. The practical nurse seeks assistance when needed.

**As a Member of the Profession of Nursing:** the practical nurse accepts accountability for their own practice within the legal framework of nursing. The practical nurse evaluates their limitations and assumes lifelong responsibility for continued learning. As a contributing member of the nursing profession, the practical nurse upholds the high standards of nursing practice and seeks opportunities to promote changes in the healthcare system that promote quality of healthcare for individual, families and communities. The practical nurse forms constructive relationships with peers, client systems and other healthcare professionals and seeks opportunities to interact with the professional community to add to the body of knowledge of the profession.

**Graphic Representation of the Department of Nursing & Allied Health**

**Betty Neuman’s Nursing Theory System Model**

****

**LPN Program Learning Outcomes**

**The Practical Nursing Program at NFC will prepare graduates to:**

1. Demonstrate professionalism in the role of the practical nurse within the healthcare system to collaborate effectively with other members of the healthcare team.
2. Utilize the nursing process to provide safe and ethical patient care within the scope of practice for a practical nurse.
3. Synthesize therapeutic communication in providing culturally competent care to promote optimal health and wellness to diverse populations throughout the life span.
4. Incorporate relevant technology with knowledge of nursing skills to deliver exceptional clinical care to clients with a variety of needs.
5. Implement plan of care for patients in a variety of care settings using critical thinking skills.

**National Accreditation, State Board of Approval, and** **Licensure**

**ACEN: Accreditation Commission for Education in Nursing**

The Associate of Science Degree for Registered Nursing (ADN-RN) and the Associate of Science Registered Nurse to Bachelor of Science in Nursing (ADN-RN to BSN) Programs are accredited by the Accreditation Commission for Education in Nursing (<http://www.acen.org>).

**Florida Department of Education**

North Florida College has full approval from the Florida Department of Education to offer the Patient Care Technician, Practical Nursing, Medical Administrative Specialist, Pharmacy Technician, and the Associate of Science Degree for Registered Nursing Programs. <http://www.fldoe.org>

**Southern Association of Colleges and Schools Commission on Colleges**

North Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate in arts degrees, associate in science degrees, career and technical certificates, and Bachelor of Science degrees (<http://www.sacscoc.org>).

**Licensure**

Successful completion of NFC’s Practical Nursing program makes graduates eligible to apply to take the National Council Licensure Examination NCLEX-PN in Florida or in one of the other 33 nursing compact states if applying for a multi-state license under the Nurse Licensure Compact (NLC). A list of current compact states can be located on the National Council of State Boards of Nursing website (<https://www.ncsbn.org/nurse-licensure-compact.htm>).

**Security Background Investigation**

* Prior to admission in the Nursing and Allied Health Programs at NFC, the student must have completed an FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will review applicants for admission with minor noncriminal offenses or no investigative findings. If an applicant’s security background investigation reveals anything other than a minor noncriminal offense, the Director of Nursing and Allied Health shall convene an interdisciplinary admission review board to examine the student’s application. The review board will make recommendations for admission on a case-by-case basis. Applicants who are not cleared for admission by the Director of Nursing and Allied Health or Admission Review Board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student. Reference: Pursuant to Section 456.0635 Florida Statutes
* While enrolled in any of the Nursing and Allied Health programs at NFC, students must remain free of offenses that could disqualify them from continuing at NFC or participating in clinical experiences in the health care facilities utilized by the Nursing and Allied Health programs.
* Students are required to report any arrests, court ordered detentions, judgments, injunctions, or interventions immediately to the Director of Nursing and Allied Health.
* The Director of Nursing and Allied Health programs may direct an FDLE, Level II security background investigation at any time after the student is admitted to any Nursing and Allied Health program.
* The cost of any additional security background investigation deemed necessary is the responsibility of the student.
* Any offense (before or after program admission) that appears on a security background investigation, along with the disposition and the student’s narrative of the arrest, will be reviewed to determine a student’s ability to participate further at NFC or in clinical experiences. A student who is not approved for clinical experience will not be able to meet program objectives and therefore will not be able to remain enrolled in the program.
	+ During the entire period of program enrollment, failure to notify the Director of Nursing and Allied Health of any arrests, court ordered detentions, judgments, injunctions, or interventions, regardless of adjudication, that occur after the initial background screen and during the enrollment in the program will result in immediate dismissal from the program.
	+ Any arrest occurring after admission is to be reported to the Director of Nursing and Allied Health, or representative, within 24 hours of the arrest or by the next scheduled class or clinical day following the arrest. Following the arrest, the student cannot attend clinical activities without permission from the Director of Nursing and Allied Health or representative.
	+ Violations of this policy will be handled on a case-by-case basis at the discretion of the Director of Nursing and Allied Health and the NFC Dean of Academic Affairs, or their representatives.

**Florida Board of Nursing**

* The Florida Board of Nursing may refuse licensure to any applicant. No consideration will be given for any individual’s record prior to completion of any Nursing and Allied Health program. North Florida College does not guarantee that a graduate with or without a positive arrest history, regardless of the circumstances, will be allowed to take the licensure examination and/or obtain employment as a certified nursing assistant, patient care technician, licensed practical nurse, registered nurse, pharmacy technician, medical administrative specialist, or any other health related occupation.

Guidelines for Applicants with Criminal History and Disciplinary Actions: <https://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-endorsement/> (2021)

**Student Health Clearance**

**General Policies:**

* **Failure to abide by the following Student Health Clearance Policies may result in course failure and program dismissal.**
* Students are to refrain from the use of illegal drugs, recreational drugs, or prescription medications without proof of a legal prescription while enrolled in the NFC Nursing and Allied Health programs.
* Students are expected to refrain from alcohol impairment while enrolled in the NFC Nursing and Allied Health programs. No alcohol use is permitted on NFC’s campus nor any clinical facility’s campus. See the Substance Use/Abuse Policy in this handbook and NFC’s Student Handbook for additional information.
* If the student experiences pregnancy, severe illness, a traumatic event necessitating medical care, physical or emotional problems, surgery, or any other change in health status after entrance into the program, a medical clearance is required from their health care provider prior to the resumption of classroom/clinical/skills laboratory activities. The clearance form should state that the student may continue to meet the requirements of the program without restrictions. If this medical clearance is not received, the student will not be allowed to participate in class, clinical, or skills lab. The missed class/clinical/skills lab will be considered an unexcused absence. The student must meet with the faculty to determine the student’s ability to meet the course objectives.
* Any injury, illness or accident occurring during learning activities must be reported immediately to the faculty.
* North Florida College and its affiliate clinical agencies are not responsible for expenses related to injuries, illnesses, and accidents occurring during clinical, class or laboratory experiences.
* Any student that has an injury or illness, is involved in an accident, suffers from a physical and/or mental condition, and/or takes medication(s) that could (1) impair the student’s ability to meet program attendance requirements; (2) alter decision making in the clinical program; or (3) interfere with the student’s ability to act in a safe manner necessary to participate in clinical learning activities has the responsibility to notify all appropriate faculty to ascertain what, if any, measures may be taken. NFC Nursing and Allied Health Programs maintain student information in accordance with applicable Federal and State laws.

