Valencia College

Nursing Student Handbook

Academic years
2018 - 2022

Fall 2017

Table of Contents

I.   Valencia College Nursing Program Mission/Philosophy

The Associate of Science in Nursing Degree program at Valencia College prepares students for Registered Nurse (RN) licensure, employment in healthcare and the pursuit of advanced degrees in Nursing by promoting academic excellence and high ethical standards.

The Valencia College Nursing faculty believes that learning is a lifelong process. A collaborative, inclusive, safe and caring learning environment is facilitated to promote nursing reasoning, clinical decision-making and compassionate caring among a diverse student population. The Valencia College Nursing faculty promote culturally competent Nursing workforce by having students value individual knowledge and beliefs.

The Valencia College Nursing faculty believes in increased access to nursing education. The Nursing Program provides students with opportunities for academic excellence, personal growth, and career development. The Nursing Program is founded on the values of honesty and integrity and upholds the standards of professionalism, high ethical character and civic responsibility.

Upon completion and graduation from the Valencia College Nursing Program, students have the capability of practicing safely as a novice graduate nurse. The course learning outcomes as defined in the syllabi of each course measures the development of the student and culminates in the ability to perform safely and professionally. Valencia College Division of Nursing measures student success as the ability to perform and integrate professional Nursing care through Program Learning Outcomes.

II.   Program Outcomes

Evidence of success will be demonstrated as the Valencia College Nursing graduate's ability to:

- Foster open communication, mutual respect and shared decision-making to achieve quality patient outcomes with respect to value, safety, preferences, needs, and diversity for patient family and multidisciplinary teams. (T, V, C, A).

- Integrate clinical decision-making that demonstrates evidence- based practice, competent delivery of patient care, and coordination of multidisciplinary teams to achieve safe patient centered outcomes (T, V, C, A).

- Utilize technology to communicate and promote coordination of information to mitigate errors, apply knowledge when managing resources, and facilitate safe patient care. (T, V, C, A).

- Promote lifelong learning and professionalism through exploration of evidence-based practice and professional development. (T, V, C, A).

** Think (T), Value (V), Communicate (C), Act (A)

III. Valencia College Nursing Program Organizing Framework

The Valencia Nursing Program Outcomes utilize the following Professional Standards to guide the clinical practice of the Valencia student: American Nurses Association (ANA) Standards and Professional Practice guidelines which define the scope and standards of Traditional Nursing practice , the National League for Nursing (NLN) Core Values, the National Council of State Boards (NCSBN) NCLEX-RN Client Needs Blueprint, the Quality and Safety Education for Nurses (QSEN) Standards, and the Joint Commission National Patient Safety Goals.

The curriculum is designed to enable students to develop the necessary competencies for professional Nursing care, building on the framework of novice to expert through integration of specific skills and knowledge to support safe competent care for novice nurse entering today's work environment and enhanced by studies in the liberal arts and sciences. These competencies are based on the guidelines established by the National Council of State Boards of Nursing (NCSBN) to prepare students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The faculty is committed to making higher education in nursing accessible to a diverse student body of both the traditional and nontraditional students offering courses in a face-to-face atmosphere and through hybrid format (Nursing V and ACCELERATED TRACK). The Nursing Program utilizes theoretical and empirical knowledge from the biological, physical, behavioral, social sciences, humanities, using the paradigm of Nursing and evidenced based practice to prepare graduates to perform as competent entry-level nurses. The curriculum is built on frameworks including Quality Safety Education for Nurses (QSEN), National League of Nursing (NLN), Joint Commission- National Patient Safety Goals and American Nurses Association (ANA). ++

 The curriculum is organized with a framework that consists of conceptual themes congruent with the program learning outcomes (PLO) and course learning outcomes (CLO) which are based on four client needs categories: safe effective care, health promotion and maintenance, psychosocial integrity, and physiological integrity and support and follow the NCLEX-RN test plan. The PLO and CLO support the core values of Valencia College: think, value, communicate, act (TVCA), and are threaded throughout the Nursing curriculum.   These components are identified as professional behaviors, communication, assessment, decision-making, nursing interventions, teaching and learning, collaboration and management of care. Faculty work to achieve these outcomes through utilization of a wide variety of teaching and learning methods supporting student-centered learning to foster excellence to enhance student learning. These outcomes are supported by the Essential Competencies of a Valencia Educator, Teaching Learning Academy http://valenciacollege.edu/faculty/development/tla/

- Assessment as a Tool for Learning
- Inclusion and Diversity
- Learning-centered Teaching Strategies
- LifeMap
- Outcomes Based Practice
- Professional Commitment
- Scholarship of Teaching and Learning

++ 2013 NCLEX-RN Client Needs Categories
https://www.ncsbn.org/2013_NCLEX_RN_Test_Plan.pdf

American Nurses Association (2010). Standards of Professional Nursing Practice. Association. Silver Springs, Maryland

Quality and Safety Education for Nurses (QSEN)
http://qsen.org/competencies/pre-licensure-ksas

National League for Nursing (2015)
http://www.nln.org/about/core-values

The Joint Commission (2015). National Patient Safety Goals
http://www.jointcommission.org/assets/1/6/2015_HAP_NPSG_ER.pdf

IV. Accrediting Organizations

Florida State Board of Nursing

The Florida State Board of Nursing gave full approval status to Valencia College to offer an Associate of Science in Nursing Program in 1971. Since that time, Valencia College has maintained full State Board of Nursing approval status for the Associate of Science in Nursing Program. Contact the Florida State Board of Nursing at:
Florida Board of Nursing
4052 Bald Cypress Way
BIN C02
Tallahassee, Florida 32399
MQA_Nursing@doh.state.fl.us
Telephone: **(**850) 245-4125
FAX Number: (850) 245-4172

Accreditation Commission for Education in Nursing (ACEN)

Since 1976, Valencia College Nursing Program has been fully accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as The National League for Nursing Accrediting Commission (NLNAC). This accreditation is fully voluntary, nongovernmental and is accomplished to meet standards that measure program excellence.   Contact ACEN at:
Accreditation Commission for Education in Nursing (ACEN):
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
P. 404.975.5000   F. 404.975.5020
www.ACEN.org

Commission on Colleges of the Southern Association of Colleges and Schools (SACS)

Valencia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science and Associate in applied Science degrees. Contact the Commission of Colleges at:
Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
404-679-4500

V.   Progression in the Nursing Program (Traditional and ATN)
(Reviewed July 2016)

The Nursing Faculty at Valencia College are dedicated to the student's successful progression and completion in the Nursing Program. The faculty believes in a collaborative partnership of learning. The student's responsibility in this partnership is to be prepared to accomplish the tasks of learning and translating Nursing education into safe practice.

In the event that the student has difficulty successfully accomplishing the requirements of any of the courses in the program, it is the responsibility of the student to seek help and notify the Course Leader. It is important that the student seeks out assistance early and communicate directly with the Course Leader in order to identify areas of the curriculum that may be challenging and or difficult. Early contact will enable the Course Leader to assist the student in formulating a plan for success. It is the student's responsibility as an active partner of the learning team to elicit the assistance of additional help to successfully meet the objectives of the course and program.

A.   Course Failures

    i.   **One Nursing Course Failure Policy:** *If the student receives a D, F, or W* in one Nursing course, (includes NUR 1021C, NUR 1032C, NUR 1401C, NUR 2204C, NUR 2823C, NUR 2832L, HSC 2151, NUR 1003C, NUR 2313C, NUR 2211C, NUR 2244C, NUR 2810C) they have not successfully passed the course, must reattempt the course, and therefore are considered to be out of sequence. In order to continue in the Nursing Program there are required guidelines (described below, along with required documentation) that the student must follow in order to become eligible to register for a revised sequence and reattempt the course.*

* Note on the Grade of "W": In accordance with Valencia College Policy 6Hx28, *'A student who receives a grade of "W" will not receive credit for the course, and the W will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.'*

    ii.   **Two Nursing Course Failures Policy:** Unsuccessful completion of two Nursing courses *(includes NUR 1021C, NUR 1032C, NUR 1401C, NUR 2204C, NUR 2823C, NUR 2832L, HSC 2151, NUR 1003C, NUR 2313C, NUR 221C1, NUR 2244C, and NUR 2810C)* with a grade of D, F, or W constitutes two failures and will result in permanent dismissal from that Nursing track (Traditional or Accelerated Track).

B.   "Stop Out" of the Nursing Program Policy/Procedure or Drop/Add:
 Students who pass the course in which they are currently enrolled and desire to "Stop Out" of the Nursing Program due to serious illness (physical or psychological) or injury, personal, or financial reasons must do the following:
- Meet with the Clinical Nursing Program Director. All information provided by the student will remain private and will be shared only with school officials for legitimate educational reasons.
- Submit a "Request for Resequencing and Reinstatement Form." The "Limitations of Re-Entry into Nursing Program Policy" will apply. Resequencing and Reinstatement is on a space-available basis and may take several terms.
- **Drop/Add & Withdrawal Policy:** Students who are enrolled in Traditional Nursing I (NUR 1021C) or ACCELERATED TRACK Transition into Professional Nursing (NUR 1003C) and drop the course prior to the drop/refund deadline shall be removed from the program and must re-apply for

admission into the program.

C. *Course Withdrawal Policy*

i. *Procedure for Withdrawal:* In the event that a student withdraws from a Nursing course, the following requirements must be completed:
- The student must meet with the Course Leader prior to the withdrawal regarding the decision to withdraw from the course.
- Students must withdraw themselves from the course electronically via Valencia ATLAS. Failure to withdraw electronically will result in an 'F' being placed on the permanent transcript.

ii. **UCF/Valencia College Concurrent Nursing Program Progression Policy** (effective Fall 2016):
The primary goal for each student is to successfully complete the ASN degree and obtain an RN license. In consideration of this, if a student fails either a VC or UCF course, the student will be dismissed from the UCF/Valencia College Concurrent Nursing Program (Concurrent Program).

If the ASN continuing student desires to also continue in the Concurrent Program, a petition must be filed with the VC/UCF Committee for a case-by-case consideration to remain in the Concurrent Program. If approved, a new plan of study will be created and must be followed.

If denied, the student may apply to complete the BSN degree in the RN to BSN program after obtaining an RN license. Previously completed BSN level course work will be credited in the RN to BSN program.

iii. **Resequencing and Reinstatement Policy:** A student who is unsuccessful or stopping-out of the Nursing Program who wants to be considered for resequencing or reinstatement will be re-enrolled in a course based upon on space availability and eligibility. The "Limitations of Re-Entry into Nursing Program Policy" will apply. Resequencing and Reinstatement is on a space-available basis and may take several terms.

Many factors are used to determine eligibility for Resequencing and Reinstatement within the Nursing Program. These may include grade point average, theory grades, clinical performance and evaluation, and participation in remediation with course faculty members and/or the Educational Specialist. Questions regarding this policy may be directed to the Course Leader(s).

- **Resequencing and Reinstatement Requirements and Procedure:** **S**tudents who wish to be considered for Resequencing and Reinstatement after receiving their first D, F, or W, or students who opt to "Stop Out" of the Nursing Program for personal reasons must:

- *Submit the "Request for Resequencing and Reinstatement Request Form found within this Student Handbook (directions for submission are on the form)*
- *Submit a detailed Plan for Improvement (along with the form) which contains the following information:*
  Resequencing and Reinstatement documents must include:
  - Student Name
  - Student VID #
  - The name of the course and course number for which the student received a D, F, or W
  - The date and term that the course was taken for which the student received a D, F, or W

- An explanation for the reason the D, F, or W was received in the course
- A **detailed plan for success** in the subsequent terms. This plan should include the following:
  - improvements for studying
  - time management
  - early intervention (seeking assistance early in the term)
  - test review (attend scheduled test reviews)
  - outside resources (tutoring)
  - increased support (from family & friends)
  - identify the factors which led to being unsuccessful in the course and the plan to ensure future success

Note: *Students who "Stop Out" but have not failed a course do not need to submit a Plan for Improvement.*

iv. **Limitations of Re-Entry into Nursing Program Policy:** A student who is out of progression in the Nursing Program may request readmission under the following conditions:
- No more than **two (2) consecutive academic terms have elapsed** since exit from the last Nursing course**
- Resequencing and Reinstatement must occur at the beginning of a course
- Resequencing and Reinstatement is on a space-available basis

**Example:
- A student who is enrolled in the Fall term must return by the following Fall term **on a space available basis.**

v. **Medical Exception Withdrawal Policy (effective 1/2017)**
Nursing students may repeat a required course for the Nursing Program only one time, whether the grade is D, F or W. A second D, F, W, or combination of any two results in permanent dismissal from the Nursing Program. **If the grade is a W, and the reason for the withdrawal is a student's serious illness (physical or psychological) or injury, the student may apply for an exception. The policy may not be applied to friends or family who have a serious illness (physical or psychological) or injury.**

NOTE: The request regarding the serious illness may be initiated at any time throughout the term, but it must be prior to taking the Final Examination for the course in which the student currently is enrolled.

If approved, the entire term of the nursing course from which the student is seeking a medical exception would have to be repeated, and no grades from that term would be recorded. The serious illness cannot be applied to the student's standing in any (future) term.

A Withdrawal Medical Exception Request form must be completed and submitted to the Dean of Nursing for consideration by a review panel composed of the Dean of Nursing, Clinical Nursing Program Director and Career Program Advisors (no teaching faulty will be on the panel). The Medical Exception Request must be received prior to final exam week and the student must not have taken the final exam for the course in which they are enrolled. Medical Exception Requests will not be accepted if the requests are received after the start of final exam week or if the student has taken the final exam for the course in which they are enrolled.

Documentation from appropriate physicians, therapists, hospitals, or healthcare professionals must include a statement that the student is medically unable to function as a Nursing student at this time. All information provided by the student will remain private and will be shared only with school officials for legitimate educational reasons, including facilitating the review process. The panel may request further documentation from the student's healthcare provider(s). The information will be shredded immediately after the written decision has been provided to the student.

Note: If the illness/injury occurs during the final weeks of a term, a grade of Incomplete may still be an option depending on the specific circumstance(s). If the Incomplete is utilized, it cannot become a Withdrawal Medical Exception (W) at any term thereafter.

The review panel will meet and make a decision within 10 business days of receipt of the written request and documentation. All decisions will be made using pre-determined criteria and applied equitably to each request. This Medical Exception Withdrawal Policy will only be granted one time per student and is for medical reasons only. The decision of the panel is final. Return to the Nursing Program must be within one year of the withdrawal per the "Limitations of Re-Entry into Nursing Program Policy" found within this Student Handbook.

For those students whose request is granted, they must petition to return to the Nursing Program by submitting a "Request for Resequencing and Reinstatement Form." Additionally, you must submit documentation from your treating healthcare provider that you can now fully function as a Nursing student with no limitations. If any accommodations are needed, you will be referred the Office of Students with Disabilities. Resequencing is on a space available basis.

It is the student's responsibility to address any financial issues related to the Withdrawal Medical Exception. The review panel will not be involved with any financial concerns. However, if contacted by financial aid to verify your circumstances, the Nursing Program Dean will cooperate to the extent that confidentiality of the student's records is maintained.

VI.   Student Conduct Policy (review June 2016)

A.   Code of Nursing Student Professional Conduct
The Valencia College Student Code of Conduct (Policy 6Hx28: 8-03) is well defined by the College. However, the requirements and standards for Nursing are higher than the level of college. This is directly related to the responsibility that the Nursing profession requires in the care of patients and their families. Based upon the level of responsibility and ethical practice, the profession of Nursing has an established level of professionalism and conduct. This is outlined as a part of the standards of professional practice of the American Nurses Association.

The American Nurses Association defines professionalism as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities. Professional Nurses demonstrate this professionalism through applying the principles of altruism, excellence, caring, ethics, respect, communication and accountability. The expectation of the beginning Nursing student is to practice and apply these principles throughout the program and career.

Professionalism also involves personal accountability in personal actions, behavior and Nursing practice. This includes continuous professional engagement in exemplary practice and lifelong learning. The nurse is responsible for individual Nursing practice and determines the appropriate delegation of tasks that are consistent with the nurse's obligation to provide optimum patient care."

Therefore, as a student who desires to practice as a professional registered nurse, it is imperative that the student follow an established practice of professional behavior. As previously stated, student nurses who are enrolled in the Valencia College are expected to behave appropriately demonstrating professional behavior, accountability and responsibility for individual actions and behaviors. As such this professional code of conduct has been established as a guideline for acceptable behavior in addition to Valencia's Student code of Conduct. Recommendations for behavior are listed:

Code of Professional Conduct mandates the following expectations:
- Cooperate and communicate with students, faculty, staff and health team workers in a dignified, professional manner
- Maintain timeliness, courtesy and respect for others at all times
- Respect patient's autonomy, confidentiality and welfare
- Address clinical concerns with staff, faculty and colleagues in a respectful manner
- Manage disagreements with courtesy
- Maintain clear communication
- Comply with accepted practice standards
- Complete patient records in a timely manner
- Demonstrate honesty and integrity at all times

Examples of Unprofessional and Unacceptable Behavior
- Engaging in physical, visual, verbal, or written communication (including electronic) that demonstrates disrespectful, dishonest or discordant behavior
- Indulging in disorderly conduct or abusive language including profanity, shouting and rudeness
- Misconduct toward or abuse of others including patient's visitors, employees and colleagues
- Blaming, shaming or publicly criticizing others for unexpected or negative outcomes
- Engaging in dishonest or fraudulent practices in any environment

In the event that a Nursing student demonstrates inappropriate professional conduct, the following actions result:

The student will be immediately removed from the environment and taken to a private location away from classroom/lab/clinical area to discuss the observed inappropriate conduct. In the event that the student is combative (either verbally or physically) security will be summoned.
- A written summary of the behavior which describes the incident will be written by both the student and the observer.
- The Faculty and/or Dean of Nursing meet with student as soon as possible and prior to one week of the occurrence to discuss the written summary of the code of conduct violation
- The discussion and written summary to be placed in the student's file includes:
  - Review of history of events and actions
  - Identification of unacceptable behavior
  - Documentation of plan to prevent future inappropriate or unprofessional behaviors
  - The student will acknowledge and understand that if there is a repeat offense at any

time during the Nursing Program as outlined in the Valencia Student Code of Conduct (Policy 6Hx28: 8-03) sanctions section
- Student is expected to sign the written summary as evidence that they read it; (note: signing the document is not an admission that the behavior stated in the summary occurred as written).
- Students have the option to respond in writing to the written summary at the time it is signed.