**Tuberculosis Screening:**

* PPD/Chest x-ray testing will be required annually of all students.
* The Nursing and Allied Health Office will maintain a roster of all students participating in annual screening. The roster will contain the following information:
	+ Name of student
	+ Medical evidence submitted, either PPD or chest x-ray results
	+ Date of test results
	+ Signature of the person examining the medical evidence
	+ A statement allowing release of the above information to health care providers or government authorities in the clinical setting as required by law or regulation.
* If a student has a newly recognized positive result on the PPD test, the results of a chest x-ray and recommendations for follow-up from a private physician or Public Health Department will be required as recommended by the Centers for Disease Control. The Nursing and Allied Health Program requires that the provider abide by the current CDC and Public Health Department protocol for follow-up, repeat testing, preventative therapy and for admission or return to the clinical setting.
* Students who have a positive PPD result, and a negative chest x-ray will be required to evaluate risk factors and signs and symptoms with a health care provider annually.
* Due to health care agency and NFC concerns regarding the expense of fitting and providing appropriate masks which comply with the CDC and OSHA regulations, students will not be assigned to provide direct care to clients with active tuberculosis. If known exposure of the student to active tuberculosis occur, those who are exposed will:
	+ Inform the instructor who will then notify the Charge Nurse on the unit and follow the facility protocol for such an incident.
	+ Provide written documentation regarding the exposure.
	+ Provide documentation of the incident to the Director of Nursing and Allied Health programs.
	+ Follow up as recommended by agency and CDC guidelines in order to document freedom from disease and permission to work in the clinical setting.

 Source: U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, available at cdc.gov

 **Bloodborne Pathogens Exposure Control Screening**

* All Nursing and Allied Health Personnel are ethically and professionally obligated to provide client/patient care with compassion and respect for human dignity. No Nursing and Allied Health Personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has an infectious disease such as HIV, AIDS, or HBV.
* Nursing and Allied Health students have ethical responsibilities to know their HBV and HIV status and have an obligation to be tested if they believe they may be at risk for HBV or HIV antibody. While the testing decision should be voluntary for the individual, there may be instances in which testing may be required. Students may choose where to receive testing. Testing records will be kept separately from academic files and are accessible only in accordance with Federal and State laws.
* The Nursing and Allied Health programs support the principle of confidentiality and individual rights in conjunction with the CDC guidelines on exposure to blood borne disease.
* Methods of Compliance:
	+ Universal precautions will be always followed, including in the skills lab area. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered potentially infectious.
* In the campus laboratory, the student must sign a “Lab Release Form” agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on other students in the lab, as mannequins are available for practice and demonstration.
* In the clinical facility, the student will be expected to adhere to the clinical agency infection control policies and procedures during clinical experiences.

**Post-exposure Evaluation and Protocol:**

* The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced to prevent exposure incidents to blood and or other potentially infectious materials (OPIM). If an exposure incident occurs, it will be reported immediately to the faculty. A potential exposure incident can include:
	+ Percutaneous inoculation – needle stick or sharps
	+ Non-needle percutaneous injury – open cuts or abrasions
	+ Direct mucous membrane contact – accidental splash
	+ Non-intact skin contact with blood or OPIM

**Initial Response to Exposure:**

* Immediately apply first aid as appropriate:
1. For needle stick injury: Allow puncture site to bleed freely; clean with 70% alcohol
2. Wash thoroughly with soap and water.
3. For mucous membrane: flush copiously with water
4. For eyes: irrigate and/or flush copiously with water
* Report exposure immediately to faculty and appropriate supervisor at the clinical agency including:
1. Route of exposure
2. How and when exposure occurred
3. Identify source individual, if known

**Post Exposure Response by Students:**

* In the event a student receives a needle puncture injury or other parenteral contact, the guidelines of the clinical agency shall be followed. It is the responsibility of the student sustaining the injury/exposure to report and follow the criteria established by the facility and must seek treatment from a healthcare provider of choice immediately. The college will not accept responsibility for expenses incurred. Students are responsible for all associated costs for treatment. All exposure incidents must be immediately reported to the clinical faculty.
* In addition:
1. Any student on clinical rotation who has a needle puncture must seek treatment from a provider of the student’s choice immediately.
2. Student and faculty would determine immediately if the incident involved a clean or used needle.
3. Injuries sustained with needles that have not been used on patients or their blood products require careful cleaning. Ice applied to the wound if the needle contained a vesicant chemotherapeutic agent. Tetanus prophylaxis is individualized to the situation.
4. If a student reports a potential exposure incident to blood or OPIM, the following CDC guidelines should be followed:
	1. A student should be tested for HIV to establish seronegativity at time of potential exposure, followed by a retest at 6 weeks, 3 months, 6 months and 1 year post potential exposure.
5. The NFC “Accident Form” and “Post Exposure Protocol Form” will be completed and returned to the faculty. If the student does not choose to follow the CDC recommended guidelines or seek treatment from a healthcare provider, they must sign the declination statement contained in the “Post Exposure Protocol Form”.

**PROGRAM CURRICULUM**

**Licensed Practical Nursing**

|  |
| --- |
|  |
| **Practical Nursing Courses** |
| Practical Nursing Foundations I | PRN 0098C | 300 hours |
| Practical Nursing Foundations II | PRN 0099C | 300 hours |
| Medical Surgical Nursing I | PRN 0290C | 300 hours |
| Medical Surgical Nursing II | PRN 0291C | 300 hours |
| Comprehensive Nursing and Transitional Skills | PRN 0690C | 150 hours |
| Practical Nursing Courses Total: **1350 clock hours** |

**IMPORTANT EMAIL ADDRESSES & PHONE NUMBERS**

**ADMISSIONS**

**850-973-1622 |** **admissions@nfc.edu**

**ACADEMIC ADVISING**

**850-973-1737 |** **advising@nfc.edu**

**FINANCIAL AID**

**850-973-1674 |** **financialaid@nfc.edu**

**NFC FOUNDATION, INC. - SCHOLARSHIPS**

**850-973-9414 |** **foundation@nfc.edu**

**NURSING DEPARTMENT**

**850-973-1626** **nursing@nfc.edu**

**TESTING CENTER**

**850-973-9451** **testing@nfc.edu**

**SECTION 2:**

**PROFESSIONALISM IN THE DEPARTMENT OF NURSING & ALLIED HEALTH**

**Professionalism in the Department of Nursing & Allied Health**

The NFC Nursing and Allied Health Program strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation. Treating others with respect is essential to effective communication, building harmony and creating high-functioning teams. Student behaviors and/or performance should promote a healthy environment and not present a danger (or reasonable assumption of danger) to a student/person/client/patient or jeopardize the license of a faculty or individual working with the student.

**Professional Behavior**

* Professional healthcare behavior is individual behavior which upholds the character, status, and standards of the healthcare profession.
* The acquisition and demonstration of professional behaviors by the Nursing and Allied Health student is essential for the safety of the public and the success of the student.
* Standards for the Nursing and Allied Health programs are consistent with the American Nurses Association Code of Ethics and the Florida Nurse Practice Act.
* Expectations for student behavior are identified in course syllabi.
* A faculty member may fail the student if the student demonstrates unsafe or unethical conduct/behaviors in a clinical or non-clinical setting.
* The faculty may remove a disruptive student from any learning activity or setting at his or her discretion at any time.
* Students are expected to participate in all program completion activities including NFC graduation, pinning ceremony, and career fairs.
* Students dismissed from any Nursing and Allied Health program for violations related to professional behavior are not eligible for readmission into any Nursing and Allied Health program at NFC.
* Students are always expected to demonstrate professionalism when on NFC’s campus, in a clinical setting or on a clinical setting’s campus, and in attire that identifies the students as an NFC nursing student.

**Incivility** involves acts which are disrespectful, discourteous, or rude. Acts of incivility may have serious repercussions including inability to progress in the program. As healthcare team members, students will eventually be able to care for those who are most vulnerable, and the highest level of professionalism is expected. Examples of academic incivility/disruptive behavior include, but are not limited to, the following:

* Name Calling
* Rudeness
* Intimidation
* Bullying
* Sabotage
* Condescension
* Hostility
* Backstabbing
* Deception
* Violence
* Negative comments
* Threats
* Devaluing
* Harassment (including Sexual Harassment)
* Disruptive side conversations in class
* Leaving early or arriving late to class
* Sleeping/not paying attention
* Verbally or electronically discrediting faculty
* Profanity/racial/ethnic slurs
* Insubordination
* Stalking
* Rage

**Unsafe/unprofessional conduct and/or behaviors** include but are not limited to:

* + - Failure to follow faculty directives.
		- Failure to change behavior in response to feedback.
		- Covers up errors.
		- Does not admit error.
		- Dishonest with clients, peers, or faculty.
		- Does not recognize potential for doing harm.
		- Unacceptable skills consistently demonstrated in assessment and client care.
		- Does not accept responsibility for own actions.
		- Exceeds scope of practice, fails to recognize own limitations.
		- Demonstrates inappropriate boundaries in professional relationships.
		- Inability to care for clients adequately and safely at level of complexity expected for the course.
		- Inappropriate communication (verbal, non-verbal, electronic) or interaction with clients, faculty, agency staff or peers.
		- Violation of the Health Insurance Portability and Accountability Act (HIPAA)
		- Violation of State or Federal Laws, Rules, and Regulations
		- Violation of NFC’s Student Code of Conduct

**Disruptive Activity**

* No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of NFC, or of NFC or its buildings, equipment or facilities including, but not limited to, clinical sites and other school-related functions.
* Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

**SECTION 3:**

**GENERAL ACADEMIC**

**POLICIES AND PROCEDURES**

**Academic Policies and Procedures**

NFC students are obligated to accept the rules and regulations of NFC. The LPN Program operates under the guidelines of NFC policies and procedures as related to general admissions. However, once the student is admitted into the LPN Program, they will also be expected to adhere to the academic and professional standards outlined in the student handbook for the Allied Health Department and LPN Program in addition to NFC’s policies and procedures

**Academic Standards**

For admission, retention and progression in the program, the student must:

* Meet all admission criteria for the selected program.
* Once enrolled, the student must meet all academic and clinical requirements contained in the NFC Student Handbook, Nursing and Allied Health programs handbook, individual program handbooks and course syllabi.

**Scheduling Appointments**

* The desire of the Nursing and Allied Health Faculty and Staff at NFC is to assist the student to maximize their potential for success. This may be through:
1. Assisting the student to improve time management skills
2. Discussion of test-taking skills, study habits and/or obtain a referral to the Academic Success Center for assistance with personal and/or academic problems.
* Students are responsible for making and keeping their scheduled appointments or notifying the faculty and staff in an appropriate and timely manner if the appointment cannot be kept.
* It is also the student’s responsibility to recognize when additional support is needed, keep the faculty informed of academic performance, and follow through with action plans for improvement.
* Faculty members may elect to meet with the student on an individual basis, in a group, by telephone or e-mail. Follow-up meetings may be required.
* Students will meet with the Nursing and Allied Health student advisor to discuss their registration for the upcoming term, graduation requirements, and other career considerations.

**General Conduct and Responsibility**

**Classroom Dress**:

* Designated NFC school uniform for **Practical Nursing** classroom includes a maroon/wine scrub set which the student purchases. A black, white, or designated program uniform-colored short-sleeve tee shirt, long-sleeve tee shirt, or turtleneck may be worn under the uniform top. (No heather gray) No clothing labels should be visible. Class tee shirts may be worn on designated days.
* Nursing and Allied Health clinical uniform guidelines related to **tattoos**, **personal hygiene**, **jewelry, and professional presentation**, also apply to classroom attire.
* **Students who do not comply with uniform requirements will not be allowed to enter the classroom which will result in an unexcused absence.**
* Students should also follow uniform guidelines when being photographed by college-approved sources (College Advancement).

**Misuse of Telephone and/or other Communication Technology including social media**

* No student shall misuse or abuse or assist in the misuse or abuse of communication equipment at NFC. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or NFC. **Misuse of Telephone and/or other Communication Technology will result in loss of use privileges in the clinical and non-clinical setting.**
* Communication equipment includes, but is not limited to, electronic mail, social networking sites, digital communication, voice mail, computer, laptop, tablet, printer, cell phones, smart watch, ear buds, and all Bluetooth devices, etc.
* Any images or communications that are derogatory or unprofessional that identify and/or associate the student with the department or college are in violation.
* Any images or communications that are derogatory or unprofessional are in violation.
* Any images or communications that identify and/or associate the student with a clinical site are in violation.
* Cell phones (Bluetooth devices) or other communication equipment must be turned to **silent operation** during class and clinical settings.
* Any communication equipment must be used for learning purposes only. A student may be asked to leave the classroom or clinical settings if they are found to be using it for purposes other than school and clinical related learning.
* Computers or electronic devices may be used in the classroom only for schoolwork.
* All personal phones and/or tablets are not allowed in direct patient care areas. The school must follow the clinical agencies approved areas where they may be used such as breakrooms, post-conference areas, or any other approved area. Use of digital devices are only for reference and homework purposes.
* Neither NFC nor clinical agencies will be responsible for any lost or stolen electronic or communication devices.
* Another use of communication between the students and instructors is the phone application called “WhatsApp”. This communication tool will only be used on campus or in a clinical setting. Students must email questions about assignments, time and attendance, issues, etc. Instructors must also email or use news feed on D2L to communicate information about assignments or other semester curriculum information.

**General Policies**

**Failure to abide by the following General Policies may result in course failure and program dismissal.**

**Classroom Attendance Policy**

* An individual must be currently registered for the Nursing and Allied Health class/clinical/skills lab activity that he/she is attending.
* Attendance during classes, clinical learning experiences, and scheduled skills laboratory activities is **mandatory** to meet the program objectives.
* It is the student’s responsibility to make the necessary arrangements to obtain information related to any missed assignments, lectures, announcements, or other activities that occurred during his/her tardiness or absence from the learning activity.
* Faculty reserve the right to refuse student admittance to classroom, clinical or other scheduled learning activities if tardiness or absence is disruptive to the general learning environment – at the faculty member’s discretion.
* If a student is absent from a learning activity due to a severe illness or injury, medical clearance without restrictions is required before the student can return to the learning activity (see VII Student Health Clearance).
* Following an absence from any learning activity, the student’s status in the course will be reviewed by the faculty. Depending on the ability of the student to meet the course/clinical objectives, faculty may recommend withdrawal from the course.
* Active student participation and punctuality in all required learning activities is expected. The following guidelines will apply:
	+ - Learning activities are defined as classroom lecture, classroom activities, clinical experiences, clinical pre-conference, clinical post-conference, simulation and/or skill laboratory activities, field trips, and all activities directed by Nursing and Allied Health faculty.
		- The completion of any given learning activity (classroom day, clinical day, etc.) is at the discretion of the faculty.

**Occurrences**

* + No more than three (3) occurrences in a semester/course (Spring & Fall), no more than two (2) occurrences in the Summer semester/course (i.e. Monday – Wednesday one occurrence then if you are out that Friday it would be counted as another occurrence). **When more than 3 occurrences are noted, this will result in course failure and you will be dismissed from the program.**
	+ **Any occurrence regardless of nature will require submission of documentation and will be reviewed by faculty.**
	+ For each occurrence, the student will make up time in 15-minute increments. (i.e. if a student misses 2 hours and 47 minutes, the student will have to make up 3 hours. When making up time, the student must stay for the full time that is instructed to make up. If they stay 2 hours and 47 minutes, it count as 2 hours and 45 minutes.)

**Tardiness**

* Tardiness is defined as arriving after the designated time for any learning activity.
	+ If a student is tardy by 15 minutes or more for any learning activity, tardiness will constitute an occurrence for the entire day. On the day the student is tardy, students will complete the day’s scheduled activities at the discretion of the faculty.
	+ If you are late (even by one minute) then you need to make up 15 minutes. It will be made up that day, either at lunch or after class with approval from the instructor. If late greater than 15 minutes, it will be an occurrence.
	+ Three (3) classroom tardy/leave early episodes (regardless of nature of tardiness) is equivalent to one (1) occurrence.