B. Academic Integrity

i. Cheating on assignments and tests and/or plagiarism is unacceptable in the college community.

Academic work submitted by a student is assumed to be the result of his own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, he must acknowledge that in the appropriate manner. When a professor has determined a student has cheated or plagiarized, the student may receive a failing grade for the assignment and/or the course. In addition, the student may be subject by the Dean of Nursing to the disciplinary procedure and disciplinary action as outlined in the policies and guidelines for the college. A student who shares his/her work for the purpose of cheating on class assignments or tests has also violated college policy relative to Academic Integrity, and is subject to the disciplinary procedures and actions as outlined above.
A student may appeal in writing through the office of the Dean of Nursing for the following:
- Issuance of a failing grade
- Disciplinary procedures followed
- Disciplinary action taken

There is an appeals policy that is addressed in the College Catalog regarding the Appeal Process Policy for grade grievance or to issue an administrative complaint (nonacademic issues). This is located in the addendum section of the Valencia College Student Nursing Handbook and can be found on the Valencia College webpage.

The URL is listed below:
http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=190&volumeID_1=8&nAccelerated Trackt=0.

ii. Reporting Violations of Academic Integrity
A student who witnesses and/or reports a violation of the college academic honesty policy is not able to remain anonymous. As per the policy, anyone accused of academic dishonesty or violation of a standard has the right to face the accuser.

C. Social Networking and Use of Electronic Devices (Reviewed July 2016)
- i. **Clinical:** While in the clinical agency, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student's responsibility to notify the clinical instructor prior to any communication and obtain permission. All personal electronic communication devices must be in the off position while in any clinical setting. Electronic equipment (including communication devices such as cell phones) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the unit.
- ii. **Classroom and NAL:** In the classroom or NAL, electronic equipment (including communication devices such as cell phones) must be placed in the silence mode or turned to the off position.

Electronic equipment (including communication devices such as cell phones) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the classroom or NAL.

Additionally, the posting of any photograph from the clinical setting, lab, or classroom setting to a public site such as YouTube, Facebook, or other social networks is prohibited. Students are not allowed to photograph any clinical or course documents using electronic devices or cameras. Posting any such document to social networking or sharing with other individuals is strictly prohibited. Violations of patient privacy with an electronic device are subject to HIPAA procedures/guidelines. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) maintains that all patient confidentiality must be maintained both in and out of the clinical setting. Therefore, students may not take any photographs, recordings, or videos while in the clinical setting, NAL, or classroom setting.

Please review the Nursing course syllabus for specific requirements for social networking and use of electronic devices as it relates to the course.

VII. <u>Appeals Process</u> (Reviewed July 2016)

A. Appeal Process Policy for Nursing Course Class Grade or Clinical Grade or to Issue a Complaint

A student has the right, individually, to appeal a Nursing course (class or clinical) grade. A student also has a right to issue a complaint for due cause. As documented in the Valencia College Catalog, the following steps must be followed:

The student must initially discuss the concern/grade with nursing course faculty leader. In the event that the student is dissatisfied with this decision following the initial appeal or complaint, the student must follow the "**Student Academic Dispute and Administrative Complaint Resolution Procedure**" *(College Policy 6Hx28:8-10).*

NOTE: Please be aware that communication regarding a student's performance or academic standing should be between Nursing Faculty/Administrators, and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student. In the event that the student should require additional individuals to be present or in any other manner, the student must sign release form specifically for the individual with whom the information is to be shared.

B. Release of Student Information

While enrolled in the Nursing Program, student information that is necessary for clinical affiliation agreements and licensure will be sent to the appropriate agency. Additionally, students are required to sign documentation prior to entry into a clinical facility.

C. Grade Information Policy (Reviewed July 2016)
All student records are protected by the Family Education Rights and Privacy Act (FERPA)
- No grades will be publicly posted.
- No grades will be given over the telephone to a student or any other person.

- No grades will be given via personal email.
- The statements above also apply to the clinical grade of satisfactory and unsatisfactory.
- Students may obtain unit examination grades at designated times as set by the course professor(s).
- Please refer to the course syllabus regarding the specifics of grade distribution.

VIII. <u>Nursing Support Programs for Students</u>

A. **<u>Instructional Support:</u>** Instructional support staff direct their efforts toward assisting students to be successful in theory and clinical aspects of the curriculum. To address the needs of students, the instructional support members assist the Nursing faculty's work in the education of students. This occurs in the lab setting, with individual students or in small groups. This type of learning environment facilitates students to seek out alternatives and additional learning, may provide suggestions for ways to improve study habits, which may improve outcomes. Additionally, there are student tutors available. These student tutors may provide insight and understanding from the perspective of a student. For problems needing additional attention, students may be referred to other support services within the college.

Nursing students are often referred for additional support based upon course assessments by faculty. Please know that it is the student's responsibility to contact nursing faculty, early and often regarding their need for additional assistance. This information is important in order for the faculty to direct and assist in directing the student to the many services that are available at Valencia College. Once a need is identified, and supportive services are utilized, students may be required to collaborate with supportive staff to follow a planned approach (i.e. additional hours, meetings to improve the student course outcome). Additionally, these requirements (as determined by the faculty) may also be required of a student in order to continue in a course, and/or to be readmitted to the program.

B. **<u>Nursing Educational Specialist:</u>** The Nursing Education Specialist is an experienced member of the Learning Team who has a varied role. The Education Specialist works closely with course faculty, primarily the Course Leader, in coordinating the exam review process, tutoring, and educational support services. The Nursing Educational Specialist assists students in reviewing course exams and also reviews course content with the student as needed or directed by the faculty. A designee of the Nursing Educational Specialist may also provide a clinical evaluation upon request from nursing course faculty.

C. **<u>Nursing Arts Laboratory (NAL):</u>** Valencia College's Nursing Arts Labs (NAL) are located on both the West and Osceola Campuses. The two Nursing Arts Labs are central to the success of the program and are considered an integral part of nursing education. The laboratory offers instruction on clinical skills, reinforcement of material presented in class, and preparation for the skills performed in the clinical setting. The Nursing faculty members strongly recommend the use of the NAL as it offers learning at an individual rate and the opportunity to practice skills. Individual opportunities may be scheduled with the senior instructional assistant for additional help. Nursing Arts Lab hours are posted on the Secure Nursing Web Site. *Please note that children, immediate family member, relatives or friends are not permitted in the Nursing Arts Lab due to insurance regulations.*

D. **Senior Instructional Assistants (IA) and Learning Assistants (LA)**
Instructional Assistants (IA) and Learning Assistants (LA) support student success. Instructional Assistants are Registered Nurses and Learning Assistants are current Nursing students who have demonstrated competency in skills and in the courses that they have completed. Students may schedule an appointment with IAs or LAs through an electronic scheduling system. The IAs or LAs are available to help students in areas of reinforcing theory and/or clinical skills

    a. Instructional Assistants or Learning Assistants may:
- Review course didactic learning materials after material has been presented by full time tenured faculty (when applicable)
- Assist in practice of Nursing skills
- Verify readiness to perform "Static Simulation Demonstrations" for students who are unsuccessful on the first attempt.

E. **Expectation of Students Requesting Assistance from an Instructional Assistant or a Learning Assistant**
- Students should prepare by studying and practicing prior to skill performance and/or academic learning.
- Students must utilize the Accutrack system in order to make appointments with a designation of the topic needing review.
- Please plan ahead. There are many students and the appointment times fill quickly. Students should practice professionalism by keeping the appointments that they schedule.
- Cancellations should be communicated to the staff as soon as possible so that another student may use the appointment.
- If you are unable to show up for an appointment that you have scheduled, cancel it at least 24 hours in advance using Accutrack. If the cancellation is due to an emergency, call 407-582-5479, for appointments made at West campus or 407 582 4563, for appointments made at Osceola. Students who fail to show up for scheduled appointments will be considered a no show appointment and will get a pink no show notice. **Two missed appointments** will result in your tutoring privileges being suspended for a period of thirty (**30) days**. Students who fail to show up for scheduled appointments will be considered tardy and referred to the Director of Nursing for mandatory counseling after the second missed appointment. Students may be removed from the nursing program for excessive tardiness.