**Leaving Early**

* + Leaving early is defined as leaving before class has been dismissed for the day. Students are expected to complete the full day’s class activities.
	+ If a student leaves early by 15 minutes or less for the day, is equivalent to a tardy.
	+ If a student leaves early by more than 15 minutes for the day, it is equivalent to an occurrence.
	+ Three (3) classroom tardy/leave early episodes (regardless of nature of tardiness) is equivalent to one (1) occurrence.

**Tobacco Policy**

* Students will adhere to NFC policies and procedures regarding the use of tobacco on campus.
* The use of tobacco products (cigars, pipes, simulated products such as e-cigarettes regardless of whether they contain tobacco, etc.), including smokeless tobacco (chewing tobacco, snuff, etc.) is prohibited during clinical assignments.

**Substance Use/Abuse Policy**

* + Students attending NFC’s Nursing and Allied Health programs are expected to adhere to the NFC policy on Drugs and Alcohol.
	+ As a condition of admission to the limited access programs in Nursing and Allied Health, each student will be required to submit to an initial drug screening, and submit, as requested, to additional screenings once enrolled in a Nursing and Allied Health program.
	+ Refusal by a student to submit to drug screening may result in dismissal from the Nursing and Allied Health program.
	+ Admission will be denied for any student that tests positive for drugs without plausible medical cause. Students taking prescription medications that would cause a positive drug screen will have an opportunity to submit proof of their prescription.
	+ Any student who voluntarily reports a chemical dependency problem will be referred to NFC's Dean of Enrollment Services.
	+ Conditions, if any, for continued participation in any of the Nursing and Allied Health programs will be determined by the Dean of Academic Affairs and the Director of the Nursing and Allied Health programs. For example, the student *may* be allowed to continue in didactic courses pending action by the Dean of Academic Affairs and the Director of Nursing and Allied Health programs.
	+ Student will submit to drug/alcohol screens as requested by the Dean of Academic Affairs and/or the Director of Nursing and Allied Health programs and will be dismissed from any Nursing and Allied Health program if a positive drug/alcohol screen is obtained without plausible medical causation.
	+ The NFC Policy regarding drugs and alcohol is the foundation for this policy statement. However, the department of Nursing and Allied Health programs Substance Use/Abuse Policy and Procedure Statement applies specifically to the department of Nursing and Allied Health programs.
	+ All costs associated with drug and alcohol screens are the individual responsibility of the student.

 **Employment**

* Most students find it difficult to maintain employment while attending school. If working is a necessity, students must ensure that there are no conflicts between work and school.
* Students will not be excused from any class, lab, or clinical activity to meet work obligations.
* Students who fail to achieve academic standards due to employment will not be given special consideration.
* Students must not work shifts consecutive to scheduled learning activities, which include classroom lecture, skills laboratory, simulation laboratory, and/or clinical experiences.
* Students may not be employed as a student of a Nursing and Allied Health Program; however, this provision is not intended to prohibit students from being employed at a clinical site connected to the Nursing and Allied Health Program so long as a student’s employment is in no way conflicted with or related to the program in which the student is participating. If a student is employed in a Nursing and Allied Health Program, such employment is in no way connected with NFC or NFC’s Nursing and Allied Health Program. NFC will not accept responsibility for a student’s performance of duties in any agency unless that student is under the supervision of a Nursing and Allied Health program faculty member during a scheduled clinical experience.
* If a student is working as a health care worker (CNA, PCT, or LPN, etc.), the student shall not wear a NFC uniform, ID badge or any other article associated with a NFC Nursing and Allied Health program in the work setting
* If a student is working as a health care worker (CNA, PCT, or LPN, etc.), the student is prohibited from using the initials S.N. (student nurse).
* Malpractice insurance coverage provided to the student through NFC applies **only** to the student performance during regularly scheduled clinical activities, which are supervised by a Nursing and Allied Health programs faculty member.

**Children/Guest/Pets**

* Students are not allowed to have unauthorized guests or children in the Nursing and Allied Health programs area without permission from the Director of Nursing and Allied Health programs.
* Visitors and children are not allowed to visit the student while in a clinical area during clinical learning activities.
* Pets are not permitted in the Nursing and Allied Health area on campus or in the clinical agencies where students are assigned clinical experiences.

**Audio and Video Recording Guidelines**

* Audio: Audio recording content during any Nursing and Allied Health program course is permitted only when the student obtains permission from the faculty member or guest speaker presenting the content and all others subject to being recorded.
* Video: In general, is not allowed unless you obtain special permission on a case-by-base basis for each video. This is at the instructor’s direction.

**Campus Alert System**

* NFC can send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. The system is called “e2Campus”.
* Registering your phone takes only a few minutes and students may register two devices as well as an alternate email address. To register your cell phone, log onto D2L and follow the link provided.

**Emergency Calls**

* Students are not to receive personal phone calls or messages during scheduled clinical and classroom activities. It is the student’s responsibility to notify family and others about this policy.
* In case of emergency, family members should call the Director of Nursing and Allied Health at (850) 973-1789 or the Coordinator at (850) 973-1626. The NFC phone system voicemail is reviewed frequently.

**Food Services and Vending Machines**

* The cafeteria and break room at most clinical agencies are available to students enrolled in the Nursing and Allied Health programs.
* A microwave and refrigerator are available in the college student breakroom and any other designated area per instructor. You will be responsible for housekeeping duties that accompany this privilege. Failure to adhere to posted housekeeping guidelines will result in loss of eating privileges in these areas.
* Food is not allowed near any area where computers are located. Eating during scheduled classroom time is not allowed. Drinks that are in consumed near computers should have a closed cap.

**Record Systems**

* Official student records are maintained in the College record system and can be accessed with a password and user ID on the college’s main website at [www.NFC.edu](http://www.nfcc.edu).

**Copy/Printing Work**

* Copy services (small number of copies) are available at the NFC Library for a charge.
* Printing is permitted in the student lounge. Students are not permitted to print e-books or multiple pages of online textbooks. Students shall supply their own paper. Ink cartridges will be supplied by the Nursing and Allied Health department as budget permits.

 **Housekeeping**

* Students are expected to assist in the housekeeping duties of the skills lab, classroom, skills lab kitchen area at school and patient units at each clinical agency.

**Parking**

* Parking is available on campus to all students in the parking lot adjacent to Building 13.
* Additional parking is available at several other locations around campus, including the Van H. Priest auditorium.
* Students should be familiar with and adhere to parking policies and procedures at NFC and all clinical agencies.
* Unauthorized parking in a faculty or staff parking place may result in ticketing and/or towing of the unauthorized vehicle. The cost of towing is at the owner’s expense.
* Designated parking spaces are available at each clinical agency. Students are encouraged to carpool to avoid congestion of vehicles at each agency.
* Failure to comply with college or clinical facility parking policies is a breach of professional conduct and may result in program dismissal.

 **College computer resources**

* Computers and student email accounts are to be utilized for college related coursework only.
* The use of college computing resources is subject to the requirements of legal and ethical behavior in accordance with the NFC Handbook, Student Code of Conduct.
* All computers located in the Nursing and Allied Health classroom/skills lab area are routinely monitored for inappropriate use.