F. **Documentation:** In the event that there are situations that warrant additional communication between students and faculty, appropriate documentation is necessary for the protection of the student and the institution. In the event of situations warranting further communications contact records must be kept. Contact records are notations that an instructor or the education specialist keeps to describe contact with a student. Contact records are written and presented to the student to read and sign. The student may also record his/her description of the contact record as well. It is common for contact records to be used in conjunction with clinical evaluation tools. Situations that would require the use of a contact record would include a further explanation of the issue, as well as a plan for remediation/development.

A formal learning contract is necessary when specific challenges are identified and require remediation or development of additional skills. The contract is usually initiated after the student has been informed of a deficit and/or unsafe practice/behavior as evidenced through contact records.

16

Formal contracts may be used by the Nursing Education Specialist and Faculty Members as part of clinical, skills lab, and class situations. The contract and successful or unsuccessful completion of the remediation/developmental plan becomes a permanent part of the student's file in the Nursing office.

G. **Library Services:** Valencia College on all campuses to offer a combination of resources and approaches to support student learning and support faculty's educational efforts. The resources are organized, equipped, and staffed to support the purposes and objectives of the Nursing Program. All five academic campuses have libraries that support classroom and online instruction. Each library supports student and faculty needs related to reference materials, electronic materials, audiovisual equipment, and computers for student use. Librarians are available for individualized student needs. Current Nursing holdings are located in the libraries on the West and Osceola Campuses in conjunction with the location of Nursing classes.

New Nursing students starting the program, are provided an orientation to library services during their first Nursing term. The library orientation is comprised of a library tour and instruction regarding the use of databases. The library tour consists of a "visual tour" of the library. The students are oriented to the online catalog as well as appropriate and relevant databases. A demonstration and student practice is provided

Hours of Operation: Please refer to the Valencia College library page (valenciacollege.edu/library) for the hours of operation for Library Services.
Online library services are available at http://www.valenciaccollege.edu/library.

IX. Evaluation Policy/Procedure (Testing and Didactic)

A. **General Progression Requirements**
In order to progress through the Nursing Program, courses must be taken sequentially with all of the prerequisite knowledge retained in order to be successful in subsequent terms. Please refer to individual course syllabus for all clinical, and course specific guidelines>

 In the Division of Nursing:
  * The grade scale is different from the remainder of the college and is as follows:

> A=920-1000
> B=850-919
> C=770-849
> D=700-769
> F=Below 699 and below

Successful completion with a minimum of 'C' or better is required for all clinical, core and co-requisite courses in the program.

B. **Methods of Evaluation**

i. **Quizzes, Unit Exams:** Grading is based upon a 1000 point scale. There is no rounding of points or percentages. All exams, quizzes and other grades may be used for this point system to determine grades. All exams, quizzes, or other grades will be recorded as whole

17

umbers, and the final grade will be a whole number.

Nursing course grades for all tests, quizzes, or any item graded with a numerical value will be posted online and/or given to students via the Scantron Sheets using whole numbers only. This means that 76.85% would NOT be considered to be a passing grade (double rounding) and rounded to 77%. In order to pass a Nursing course, the student must make the full 77%.

Some courses require that the overall average of exams must be greater than 77 percent without the inclusion of quizzes, papers, or projects, in order to pass the course. Please refer to the course syllabus regarding exam grading policies, including weighting and additional required assignments.

ii. **Review of Unit Exams and Quizzes:** Quizzes and unit tests are standardized methods of evaluating the progress, performance and specific achievements of students. They are also a student learning experience. It is, therefore, the desire of many faculty to provide for a review of most tests and quizzes with students. Refer to course syllabus for specific instructions about review of quizzes and exams.

iii. **Review of Final Exams:** Final Exams for most courses are nationally standardized exams evaluating the progress, performance and specific achievements of students. Final examinations are not routinely reviewed as faculty do not have access to these exams. Should a student desire to review the final exam that is not a standardized exam, an appointment may be arranged with the professor. Exam review may not be offered in every course. Please refer to the course syllabus regarding final exam review.

iv. **Exam Review Security:** To maintain the security of examinations and thus assure fairness for all, no note taking, tape recording, or photography will be permitted during exam review.

v. **Missed Unit Exams and/or Quizzes:** Please review the specific course syllabi for the procedure to follow in the event of missed exams, and/or quizzes. Based upon the syllabi, some courses may not allow a makeup opportunity for missed quizzes. Students are not guaranteed the same test or the same testing format for a makeup test, exam or quiz. The choice of examination and assessment is at the discretion of the faculty member. Students are expected to complete the makeup assessment as determined by the course leader or faculty.

C. Test-taking Policy for all Nursing Courses

Testing is a significant portion of the assessment process for students. For nursing students, it is important to determine competency and critical thinking skills through this process. As such, test integrity is important in this process. Therefore, certain requirements and expectations are mandated in the classroom and testing centers.

All students are expected to follow these rules:

- o No electronic equipment (including communication devices such as cell phones) is allowed in the testing center or classroom during testing.
- o This includes watches, cellular telephones, IPods, IPads, Computers, or other electronic

device. This list is not all-inclusive.

- o No purses, books, backpacks, bags, or items that provide storage for concealed items.
- o No paper, or notes unless distributed or directed or provided by the faculty. All paper must be returned at the end of the examination to the faculty member
- o No tissues, napkins or paper products of any kind
- o Please do not bring food, gum, candy, soda, water, or containers into the testing area
- o No hats, hoodies, or head covering of any kind are allowed
- o If the student needs to leave the testing center/classroom during an examination, the faculty must give approval.
- o If approval is given, only one student at a time may leave the classroom/testing center during an examination.
- o There is no talking in the testing center/classroom during an examination.
- o If approved by the faculty, students may bring a simple calculator (not a calculator on a cell phone) to the testing center/classroom during an examination.
- o Please review the course syllabi for specific requirements in each course.

Violations of these rules may result in a Score of "0"on that exam.

Examinations taken Electronically in the Computer Classrooms or in the Testing Center (Reviewed July 2016)**:** The Valencia College Information Technology Department makes every effort to ensure that examinations taken by students electronically via the computer (either online or off-line) at a Valencia campus are not disrupted due to power failure or other unforeseen circumstances that occur with online testing. Additionally, this may include environmental noise in the testing centers. Students need to be aware that these are circumstances beyond the control of the Division of Nursing and the Information Technology Center.

On the rare occasions that technical disruption occurs during the testing session, the student must take responsibility for informing the faculty that he or she has been distracted by the interruption. The faculty member will then determine a course of action. The allotted testing time for that student will be adjusted to return all time lost due to the technical difficulties. If the student does not inform the faculty member, then he or she must accept the exam results. *Please be assured that it is the desire of Valencia College to make computer testing as seamless as possible, however, there may be occurrences that are unavoidable.* Please review the course syllabi for specific requirements in each course.

Note: No exam re-test opportunities will be provided to the student under any circumstances.

D. Dosage and Calculation Policy

i. **Nursing I and ACCELERATED TRACK into Professional Nursing Calculation Policy** (Reviewed July 2016)
The initial dosage and calculation exam for Nursing I and ACCELERATED TRACK Transition into Professional Nursing will be placed at the end of the course and allow for one repeat attempt for students who are not successful. Student MUST achieve a minimum score of 92% in order to pass the exam. Students who fail the retake will fail the course.

ii. **Dosage and Calculation Policy for Nursing II, III, IV, and Accelerated Track MCH and AH:** Each course will give a Dosage and Calculation Exam, which a student may take up to **3 (three) times** in order to achieve a minimum passing score of 92%. Each course will determine the Dosage and

Calculation Exam schedule: however, the exam must be administered over a minimum two-week period which begins on the first course day of the term. **A minimum of 1 point will be given students that pass the DA exam on the first attempt and no points will be given for a passing grade on future attempts.**

Students are to remediate as indicated by course faculty after each Dosage and Calculation Exam failure. A student may not pass medications on the clinical unit until they successfully pass the Dosage and Calculation Exam. If a student is unsuccessful on the Dosage and Calculation Exam after the third (3rd) attempt, the student will not be permitted to pass medications on the clinical unit and will therefore not be able to meet the established course clinical outcomes. Therefore, the student will receive an unsatisfactory clinical grade resulting in a Nursing course failure.

iii. **Dosage and Calculation Policy for Nursing V and Accelerated Track AAH and PCMP:** Each course will give a Dosage and Calculation Exam, which a student may take up to **2 (two) times** in order to achieve a minimum passing score of 92%. Each course will determine the Dosage and Calculation Exam schedule: however, the exam must be administered over a minimum two-week period which begins on the first course day of the term. If the student passes the Dosage and Calculation Exam on the first attempt, the student will receive an additional five (5) points.

E. **Students Requiring Additional time/Distraction Free Environments** (Reviewed July 2016): Additional time and distraction free testing can only be provided to students who have been identified as having a learning disability that will benefit by additional testing time and/or a distraction free environment. In order for students to be eligible for these additional services, students must provide documentation from qualified professionals (as identified by the Office of Student Disabilities). The documentation must identify the learning disability and the accommodations requiring additional testing time must be an identified accommodation. A copy of documentation verifying the learning disability and the accommodations must be placed in the student's Nursing file. The student is expected to communicate to the faculty in each course the accommodations needed in the first week of the term that the student is enrolled in the course. This is essential so that communication can be facilitated with the Office of Student Disabilities.

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. These accommodations must be submitted to the course leader at the beginning of course in which the student is enrolled.

If the student has questions regarding the identified accommodations, the Office of Student Disabilities can provide additional and valuable information. Students are encouraged to contact the Office of Student Disabilities with any questions or concerns.

X.   Student Classroom Responsibilities *(Reviewed August 2016)*

The student is expected to follow the syllabus of each course as it is written.

Per college policy Attendance is compulsory. Class participation is encouraged at each encounter. Attendance and participation are significant factors in the success of students in college courses. Please

note that attendance may be part of the course grade, and absences may affect the grade in the course. Please review the specific Nursing course syllabus as it relates to attendance policies and tardiness.

When students are in the classroom, they are expected to pay full attention to the content being covered during that course meeting. Students who are sleeping, surfing the internet, checking email, or other disruptive acts may be asked to leave the class.

In the event that a student is absent from a course, it is the responsibility of the student to seek clarification of any material covered in class or assigned readings. If there are questions regarding the content or other material, it is best to make an appointment with the professor regarding the missed material or content.

Students are expected to take examinations when they are scheduled. In the event that an examination is missed, some courses do not permit make up examinations. Makeup exams, if allowed by the faculty, may be different than the original. What is noted here is not inclusive of all course policies. Please review the course syllabi for specific policies as it relates to examinations.

Standardized Achievement Examinations (HESI examinations) are scheduled throughout the Nursing Program and are administered in every course. The purpose of these standardized tests is to give the student an opportunity to take a series of examinations using a nationally normed question bank to gain competency in taking exams via computer and also getting post-test data which helps them identify strengths and weaknesses. These are proprietary examinations and do not belong to the College. As such, students only receive their scores and a summary of their knowledge strengths and deficits. The scores for these Achievement Examinations will be used in the course grade calculation as designated by each course syllabi.

A. **Classroom/Campus Dress Policy When Not in Clinical or Community Attire:** A professional appearance is of utmost importance when representing the Nursing profession. Impressions are usually generated within the first few minutes of an encounter and may last a lifetime. Appearance and conduct impact how individuals are perceived by others. The faculty expects students to pay attention to the non-verbal messages they communicate through their dress and demeanor. Students are expected to dress in appropriate casual dress that remains respectful of others. Additionally, a Nursing student's appearance reflects on all Nursing students, the Nursing profession, and Valencia College Nursing. Each course syllabus may indicate additional information on classroom attire.

XI. Clinical Information

A. Documents and Certifications Policy

In accordance with the requirements of affiliated hospitals and community partners, additional requirements must be met **prior** to orientation and remain current and updated:

- Students must obtain and maintain current Basic Life Support (BLS) for Healthcare Provider certification with the American Heart Association ONLY
- Annual review and maintenance of affiliate health standards to include:
    Immunizations of MMR (or titer), Hepatitis B vaccine (or titer or waiver), varicella vaccine (or titer), tetanus, and annual Tuberculin Skin Testing (TST), or symptoms sheet and/or chest x-ray

as necessary
- Annual FIT Mask Test documentation
- Criminal Background Check (Level 1) and repeated in the event of the student becoming out of
        sequence for two or more terms
- FDLE Fingerprinting (Level 2) and repeated in the event of the student becoming out of
        sequence for two or more terms
- Complete Drug Screen at admission ***and in the event of a situation that warrants random retesting as per affiliated facility guideline. If a student has any misdemeanor or felony arrest during their enrollment in the Nursing Program, they must notify the Compliance Officer immediately.***

B. **Compliance Policy and Procedure** (Reviewed August 2016)
- Students will be informed to bring a printed copy of their Castle Branch record the first day of orientation to each course. This is communicated in the course orientation packet and on the day of   the   faculty visit prior to the next term.
- On the orientation day for each course, the Nursing faculty will review the student copy of Castle Branch record. Those students who are not compliant will be informed by the Nursing faculty that the tracker requirements must be completed and uploaded.
- An updated Castle Branch record copy must be submitted to faculty prior to or on the first day of the clinical experience. This process can be determined based on the decision of faculty in each course.
- If the documentation has been uploaded but not verified and approved by the personnel in the Health Science Compliance Department, the student may bring a copy of the documentation source verifying compliance to the clinical instructor.
- This documentation must be uploaded into the Castle Branch tracker prior to the next clinical day.
- No student will be allowed to remain in the clinical setting without their Castle Branch record as proof that all compliance measures have been met.
- Compliance will be monitored by the Department of Health Science Compliance on an ongoing basis; via an email each student is notified when current, updated verification is needed. This information is also provided by email to the course team leader and clinical coordinator. Throughout the course, it is the responsibility of the student to meet the requirements and upload the current information in their Castle Branch.

- The Nursing faculty may ask a student to provide a copy of his/her Castle Branch at any time.

    Students with any of the aforementioned items that are outdated will be dismissed from the clinical unit and will be required to make up the missed clinical day. Nursing students are required to obtain and maintain American Heart Association CPR/Basic Life Support certification. Only American Heart Association Certification is acceptable.

C. **Student Clinical Responsibilities**

    a. ***Clinical Experience Policies:*** Each student providing direct care to patients/clients in a health care agency shall be under the direct supervision of a faculty member or preceptor in acute care settings. Faculty are available by phone to those students who are engaged in an observational experience or under the supervision of a clinical preceptor.

    **If a student should present with any physical or cognitive limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made as determined by

the Office for Students with Disabilities.

b. ***Clinical Assignments and Transfer:*** Students are assigned to an instructor and agency during registration. Students are expected to remain with their assignment for the entire course. There are situations that might require a transfer to another agency or instructor. On rare occasions due to extenuating circumstances, a student's request for transfer may be considered by the course leader and the Dean of Nursing.

c. ***Obtaining and Posting of Clinical Assignments:*** The Nursing student may be expected to visit the patient and review the chart before entering into patient care. Students are to wear the Valencia Community Uniform to the hospital with their Valencia white lab coat when going to the facility to pick an assignment. Denim Jeans are not permissible. The clinical instructors will review the student's preparation for their patient care assignment. Student assignments should be posted without the use of patient names in a confidential area on the patient unit in the designated facility. Assignments to community agencies are designed for each course and directions for participation will be a part of each syllabus. (Students must wear proper attire when picking up assignments).

d. ***Clinical Attendance/Clinical Duty Information:*** Clinical experience times will vary for each course. Clinical times are subject to change because of clinical agency needs. Students are informed of variations from the regular clinical times as early as possible. Students may expect some evening and night schedules throughout the entire program. Each student is expected to arrive on time, properly dressed (please see course syllabi for the expectation in the individual courses) and report to the clinical instructor and/or the designated agency personnel. A student who is not properly dressed and/or tardy will be dismissed from the clinical area. Clinical make ups are at the discretion of the faculty member.

NOTE: Students are to come to the clinical area properly prepared to render the anticipated nursing care. A student who is not prepared to properly complete the Nursing responsibilities assigned for the clinical day will not be permitted in the clinical area. The student will automatically receive an absence for the day. The clinical absence must be made up as per the syllabus.

e. ***Clinical/Campus Lab Absences:*** Students are required to notify the clinical or lab instructor, as per the Course Syllabus, as far in advance as possible PRIOR to missing a clinical day or campus lab day.

f. ***Inability to reach clinical unit or clinical instructor by telephone:*** If the student is not able to contact the clinical unit, they should contact the Nursing Office at 407-582-1566 or 407-582-1118. Please note the name of the faculty member that needs to be contacted when leaving a message regarding absences from clinical/campus lab. There may be a delay in the message from the Nursing Office based upon regular office hours and responsibilities of the Nursing Office.

Missed clinical days must be made up by the end of each term. Rules guiding excessive absence will be included in each course syllabus. Please bear in mind that make up of clinical absences is extremely difficult. A student who does NOT notify the appropriate personnel of an absence as per the Course Syllabus may be dismissed from the Nursing Program.

Information regarding clinical absence is provided in each course syllabus. Clinical absences are to be "satisfied" as determined by the clinical faculty person and course requirements. The method for satisfying a single missed clinical day may not be determined until the end of the course and based on the evaluation of the student's clinical performance.