**Program Requirements for Progression and Completion**

**Grading Scale**

Students attending the LPN Program at NFC will be evaluated according to the following scale:

***Theory*** ***Clinical Co-requisite course/skills laboratory***

A = 93-100 S = Satisfactory or Pass

B = 85-92 U = Unsatisfactory or Failing

C = 77-84

F = below 77

**Grading Guidelines**

* A grade of “WF-withdrawal failing” indicates unsuccessful course completion.
* A grade of “I-incomplete” indicates all coursework has not been completed. Completion of coursework will be defined by the instructor but cannot extend past the following term.
* A grade of “W-withdrawal” indicates a student has withdrawn from the course by the academic calendar’s last day to withdraw prior to completion.
* Unsuccessful completion of any nursing or corequisite course after admission into the program prohibits program progression. Unsuccessful completion is defined as a “WF”, “F”, or “D”.
* Students are required to maintain a minimum theory in each nursing course with a PRN prefix and co-requisite courses (identified with a C following the PRN and course number) of “C” (77) **AND** a clinical grade of “Pass” or “Satisfactory”.
* At any time in a course or program, if successful completion is impossible, the student will not be permitted to complete the course or program. “Impossible” is defined as a student needing to achieve scores above 100% to achieve a passing average by completion of the course. **If the course corresponds with a lab or clinical component, the student will not be able to complete that course.**
* **Designated time frame**: Once a student is admitted to any nursing program, the programs run full-time and must be completed within a designated time frame. If a student does not complete the program within designated time frame, the student will be withdrawn from the program. The student does have the option to apply to any program and begin the program with a new cohort. The student will not have priority in the class selection process.
* **Extenuating circumstances**: If a student is unable to complete the program due to extenuating circumstances within the designated time frame, the student may petition the Director of Nursing and Allied Health in writing to request continuation in the program. The Director of Nursing and Allied Health will convene a panel to review the student’s status. Program continuation will be determined on a case-by-case basis. All petitions must be initiated within the same academic session that the extenuating circumstances occur. The student will not have priority in the class selection process.
* **Failure of course**: If a student fails any portion of the program, the student must complete the entire program from the beginning with a new cohort. Grades from previous attempt will not count as completed course work. The student may only repeat that program once at any time in the future.
* If the student earns a failing grade or “W” (withdrawal) in either the nursing theory or clinical, both courses must be repeated, and a passing grade earned before the student can progress in the nursing program. Successful completion of the co-requisite course does not guarantee re-admission into the LPN Program.
* Clinical evaluation forms for each clinical course are located in the Content section of the course.
* Removal of a student from the nursing limited access program will not affect standing as a student at NFC.
* Must make at least a 90% on Shadow Health homework assignments. May take multiple times to reach 90% or higher. If grade is below a 90% after the due date, student will a grade of “0” in the gradebook. Shadow Health Assignments MUST be completed regardless of a “0” given in the gradebook. They may be counted as clinical hours in a semester.
* All assignments must be completed and turned in for progression in the program.

**Exam Policy**

**Purpose:**

The purpose of the Exam Policy is to establish standards in the Department of Nursing & Allied Health that will result in fairness, integrity, and professionalism.

**Policy:**

* + Students are expected to take required scheduled exams according to each course outline provided by the assigned instructor. Students must follow the guidelines set forth in the Exam Policy regarding exam administration, missed exams, and examination reviews.
	+ All nursing exams (paper and electronic) are the property of the nursing program. Exams may not be copied, circulated, or removed from the designated area during test-taking or test review. A student who violates this exam policy will face disciplinary action, up to and including dismissal from the nursing program.

**Exam Policy**

**Purpose:**

The purpose of the Exam Policy is to establish standards in the Department of Nursing & Allied Health that will result in fairness, integrity, and professionalism.

**Policy:**

* + Students are expected to take required scheduled exams according to each course outline provided by the assigned instructor. Students must follow the guidelines set forth in the Exam Policy regarding exam administration, missed exams, and examination reviews.
	+ All nursing exams (paper and electronic) are the property of the Nursing Assistant program. Exams may not be copied, circulated, or removed from the designated area during test-taking or test review. A student who violates this exam policy will face disciplinary action, up to and including dismissal from the Nursing Assistant program.

**Exam Procedures:**

**Unit examinations**

Examinations must be taken at the scheduled times. Students are expected to be in their seat with the computer on at the scheduled start time of the exam. The classroom door will be locked **after 15 minutes of scheduled class start time** and no entrance will be until after the last student has completed the exam. Any student who arrives late, will wait in the student lounge/designated area until class reconvenes.

**In case of emergencies where student is unable to report for an examination,** **the student is expected to contact the faculty prior to the beginning of the examination.**

* **Excused emergency with documented note and notified the instructor prior to the exam.** The student will schedule an appointment and take their exam at the Testing Center before the next scheduled class. If there are consecutive class days, the student will schedule on the next non class day. It is the student's responsibility to communicate with nursing faculty regarding their test time to ensure that the exam is available.
* **Late arrival (within 15 minutes of scheduled class start time):** the student will be allowed to take the test with their classmates but will receive a 5% deduction to their exam grade. Students are expected to enter the testing room in a manner that reduces distraction to classmates that are already testing.
* **Late arrival (after 15 minutes of scheduled class start time):** the student will schedule an appointment and take their exam at the Testing Center before the next scheduled class. If there are consecutive class days, the student will schedule on the next non class day. It is the student's responsibility to communicate with nursing faculty regarding their test time to ensure that the exam is available. The student’s late arrival will be counted as an occurrence and receive a 5% deduction to their exam grade.
* **Exam review:** The student may make an appointment with the instructor to review their missed exam items. **Exams will not be reviewed more than one-week after the exam has been administered without prior faculty approval.**
* **Exam Failures:** Students may be required to meet with the instructor if they have two consecutive exam failures or if they have a midterm exam average below passing. Students may request a one-on-one meeting with the Academic Success Center to discuss study strategies, test-taking strategies, and time management skills (Under Library)
* **To be eligible to take the final exam, the student must have an exam average of 77.** This average does not include homework, classroom assignments, or quizzes.
* **There will be no rounding of grades** in any Nursing and Allied Health program course. Individual assignment, quiz, and test grades will be recorded to the hundredth decimal place.

**Excused occurrences**

* + If an illness or emergency prevents the student from being on time or attending a scheduled class or lab experience the following procedures will apply:
* If an unavoidable absence or tardiness is anticipated, the student must notify the appropriate nursing faculty prior to the absence or tardiness.
* Failure to report absence or tardiness will automatically be considered an unexcused absence.
	+ Examples of excused absences are but not limited to: illness with documented proof, death of an immediate family member (parent, grandparent, child, sibling, spouse), automobile crash with documentation the day of class/clinical, emergency hospitalization (with documented proof) of immediate family member, and an event a faculty member grants prior permission for absence.

**Unexcused occurrences**

* + Students will have no more than two (2) unexcused absences from any classroom or simulation/skills lab activity per semester. **When more than 2 unexcused absences are noted, you will be dismissed from the program, which will result in course failure.**
	+ Examples of unexcused absences are but not limited to alarm clock not going off, traffic stop, automotive trouble, pet illness or death, doctor’s appointment not previously arranged with faculty, ill relative, lost keys, and any event not previously reported to faculty

**HESI Package**

* Mandatory participation using the HESI package is required for all nursing students. The package includes multiple specialty exams, 2 exit exams, and a 3-day NCLEX review.
* A student who fails to meet the benchmark score on each specialty exam will be required to complete the remediation packets to do the retake exam.
* The HESI Exit exam will be taken at the completion of PRN0690C. Only those students with passing grades in PRN0690C will be eligible to take the exit exam. The student’s initial and second attempt at this exam is covered under the program cost.
* If the student does not reach the benchmark score on the first attempt, they will be required to complete the remediation packets agreed upon by the faculty and student. If the student does not reach the benchmark score on the second attempt, they will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exit exam for the third time (at their additional expense).

**LPN Program Completion/Requirements for Graduation**

Participation in community service activities/projects (blood drive, health fairs), pre-graduation activities (pining ceremony/pin purchase, career/education fair, NCLEX Review, pictures/framing), as well as graduation activities, are mandatory for the Practical Nursing student to meet professional requirements of the program. The examples given above are not inclusive of professional-related activities the student may participate in during the two-year course of study.