Students who have excessive clinical absences (as defined by the specific course syllabus) may not meet the course and clinical requirements, and can result in failure of the course.

g. ***Abandonment of Duty:*** A student who leaves the clinical location (floor) with an assignment that is incomplete (i.e. Charting, failure to perform all duties and provide a verbal and/or written summary) is considered as abandonment of duty. This is unacceptable and in breach of the Florida Nurse Practice Act. This may result in an immediate clinical failure in the course and possible dismissal from the Nursing Program.
   o Students are not permitted to leave an assignment incomplete, or without reporting off to the R.N. to which their patient was assigned.
   o If a student must leave the clinical setting for any reason, permission must be granted from the Clinical Instructor and the person in charge (this includes lunch breaks and etc.), who must be notified upon his/her return.
   o If a student leaves the clinical facility without notifying the appropriate personnel (including the faculty member) will be considered to have abandoned their duty. A student who abandons their duty may be dismissed from the Nursing Program.

h. ***Clinical Mandates***
   o Students are not permitted to leave the clinical facility for meals or breaks.
   o Students are not permitted to have children, relatives or friends visit them in the clinical facility.

i. ***Clinical Safety***
   Students will be attending various clinical sites at odd hours either in the morning or in the evening depending on the clinical schedule. Safety suggestions can include:

   o ***Walk in pairs.***
   o ***Keep valuables out of sight in your car.***
   o ***Use the shuttles provided by the agencies (from the parking lot to the agency as well as from the agency back to the parking lot).***
   o ***Follow agency guidelines for safety.***
   o ***Do not carry shoulder bags with wallet and money to clinical.***
   o ***Keep your car locked.***
   o ***Prior to unlocking your car, check under and around your car.***
   o ***Be alert to any suspicious behavior and avoid talking to strangers especially if you are alone.***
   o ***No weapons, pocketknives or sharp instruments may be taken to clinical. College policy prohibits carrying concealed weapons on college grounds and/or clinical facilities. Students may not have guns even with a concealed weapon permit. Other items not allowed include; guns, knives, sharply pointed objects such as nail files.***

j. ***Temporary Physical Limitations:*** Students with splints, casts, immobilization devices, crutches, wheelchairs, or other any other types of prosthetic devices are not permitted on the clinical unit. If a student has been hospitalized for any medical condition, has had surgery, is confined to bedrest for

any medical condition, or has recently delivered a child (C-Section or vaginal delivery), the student must present a physician's full medical release to participate in clinical activities before they may return. Students will need to provide the original document with the physician's signature to the Nursing Office prior to returning to the clinical component of the course.

A student who exhibits signs of either physical and/or mental impairment and is not considered to be a safe practitioner, may be dismissed from the clinical unit by the clinical instructor after consultation with the Dean of Nursing. The hospital partner may also require additional drug testing. The student will not be allowed to drive home, and a family member or other designated individual (or taxi) will be called to escort the student home. Another student may not escort the student home.

k. ***Other General Clinical Policies for Students:*** Students should seek guidance and assistance from the clinical instructor in Nursing care activities in which the student is inexperienced or questions the appropriate Nursing action. Students need to be diligent in looking for nursing experiences that will offer a variety of clinical experiences; the clinical instructor will assist but the student is advised to take the initiative in procuring the best learning assignment to achieve optimal learning.

It is important for students to share learning experiences with classmates in pre-and-post conferences and clinical seminars. Student should regularly self-evaluate their performance and progress. If the student feels deficient in any area then it is important to notify the clinical instructor and create a plan for remediation and assistance. Students must attend a mid-term and a final clinical evaluation conference with the clinical instructor. Evaluations are to be read and signed by the student. The student may write comments on this evaluation.

While in the clinical environment, students will address each other as Miss, Mrs., Ms., or Mr. Patients/clients should always be addressed with friendliness, but never in terms of familiarity or endearment. Students should avoid calling patients by their first names. Patients should be addressed by their surnames, with the proper title (Dr. Ms., Mr., Mrs.).

D. **Clinical Evaluations:** (Revised June 2016) All students will receive a written and verbal evaluation at midterm and at the completion of the course. Students must receive a satisfactory evaluation in the clinical portion of the course as well as the didactic portion of the course. Regardless of a student's grade point average, if a student is does not satisfactorily meet the clinical objectives, the student will fail the course.

If a student is having difficulty in the clinical component of the course, the faculty member will meet with the student and discuss the deficits and a plan of action for improvement. The faculty member in conjunction with the student develops a plan for improvement, with goals and objectives. This may also include additional time in the NAL, or more clinical time based upon the student areas of need. Additionally, the student may be asked to work with the Nursing Education Specialist for additional student assessment/evaluation. The time frame for completion and remediation will be listed in the plan for improvement. Please refer to the syllabi for the courses for additional requirements.

E. **Uniforms** (Reviewed August 2016)

a. **Community Uniform:** The Community Uniform is a Valencia Nursing black polo short-sleeved shirt with long "docker-style" beige khaki pants. The beige khaki pants must be purchased from

the uniform vendor. Capri pants, shorts, Skinny-pants or cargo-style pants are not permitted. Students are permitted to wear a black, long-sleeved, crew-necked t-shirt (preferably no turtle-necks) under the black polo for warmth. The Community Uniform black polo and the long-sleeved black t-shirt are be purchased only through the VNSA (Valencia Nurses Student Association). Shoes worn with this uniform will be determined by the setting in which it is worn, as indicated by the Nursing faculty. All shoes should have enclosed toes. See additional information under for name tag, undergarments, hair, fingernails, jewelry/body piercings, tattoos, perfume, make-up, and gum under "Dress Policy for Clinical Setting."

b. **Student Dress Policy For Nursing Arts Laboratory (NAL):** *NAL Practice only:* Students are required to wear the Community Uniform when in the lab for all nursing courses, as well as Virtual IV. Students who have a scheduled appointment with a faculty member or tutor, or have a lab referral must also be in Community Uniform. If students are only using the practice lab outside of the actual lab, appropriate classroom attire is expected. Closed-toed shoes are mandatory in all of the Nursing Arts Labs. Examples of attire that is not permitted in the labs are low-cut tops, strapless tops, halter tops, midriff tops, short shorts or short skirts, and low-rider jeans. This list is not all-inclusive and only serves as examples of unacceptable attire. Additionally, students are not allowed to have visible tattoos and body piercings plainly visible, as defined in the Nursing Program Student Handbook.

NAL Static Simulation Demonstrations: Refer to course syllabus regarding lab dress for NAL Static Simulation Demonstrations (Return Demos)

Please note: The NAL staff reserves the right to dismiss any student from the NAL if they are not properly dressed.

c. **Clinical Uniform:** (Reviewed July 2016)
The clinical uniform is specified by the program and purchased through a specific vendor. Both women and men are required to wear a white top uniform jacket and black uniform pants. The pants will have "VC" embroidered at the bottom of the pants. Students are permitted to wear a white, long sleeved, crew-necked t-shirt) under the white uniform. The Valencia College Nursing uniform is to be worn with pride and dignity at all times. Uniforms are to be worn in the clinical facilities and on the college grounds only.

The uniform must be neat (no wrinkles), and should be washed after each wearing to decrease the chance of cross contamination from the hospital or the college. The complete uniform is to be worn to the clinical experience even though the student may be changing clothing on some services. If the student wears a white uniform to campus, it is to be covered by a lab coat.

Shoes:
Shoes in the clinical area must be all white or black and have enclosed toes and heels. Athletic shoes or white duty shoes are acceptable. Shoes should be clean, polished, with clean shoelaces at the start of each day. For safety reasons, clogs, sandals or crocks are not permitted to be worn in the lab/clinical/community setting.

Hosiery:
Plain white socks should be worn with a women's or men's pant uniform.

Lab Coat:
The white lab coat must have the Valencia College logo. The lab coat should be of longer length. Lab coats are worn over the Community Uniform while in the hospital getting assignments and in the Nursing Arts Laboratory as indicated. The lab coat may be worn over uniforms while on campus and in transition and from the clinical assignments. **Lab coats are NOT to be worn while giving patient care in the clinical setting.**

Name Tag/Hospital ID:
A student name tag is to be worn on left front of the clinical uniform, community uniform, or lab coat. If a hospital identification badge is mandated, this must be worn by the student at all times. Students who attend clinical without an appropriate badge will be sent from the clinical unit and will be required to make up the clinical day.

Undergarments:
Appropriate underwear is always to be considered. For men, a white tee shirt should be worn under the white clinical uniform. Underwear color or style should not be visible in any dress situation, be it the clinical, lab, or community setting.

Hair:
All hair should be worn in a conservative style, not touching the uniform, off the collar and away from the face whenever in any type of Nursing or community uniform. Hair accessories are exclusively for the express purpose of holding the hair away from the face and off the collar and uniform. Hair accessories should not be worn as a decoration, and must be the color of the hair or uniform. Facial hair for men may be no longer than 1 inch. Mustaches and beards are permitted for men but must be neatly trimmed and should not present an unkempt appearance. Hair color must look natural. Extremes in hairstyles with dying, tinting, or bleaching are NOT permitted.

Fingernails:
Must be short, natural nails, and well-tended. Polish, if worn, must be clear. **Acrylic or gel nails are not permitted in the clinical setting as they have been found to harbor pathogens.**

Accessories:
Bandage scissors, penlight, stethoscope, watch with second hand, black pen, hemostat, and student name tag are required in the clinical setting. Do not bring personal blood pressure cuffs into the clinical setting because of possible cross-contamination. In the mental health and pediatric setting, scissors and other potentially hazardous items are not permitted.

Jewelry/Body Piercings:
 Jewelry for both men and women is limited to wedding bands, simple engagement rings, and watch. Ear piercings are permitted and are limited to one to ½"post earring per earlobe. Any other body piercings are not to be visible, including multiple earlobe, auricle ear, tongue, and nose piercings. Spacers of any type are not to be worn. For safety reasons, necklaces and chains are not permitted to be worn around the neck.

Tattoos:
Clinical agency policies regarding tattoos will be enforced. Students with visible tattoos should be

prepared to cover them during the clinical experience. Please use a makeup cover crème or a long-sleeved white crew-necked t-shirt (no turtlenecks) worn under the uniform. A black long-sleeved, crew-necked t-shirt is worn under the black polo of the Community Uniform.

Perfume:
Do not wear perfume or other scented body lotions and sprays, as some patients are allergic to these substances.

Make-up:
Students should use soft, natural-colored tones of eye shadow, and minimal eyeliner. Please do not use exotic make up during the clinical experience.

Gum:
The chewing of gum in the clinical setting is NOT permitted during conferences, while providing patient care or while on the premises of the clinical facility.

Smoking:
Students are prohibited from smoking while wearing their student uniform. Any student who has an offensive odor of smoke on their person will be dismissed from clinical or campus lab. This dismissal will be counted as a clinical absence.

Dress Policy for Clinical Setting- The clinical faculty reserve the right to dismiss any student from clinical if they are not dressed in accordance with the Clinical Dress Policy. If assigned to a clinical agency requiring a more stringent dress code than described in this document, the student must abide by that agency code. Accommodations for individual student cultural considerations may be made on a case-by-case basis in conjunction with the Dean of Nursing, and will be documented in the student's file.

B. **Medication Administration Policy for ACCELERATED TRACK Patient Care Management Practicum (NUR 2801C) and Nursing VI (NUR 2832L) (**Reviewed July 2016)

To clarify the responsibility involved in medication delivery, it is important for the student and preceptor to understand that Practicum Students may only collect and administer medications for one client at a time, and only under the supervision of the preceptor. Supervision of the student includes the preceptor's direct check of the medication and the order **prior to medication delivery.** The student, however, may dispense the medication to the client at the bedside independently of the preceptor, if the preceptor has determined that the orders and dispensing have been properly supervised, and the student is capable and knowledgeable of the patient's medications and condition.

XII.   Procedures that are Prohibited in the Clinical Setting
(NOTE: Individual hospital prohibited procedures may vary, so also refer to that institutional policy)

The Valencia Nursing student **MAY NOT** participate in the following activities during his/her clinical

experience under any circumstances:

- Insertion of Foley catheters is prohibited in the Orlando Health System.
- **IV push medications –NOTE: IV push means that the medication is given undiluted and a piggyback bag or volutrol is not used**
- Mix Heparin or insulin drips
- Mix cardiac drips
- Set-up of insulin or PCA pumps
- Checking or hanging of blood or blood products
- Administer chemotherapy
- Perform blood glucose monitoring
- Perform any type of phlebotomy (including withdrawing of blood from IV
- access line)
- Take verbal or telephone orders
- Check off written orders without RN cosigning
- Give narcotics without RN cosigning
- Draw blood from or zero arterial lines under any circumstances.
- Perform Cardiac Output measurements under any circumstances.
- Access or flush a central line (ex. porta-caths, PICC lines, etc.)

NOTE: **Students may administer piggyback medications via central lines ONLY if a primary IV fluid is already infusing, providing this is within guidelines of the hospital policy, and only when directly supervised by an R.N.**

Please speak with clinical faculty before performing any invasive-type procedure that generally requires advanced training for the Registered Nurse.

Computer Training
Computer training is a requirement for all clinical facilities. Students must comply with training programs as scheduled when assigned to any clinical facility. Students can refer to the Secure Nursing Web Site regarding required computer training for the facility to which they are assigned. Employment at a clinical affiliate in some other role does not exempt the student from training required as a student. Prior to the initial computer training, the student may be required to complete the required instruction.

A student out of course sequence is responsible to check with the lead teacher prior to the beginning of the term when returning to classes, to determine required computer training necessary to begin clinical.

A student who is scheduled for computer training and does not attend the session cannot begin the clinical rotation. It is possible that a delay in computer training could lead to withdrawal from the course.

XIII. Division of Nursing Student Health, Liability and Accident Policy
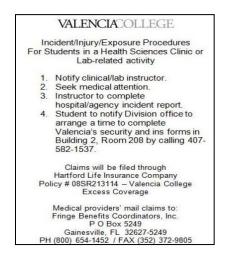
STUDENT HEALTH

Students are strongly encouraged to maintain health insurance. Students can be treated at the clinic site for injuries occurring there, but are responsible for all costs incurred and/or proof of insurance prior to treatment.

IMMUNIZATIONS & CPR

Our clinical affiliates require that all students have <u>current</u> immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the Certified Background (CastleBranch)"Tracker," and be available to the college for MMR, Varicella, HBV, Tetanus, PPD, influenza, CPR, and FIT testing throughout the entire program. It is the student's responsibility to review their CastleBranch account each semester to ensure that all required items (**immunizations, CPR, annual PPD, and annual FIT testing) are current**. Failure to do so will prevent you from attending and clinical rotations until proof of compliance is provided to the nursing faculty. For the purpose of Valencia student clinical rotation, **only American Heart Association BLS CPR** certification is acceptable

LIABILITY AND ACCIDENT INSURANCE

Students are assessed fees at the beginning of each year for liability and accident insurance. The following explains procedures to follow concerning accidents, injuries and exposure to communicable diseases. More specific concerns, other than those addressed herein, will be referred to the clinical sites' infection control policies and the Valencia Communicable Diseases procedures for safe and effective management. Students are issued a wallet-sized card (see below) explaining the procedure to follow if they incur an incident, injury, or exposure. Students are required to have this card with them at all times in the clinical or lab area.

PROCEDURE FOR REPORTING CLINICAL INCIDENT, INJURY, EXPOSURES AND ERRORS

I.   <u>**If STUDENT is injured at the clinical site or lab, students must complete the following steps:**</u>

    a. Notify your clinical instructor or lead nursing faculty immediately.

    b. Seek medical attention at the clinical location if necessary or through your personal physician if you prefer. The medical provider will need all insurance information. This includes personal insurance and the college provided insurance.
- Medical providers will file through personal (primary) insurance first, then through the college's insurance carrier (secondary).

- Medical providers will file through the college's insurance carrier for students WITHOUT personal (primary) insurance.

Valencia College Sponsored Insurance Information:
The coverage of Incident/Injury/Exposure insurance sponsored by Valencia College is through the Florida College System Risk Management Consortium for students in the Health Science programs, but is limited to program clinical/lab related incidents only. The insurance does not cover sickness, disease, or injuries occurring on campus outside of clinical/lab activities. It is not group insurance with the college nor is it a worker's compensation policy. This coverage is secondary to a student's personal insurance – if a student does not have personal insurance, it will become their primary insurance for program clinical/lab related incidents only.

3. Contact the Division Nursing Office to arrange a time to complete insurance and incident forms 407-582-1566 or 407-582-1118. The completed forms will be forwarded to Valencia College's Safety, Security & Risk Management Office.
- The unit, clinic faculty must complete the clinical site/agency's Incident/Injury/Exposure Form.
- The student must come to the Nursing Office (HSB200) to complete paperwork with the college and fill out paperwork with Valencia Security. The office staff will assist the student with completion of the paperwork.
- The student must notify the course faculty when this paperwork is completed.

II. **Procedure for Reporting Medication Errors and Other Incidents Involving Nursing STUDENTS and CLINICAL PATIENTS:**

If a medication error or other incident involves a patient, the student will care for the patient immediately, and subsequently notify the clinical faculty when the patient's safety is determined.

After immediate attention is given to the patient following a medication error or other incident, the student will notify the clinical faculty in person or via cell phone immediately. If the clinical faculty is not at the site, as in the case of Practicum, do not leave a message on a Valencia College (VC) office phone, as this message may not be answered in a timely manner. If a faculty member has not responded in a timely manner, please try to reach the clinical faculty again, or contact another faculty member. Leaving a message on cell phone or office phone does not constitute contact.

If an incident or error causes the student to be injured, or expose the student to a blood borne pathogen, the student should seek immediate medical attention at the clinical location, if necessary following the above "Procedure for Reporting Student Clinical Incident/Injury/Exposures" contained within this handbook.

Other Responsibilities of the Clinical Faculty:

The clinical faculty will notify the Clinical Coordinator as soon as possible after the medication error or other incident, but no later than the end of the shift in which the medication error or other

incident occurred. The Clinical Coordinator will notify the Dean of Nursing, as soon as possible after the medication error or other incident. The VC Risk Manager will be notified.