The general requirements for graduation with a Practical Nursing Certificate from NFC are:

1. Completion of all required nursing courses with a grade of “C” (numerical grade of 77) or better.
2. Completion of all required skills, laboratory, and clinical experiences with a grade of “Pass” or “Satisfactory.”
3. Meeting specific applicable departmental requirements.
4. Discharging all financial obligations to the College and its agencies.
	1. Any unpaid HESI payments will result in a financial hold be placed on the student’s account. A financial hold will prevent the student from being able to complete the program they are enrolled in.
5. Filing a graduation application prior to the deadline published in the college catalog or otherwise announced.
6. Payment of the required graduation fee.
7. Participation in all required professional activities.
8. Achieve an acceptable score on the HESI exit examination.

**Grievance**

Please refer to the NFC Student Handbook or the NFC Catalog.

**Chain of Command**



**SECTION 4:**

**CLINICAL, SIMULATION & LABORATORY**

**Policies and Procedures**

**Ethics and Confidentiality**

* During the process of Nursing and Allied Health education, the student will enter many relationships with individuals, families, groups and healthcare facilities. Through these relationships, the student is exposed to personal and medical information about the individual, family, group, or facility. This information is entrusted to the Nursing and Allied Health student and **must not**, under any circumstances, be communicated to an unauthorized person. This includes information from any source and in any form. Violation of confidentiality or privacy can result in personal, civil, and/or criminal liability and legal penalties in addition to possible removal from the program.
* The student enrolled in Nursing and Allied Health Programs will always respect and preserve the privacy and confidentiality of patient information. Students are expected to always uphold Federal HIPAA standards and State privacy laws.

Violations of this policy include but are not limited to:

* Attempting to access secured records/information without proper authorization.
* Leaving worksheets, assignments, or other information in an unsecured area.
* Disclosing or using another person’s password, codes, or ID.
* Accessing patient information that is not within the scope of the student’s assignment.
* Altering patients’, other students’, or clinical personnel information.
* Misusing or disclosing information without proper authorization.
* While in a clinical setting, the student will not burden patients with the student’s personal problems. The student must maintain a professional relationship with the patient, family and others involved in the care of the patient.
* Associating, dating, fraternizing (including exchange of phone numbers, addresses, e-mails, etc.) with patients while they are receiving treatment as an in-patient or outpatient constitutes unprofessional behavior and is prohibited.
* Students dismissed from any Nursing and Allied Health program for violations related to ethics and confidentiality are not eligible for readmission to any Nursing and Allied Health program at NFC.

**General Skills and Simulation Laboratory**

* Audiovisual (AV) equipment/resources and computer resources for learning are available in the skills and simulation laboratory. Required activities for learning such as videos and computer-assisted learning programs are listed in each course syllabus.
* Students are expected to utilize these and other resources in the skills and simulation laboratory to help prepare them for skills and classroom exams. All lab activities are scheduled through the Allied Health Lab Faculty. It is up to the student to attend the lab at posted times and participate in learning activities that are available.
* Student conduct in the lab is to reflect that of a professional nurse.
* Safety procedures must be adhered to while in the lab. This includes universal precautions and proper disposal of sharps.
* The student is responsible for keeping their practice area clean and neat. This includes proper cleaning and replacement of equipment after use.
* Students are required to satisfactorily perform return demonstrations of the skills/procedures appropriate for the course of study. Dates/times for practice and check off for these activities are made available to students during class hours.
* Once a student has signed up and entered the skills evaluation mode, they will have 2 attempts to successfully demonstrate mastery of the skill. Failure to demonstrate mastery after 2 attempts may result in course failure and inability to progress in the LPN Program.
* Students are not permitted to perform procedures and/or skills in the clinical setting until they have earned satisfactory or pass for the procedures/skills demonstrations.
* The clinical skills labs are simulated clinical environments that are available to students as part of course activities. Some learning activities will require appointment. Students will make appointments at the discretion of the faculty.
* Because the Simulation/Skills lab is a simulated clinical environment, students are expected to abide by general clinical guidelines while working in the simulation or skills lab. General guidelines include:
* Student dress in the clinical lab setting must be consistent with dress in other clinical settings.
* Safety rules applicable to all clinical agencies are to be followed while in the Simulation/Skills lab.
* The student is expected to have all equipment and supplies for the assignment including but not limited to stethoscope, pen, paper, watch with a 2nd hand, penlight, and scissors.
* Simulation assignments/activities are equivalent to clinical assignments/ experiences and students should abide by the same guidelines.
* **Discussion of simulation assignments with other students is unacceptable and is considered academic dishonesty (ex. HIPAA violation).**
* Students are not allowed to bring food and drinks into the Simulation/Skills lab, or any other areas per instructor discretion.
* Students are responsible for cleaning the student break room and any other areas per instructor discretion.
* Food items in the refrigerator must have date and student initials. Food items older than 3 days will be discarded.
* Failure to keep this area clean will result in closure of this area.

**Clinical which includes Lab/Skills/Simulation Policies**

**Failure to abide by the following Clinical Policies may result in course failure and program dismissal.**

**Clinical Requirements**

* For students to achieve the learning objectives of any Nursing and Allied Health program, clinical experiences are arranged with Clinical Agencies. These experiences will be assigned to students by the faculty, instructor, or instructors of the course in which they are enrolled. Clinical experiences include but are not limited to acute care facilities, long term care facilities, psychiatric facilities, home health care, community clinics, pharmacies, day cares, schools, health fairs, community centers, and any other assignment that includes client to student interaction. Clinical experiences are graded assignments. Clinical experiences include internship, externship, practicum, and preceptor assignments in which the faculty or instructor may not always be present but is always available by phone.
* Students may be assigned to a clinical experience outside of normal operating hours of the college. At times, this may take place without the direct supervision of an NFC Nursing and Allied Health faculty member although a faculty member is always available. In these instances, if you need to contact your instructor, please contact your designated clinical instructor via email or cell phone. If you are unable to locate the instructor in a reasonable amount of time, please contact the next designated faculty member via email or cell phone. These contact numbers will be provided to you prior to the clinical experience.
* Students must adhere to the following requirements to attend clinical. Missed clinical days will result in unexcused absences:
	+ Required equipment and supplies for the assignment including but not limited to stethoscope, pen, paper, penlight, and scissors.
	+ Current CPR certification (American Heart Association Health Care Providers course) throughout all clinical courses.
	+ TB testing and/or chest x-ray annually throughout all clinical courses (as applicable).
	+ Seasonal Influenza vaccination annually throughout all clinical courses.
	+ Up to date Immunizations, declinations and/or titers including Tetanus, Hep B, MMR, and Varicella.
	+ Any vaccination required by the clinical agency.

**Clinical Absence or Tardiness**

* One (1) clinical tardy episode (regardless of nature of tardiness) is equivalent to one (1) unexcused clinical absence.
* Determination of excused vs. unexcused absence is at the sole discretion of the clinical or course faculty as indicated.
* The students are allowed only 2 excused clinical absences per semester.
	+ Students are required to complete a make-up day for any **excused** clinical absence using a 1:1 ratio (for each excused day, student will make-up 1 clinical day)
	+ **When more than 2 excused clinical absences are noted, you will be dismissed from the program, which will result in course failure.**
* Students are only allowed 1 unexcused clinical absence per semester. An unexcused clinical absence results in unsatisfactory for the clinical day and will be documented on the clinical evaluation tool.
	+ Students are required to complete a make-up day for any **unexcused** clinical absence using a 1:2 ratio (for each unexcused day, student will make up 2 clinical days).
	+ **When more than 1 unexcused absence is noted, you will be dismissed from the program, which will result in course failure.**
* Each clinical experience has been selected by the faculty to provide the student with the opportunity to meet specific learning objectives. All clinical objectives must be met for the student to successfully complete coursework within any of the Nursing and Allied Health programs. Therefore, attendance and punctuality at every clinical learning experience is **mandatory**.
* If an illness or emergency prevents the student from being on time or attending a planned clinical experience the following procedures will apply:
	+ If an unavoidable absence or tardiness is anticipated, the student must notify the scheduled clinical agency and the Nursing and Allied Health faculty member 2 hours prior to the absence or tardiness.
	+ Failure to report absence or tardiness will automatically be considered an unexcused absence.
* The clinical faculty reserves the right to refuse the student admittance to the clinical activity if the tardiness is disruptive to the general learning environment.
* If a student has been re-assigned a clinical makeup assignment by the clinical instructor and does not complete the assignment within the specified time period, this will constitute a clinical failure (“F”) for the course.

**Excused absences**

* + If an illness or emergency prevents the student from being on time or attending a scheduled class or lab experience the following procedures will apply:
* If an unavoidable absence or tardiness is anticipated, the student must notify the appropriate nursing faculty prior to the absence or tardiness.
* Failure to report absence or tardiness will automatically be considered an occurrence.
* Excused absence documentation **must be submitted** within 24 hours.
	+ Examples of excused absences are but are not limited to illness with documented proof, death of an immediate family member (parent, grandparent, child, sibling, spouse), automobile crash with documentation the day of class/clinical, emergency hospitalization (with documented proof) of an immediate family member, and an event a faculty member grants prior permission for absence.
	+ **Any occurrence regardless of nature will require submission of documentation and will be reviewed by faculty.**

**Unexcused absences**

* + Examples of unexcused absences are but not limited to alarm clock not going off, traffic stop, automotive trouble, pet illness or death, doctor’s appointment not previously approved with faculty, ill relative, lost keys, and any event not previously reported to faculty
	+ Appointments should be scheduled outside of class time and will not be excused without being previously approved by faculty.

**Clinical Agency**

* Students enrolled in the Nursing and Allied Health programs at NFC are assigned to a variety of clinical agencies at different locations and at different times. Clinical agencies may be located anywhere within NFC’s service district as well as locations outside of the service district, including Georgia. It is the student’s responsibility to know the placement date, location, and time for clinical experiences.
* The following guidelines will apply to all clinical agencies and clinical experiences:
	+ - Clinical schedules are distributed at the beginning of each clinical course. Changes to the clinical schedule will be made at the discretion of the faculty (students are responsible for updating their schedule after changes have been posted or announced). All changes in clinical schedules, including preceptor assignments must be approved by the faculty/instructor of the course.
		- Students may not change or trade assignments with other students.
		- Students must provide their own transportation to and from clinical agencies.
		- Faculty supervision is provided for students only during scheduled clinical hours at scheduled clinical facilities.
		- Students are not to visit clinical agencies in their role as a student without prior faculty supervision or approval.
		- While in the clinical agency, the student must not accept verbal or telephone orders from a physician or other health care provider.
		- While in the clinical agency, students are not allowed to participate in the witnessing of any legal or other documents.
		- All clinical experiences will take place at facilities with active contract agreements with NFC. Students are required to meet the requirements of these contracts.
		- Any agency may withdraw a student from any area not conducive to learning experiences.
		- Any agency may withdraw any student from any area when the student’s conduct, actions, attitudes may, in the clinical agency’s judgment, have a detrimental effect on patients or personnel. This may prevent program progression.
		- Students are expected to be familiar with and abide by all policies, rules and regulations of the clinical agency.

**Uniform**

* The student uniform is to be worn with pride and dignity. It is the student’s responsibility to be aware of uniform policies and comply with them.
* The NFC student uniform must be worn during all clinical experiences, unless otherwise specified.
* Student clinical uniform regulations include, but are not limited to, the following statements:
	+ The school clinical uniform may be worn while traveling to and from the clinical facility, in the classroom and lab, and when participating in educational-related activities where the uniform would represent the College.
	+ The school uniform is not to be worn while you are working as an employee for any agency.

**Additionally, students must adhere to the following guidelines:**

**Clinical Dress:**

* + Designated NFC school uniform for **clinical** include a maroon/wine top, light gray pants and a gray scrub jacket. A black or white short-sleeved tee shirt, long sleeve tee shirt, or turtleneck may be worn under the uniform top. (No heather gray) No clothing labels should be visible.
	+ Uniform (scrubs) tops and bottoms must be loose for movement. All clothing should fit generously enough to allow for easy freedom of movement while performing all patient care activities.
		- Students are required to wear proper undergarments that are not visible. Undergarments may be required to be worn with V-neck style uniform tops to assure coverage of chest hair and/or cleavage.
* The uniform should be freshly laundered, ironed, free of stains, and in good repair.
* Students must be clean and practice good **personal hygiene**. Cleanliness of body, fingernails, teeth, hair, uniform, and shoes is required.
* Students must avoid using perfumes and cologne.
* Fingernails are kept clean and short with clear nail polish only. Overlays, gels and/or acrylic nails are not allowed.
* Artificial eye lashes are not allowed.
* Hair must be clean, worn off the face and restrained if it falls below the top of the collar level with a simple, natural solid colored (black, white, maroon, tan, gray, brown) tie, holder, pins or headband, etc. Ornate hair accessories, nets, bows, etc. are not allowed.
* Extremes in hair color and style are prohibited. Hair should be of a natural color.
* Beards, mustache, and sideburns must be neatly trimmed and well groomed. Beards may not extend more than ½ inch below the chin. A mustache may not extend beyond the corner of the mouth or overlap the upper lip. Sideburns should not flare or extend below the ear lobe.
* Shoes must be professional, white, and plain (no color flashes), non-porous (not cloth or mesh), non-skid, closed toe, and closed heel.
	+ - Boots, sandals, tennis shoes, high heels, clogs, crocs, flip flops, etc. are not allowed in the clinical area.
		- Shoes must be kept clean and polished.
		- Students are encouraged to purchase supportive shoes.
* White support hose, white nylon hose, or full white socks that cover the ankles are to be worn with white shoes.

**Jewelry:**

* + Jewelry worn in the clinical area must be kept to a minimum and be professionally appropriate.
	+ A watch with a second hand is required. The watch should be simple in style, fit snugly on the arm and should be able to be disinfected. The colors permitted for the watch are gold, silver, white, black, gray, or burgundy.
	+ A simple ring, engagement ring or wedding ring/set may be worn so long as the ring/set is properly affixed to the finger; not at risk of becoming dislodged and does not interfere with applying gloves. One simple ring per hand may be allowed.
	+ A pair of small, simple earrings (pearl, diamond, gold, silver studs) may be worn attached to the earlobe. Earrings cannot extend past the earlobe. Hoop and dangle earrings are not permitted. One earring per lobe.
	+ No other jewelry may be affixed to the face, tongue, or any other visible body part. Facial piercings may not be worn under a mask. On a case-by-case basis, a clear piercing retainer may be worn. This will be reviewed by instructor(s) on a case-by-case basis.
	+ Necklaces shall not be allowed.
	+ Medical exemptions may be approved under certain circumstances.

**Other professional presentation** policies include:

* + Tattoos and/or body art that may be interpreted as distasteful (such as racial, sexual, vulgar), must be completely covered while in the clinical area per facility requirements. It is the student’s responsibility to identify and utilize appropriate materials/methods for the covering of body art, marks, and tattoos such as make-up or long sleeve. Band-Aids are not permitted as a covering method.
	+ Racial, sexual, vulgar, or any other body art considered inappropriate must be always covered while on campus.
	+ Faculty may require body art to be covered at their discretion.
	+ Temporary body marks (such as “passion” marks) must be covered as needed.
	+ Gum and tobacco products are not allowed while in uniform and in the clinical area (see Tobacco Policy).
	+ Sunglasses are not to be worn in the clinical area.
	+ Make-up should be conservative; a “natural look.”
	+ The official NFC identification badge is part of the student uniform for clinical, lab, and classroom; it is to be worn above the waist and must be always visible. The student may use a badge holder to attach the NFC ID to their clothing. The badge holder must be simple, professionally appropriate, and no larger than one inch in diameter.
	+ The designated NFC lab jacket may be worn over the uniform. The student ID badge must be placed in the appropriate area on the lab jacket. No other form of coat/jacket is permitted.
	+ After arrival at the clinical site, no other garments may be worn over the student uniform/lab jacket.
	+ **Students who do not comply with uniform requirements will not be allowed to enter the clinical agency and will be assigned an unexcused absence for the clinical day.**

**Instructors reserve the right to approve or deny any deviations from the above outlined expectations.**

**Appendices for Nursing and Allied Health Student Handbook**

The following Appendices supplement the content included in the Nursing and Allied Health Student Handbook and are require student review/signature at time of admission to the program(s).

* Appendix A - Learning Resources
* Appendix B - Release of Information for Publicity
* Appendix C - Release of Information for Potential Employers
* Appendix D - Release of Responsibility: Exposure of Blood and Body Fluids
* Appendix E - Post Exposure Protocol
* Appendix F - Student Acknowledgement of Nursing and Allied Health Program

Student Handbook

**Appendix A**

**Learning Resources**

**Library & Academic Success Center Building 4**

[**https://www.nfc.edu/learning-resources/**](https://www.nfc.edu/learning-resources/)

**850-973-1624**

**HOURS:** Fall/Spring Term Monday-Thursday: 8 am to 7 pm and Fridays: 8 am to 4:30 pm

 Summer Term Monday – Thursday: 8 am to 4:30 pm

FAQs – How Do I…? : <https://guides.nfc.edu/FAQs>

**Learning Resources**

Building 4

LearningResources@nfc.edu

**Library**

Building 4

Library@nfc.edu

**Academic Success Center**

Building 4

ASC@nfc.edu

**Checking Out Materials**

Students must have a student ID to check out materials. Non-students will be issued a library card. Borrowers may have a total of 5 items (books and/or videos) at any one time. Materials may be renewed once, either over the phone, online, or in person. When items are overdue, students may not check out library materials until the account is cleared. Holds may be placed on a student's record in Banner for items declared lost.

* **BOOKS**: Check-out period is two weeks. Reference books cannot be checked out.
* **DVDS**: Check-out period is one week. A video viewing room is available for classes or individuals.
* **AUDIOBOOKS**: Check-out period is two weeks.
* **MAGAZINES:** Check-out period is one day. Electronic databases with full-text articles are accessible from the library web page.
* **CALCULATORS**: May be checked out for the semester on a first come, first served basis.
* **NEWSPAPERS:** In-library use only.
* **PHOTOCOPIES / PRINTING**: $0.10 per page. A card is necessary for printing and photocopies. Money may be added to the student ID card or a copy card may be purchased. Copies must be made under compliance with the copyright law.
* **COMPUTERS**: Forty-six computers are available in the library for NFC student use. Users must have basic computer skills and bring their own disks or flash drives. Library computers DO NOT have CD burners. Computer assistance is available at the computer lab. All printing is $0.10 per page.
* **PLEASE: DO NOT RESHELVE MATERIALS**. You may leave them on a table or at the circulation desk.

Food is not permitted in the NFC Library. All drinks are prohibited in the computer areas. Drinks in spill-proof containers may be consumed in public areas where there are no computers

**Appendix B**

**North Florida College**

**Nursing and Allied Health Programs**

**Release of Information for Publicity**

**Please read carefully before signing**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give express written consent to North Florida College to publish, print, display or otherwise publicly use for purposes of trade or for any commercial or advertising purpose my name, portrait, photograph or other likeness. Such uses may include, but are not limited to, educational, promotional, advertising, and trade through mediums which include, but are not limited to, film, print, photograph, video, television, radio, internet, social media, and exhibition. I also grant NFC the royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate and distribute my name, portrait, photograph or other likeness (in whole or in part) worldwide and/or to incorporate it in other works. I understand that I am not entitled to any benefit or compensation related to the NFC’s use of my name, portrait, photograph or other likeness.

 I hereby waive any right that I may have to inspect or approve any photographs or videos (including sound) and comments or completed products which incorporate all or part of any such photographs, videos, and comments. NFC has the right, among other things, to edit and/or otherwise alter the visual or sound recording, or photographs, as needed.

 I hereby voluntarily release NFC from any and all liability arising out of or in any way related to the use of my name, portrait, photograph (including video), likeness and comments, including but not limited to any liability arising by virtue of any blurring, distortion, alteration, illusion, editing, or use in composite form, whether intentional or otherwise, that may occur in the making or processing of the finished product.

 This express written consent shall apply from the date of execution of this document and until I revoke such express written consent in writing. I have read this document before signing and fully understand the contents, meaning and impact of this consent. I understand that I am free to address any specific questions and have done so prior to signing.

Name (Printed and Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_ Telephone Number/Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If under 18, Name and Signature of Parent/Legal Custodian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Withdrawal of Consent**

I **withdrawal my consent** as of the date of my signature below (check box).

I understand that every effort will be made to remove the item within a reasonable timeframe. I also understand that this item may have been copied without permission, and I agree not to hold NFC responsible for instances of these violations.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Participation**

I **do not consent** for North Florida College to publish, print, display or otherwise publicly use for purposes of trade or for any commercial or advertising purpose my name, portrait, photograph or other likeness.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C**

**North Florida College**

**Nursing and Allied Health Programs**

**RELEASE OF INFORMATION FOR POTENTIAL EMPLOYERS**

 Potential employers often contact the NFC Nursing and Allied Health Department for a list of graduates eligible for employment opportunities. By law, the College or representatives of the Nursing and Allied Health programs may not release certain information without consent.

 I hereby **grant permission** to the NFC Nursing and Allied Health Department to release information about me to employment recruiters excluding education records protected from disclosure by the Family Educational Rights and Privacy Act and protected health information protected from disclosure by The Health Insurance Portability and Accountability Act.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

 I hereby **deny permission** to the NFC Nursing and Allied Health Department to release information about me to employment recruiters.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

**Appendix D**

**North Florida College**

**Nursing and Allied Health Programs**

**RELEASE OF RESPONSIBILITY**

**EXPOSURE OF BLOOD & BODY FLUIDS**

* I understand that, as a student enrolled in a Nursing and Allied Health Program, I may be exposed to blood or other potential infectious materials (OPIM). I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.
* I understand that I am not required to practice invasive techniques on classmates, nor to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Name (Please print)

**Appendix E**

**North Florida College**

**Nursing and Allied Health Programs**

**POST EXPOSURE PROTOCOL**

On \_\_\_\_\_\_\_\_\_\_\_\_\_ (date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) enrolled in the Nursing and Allied Health Program experienced an exposure incident to blood or other potentially infectious materials. Per the established protocol in the student handbook, the student was advised to follow the clinical agency guidelines post exposure. In addition, the student was advised to follow CDC guidelines which include, HIV testing to establish seronegativity (today) followed by a retest at 6 weeks, 3 months, 6 months, and 1 year. The student was further advised to be evaluated by a health care provider for appropriate testing and possible treatment. If the student does not follow the recommended guidelines the student must sign a declination statement. The college will not accept responsibility for expenses incurred.

I have read and understand the post exposure protocol and **agree with treatment**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date and Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date and Time

I have read and understand the post exposure protocol but **decline treatment**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date and Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date and Time

**Appendix F**

**North Florida College**

**Nursing and Allied Health Programs**

**Student Acknowledgment of North Florida College**

 **Nursing and Allied Health Program Student Handbook**

I have read and understand the contents of the NFC Nursing and Allied Health Program Student Handbook and agree to follow all the policies and procedures outlined in the handbook.

 I further agree to follow any addendums to the student handbooks that are distributed throughout the academic year and follow the Chain of Command (Page 35).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Please print)

**Please hand in this form to your instructor when signed**.