The student and nursing faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, as well as the Valencia Nursing Program Accident/Incident/Error Form which should then be given to clinical faculty/Clinical Coordinator to review.

The student and clinical faculty member should then complete the Valencia Nursing Program's **Clinical** Incident/Accident/Error Information Form (found in the forms portion of this handbook) and FAX the completed form to the attention of the Assistant Vice-President Safety, Security, & Risk Manager at 407.582.1863 as noted on the bottom of the form.

The student, clinical faculty and/or course leader will meet with the Dean of Nursing and the VC Risk Manager if necessary to review the Incident/Accident/Error Information Form within 48 hours of incident. The course work or remediation will be required to remain in the Nursing Department.

XIV.   Graduation and Licensure Information
A. Licensure

In order to achieve registered Nursing licensure, the graduate must take the National Council State Boards of Nursing (NCLEX-RN) examination following graduation. There is a fee for the examination, and a fee for licensure. Students can visit the Florida Board of Nursing Website, and additional information will be reviewed with students in Nursing VI orientation.

http://doh.state.fl.us/mqa/initial_licensure.html#

In the event that a student has a criminal history regardless of plea which may include no-contest or guilty plea, regardless of adjudication, for any offense other than a minor traffic violation, the student must notify the Dean of Nursing in the last Nursing term of nursing school. The Florida Board of Nursing may request additional documentation and or references from the Dean and or faculty.

Graduation from Valencia College does not automatically determine eligibility to sit for the NCLEX-RN or licensure in the State of Florida. Students who have questions regarding eligibility are highly encouraged to contact the Florida Board of Nursing directly.

There is a possibility some offenses will automatically preclude the applicant to take the National Council State Boards of Nursing (NCLEX-RN) examination.

B. Graduation Ceremonies

Graduation is not an automatic process. Students must complete a graduation application which is available through the student's Atlas account and is required to be filled out and submitted online. Final transcripts will not be forwarded until all fees are paid, all mandated remediation is complete and all clinical time missed during the school year has been made up. Failure to pay all fees when due, and/or not fulfilling all requirements of the program, will cause the graduation application to be delayed.

Valencia College Wide Commencement ceremony is held each year in the Spring term. Nursing Pinning Ceremonies are held each term.

VALENCIA COLLEGE
DIVISION OF NURSING
Resequencing and Reinstatement Request & Stop OutForm

* NOTE: Refer to the Resequencing and Reinstatement and Stop Out Policies in the Nursing Program Student Handbook."

DIRECTIONS: Per your course syllabus: **1)** Complete the information below and email a PDF version to nursingdivision@valenciacollege.edu and CC your Course Leader(s); OR **2)** You may submit your documents in person to the Nursing Office, HSB Room 200 and your Course Leader(s); **3)** Attach a copy of the success plan to this request form. These documents will be used as an individual request for reinstatement and resequencing. You will be notified via Atlas email within three days following your final course exam regarding your resequencing/reinstatement status. **

NOTE: S*ubmission of this form does **NOT guarantee resequencing and reinstatement. Resequenced or reinstated students will be placed and registered in a clinical group at the discretion of the nursing faculty.*

Last Name: _____ First: _____
<div align="center">(Please Print)   (Please Print)</div>

Student VID: _____ Phone Number: _____

Date of Form Submission_____ Atlas Email: _____

Check reason for Reinstatement and/or Resequencing:

□ One Nursing Course Failure or Withdrawal: Course & NUR # _____ Term/Year_____

□ Stop Out of Nursing Program: Last Course taken: Course & NUR# _____ Term/Year _____

Reason for Failure/Withdrawal/Stop Out:
_____

I wish to be resequenced or reinstated into the following:

Course & NUR# _____ Term _____ Year _____

Signature: _____

Office use only:

Fall/Year:	Spring/Year:	Summer/Year:
□ Date student contacted _____ □ Accepted Seat □ Declined Seat □ Seat Unavailable this semester	□ Date student contacted _____ □ Accepted Seat □ Declined Seat □ Seat Unavailable this semester	□ Date student contacted _____ □ Accepted Seat □ Declined Seat □ Seat Unavailable this semester
Comments:	Comments:	Comments:

(Revised July 2016)

VALENCIA COLLEGE
DIVISION OF NURSING
REQUEST FOR MEDICAL EXCEPTION WITHDRAWAL

I, _____ (print your name), request a Medical Exception Withdrawal as noted in the Medical Exception Withdrawal Policy (pg. 8). Handbook. I understand that it is my responsibility to submit sufficient documentation to allow a review panel to determine whether I qualify for a medical exception to the withdrawal policy. I understand that a review panel will examine my documents and either approve or deny my request within ten business days of its receipt of all necessary information and will notify me of the decision.

 I further understand that while my medical documents may be private, they will be shared with those on the review panel and other school officials with legitimate educational reasons for doing so. This may include, but not be limited to, the financial aid office to the extent appropriate. It is my responsibility to address any financial issues; the review panel will not consider finances in its decision making process. I understand that the decision of the panel is final.

I acknowledge that in order to continue in the Nursing Program I must return within one year from the term of withdrawal per the *Limitations of Re-Entry into Nursing Program" (pg. 10).*   I must notify the Nursing Program at least one month (30 days) prior to the start of the term of my return. I must provide documentation from my healthcare provider that clears me to return to the Nursing Program with no limitations. I also understand that Resequencing is on a space available basis and that remediation in the skills lab may be necessary.

Last Name: _____ First: _____
        (Please Print)   (Please Print)

Student ID: _____

 NUR course #/name) _____ Term _____ Year _____

Current Phone # (include area code): (___)_____

Email address: _____

Current address:_____

City: _____ State _____ Zip code_____

Term: _____ Year _____ Current Nursing course_____

Student Signature _____ Date of request_____

ADEQUATE DOCUMENTATION:

1. Must be documentation that the student is being treatment for a current illness or injury. Examples: hospital or doctor bills, prescriptions, discharge instructions. It cannot be an illness or injury from the past, unless it is a current acute exacerbation of a chronic problem.
2. Documentation must come from the healthcare provider of record treating this illness/injury. It cannot be from a walk-in clinic.
3. It must be on letterhead, signed, and dated by the healthcare provider.
4. The healthcare provider must state that the student's current illness/injury prevents the student from physically participating in the clinical experience or the Nursing skills lab for two weeks or more.

Dean of Nursing Office Use Only

Approved_____   Denied_____

Date_____ Deadline for return_____

Comments_____

_____

_____

Dean's Signature _____

(Reviewed July 2016)

VALENCIA COLLEGE
DIVISION OF NURSING
REQUEST TO RETURN FROM MEDICAL LEAVE

Student's name: _____ VID #:_____

Phone number: (_____)_____Email:_____

Semester and year of withdrawal (Note course #/name) _____ Course: _____

Semester and year of requested return_____

Students must return within one year of the withdrawn semester. Request to return must be made no less than one month prior to the semester of return.

The request must be accompanied by documentation from your healthcare provider that clearly states medical treatment has been successful and that you are cleared to return to the Nursing Program and are capable of functioning fully in class, skills lab and the clinical setting with no restrictions. This documentation must be on letterhead, dated, and signed by your healthcare provider. No return will be granted without this documentation.

I am requesting permission to return to the Valencia College Nursing Program. I am responsible for providing the required documentation from my healthcare provider that I am capable of performing all the responsibilities and skills of a student nurse. I understand that I am expected to perform at the level of the course to which I am returning and that a review in the Nursing skills lab may be necessary.

Student Signature: _____ Date:_____

(Reviewed July 2016)

VALENCIA COLLEGE
Division of Nursing
CLINICAL PERFORMANCE REFERRAL

STUDENT NAME: _____ DATE OF REFERRAL: _____

ACTIVITIES TO BE REVIEWED: (Describe errors made and desired outcome behaviors.)

1. Communication with:

      a.   Clinical Instructor and Healthcare Personnel
      b.   Clients

2. Safety

3. Assessment

4. Medication Knowledge/Delivery

5. Correlation of Labs to Patient Presentation

6. Correlation of Pathophysiology to Patient's Diagnosis

7. Treatment/Procedures

8. Organization/Priority Setting

9. Documentation

10. Report

DATE REVIEW TO BE COMPLETED_____

SIGNATURE OF REFERRING FACULTY _____DATE_____

SIGNATURE OF STUDENT_____DATE_____

VALENCIA COLLEGE
DIVISION OF NURSING
Contact and Counseling Record

Student's Name: _____

Instructor: _____

Date: _____
Reason for Conference:

Summary of Conference:

_____   _____
Signature of Student   Signature of Nursing Course Faculty

(Reviewed July 2016)

VALENCIA COLLEGE
DIVISION OF NURSING
Pinning Dress Code Agreement

I have read the Pinning Ceremony Dress Code and realize its effects a public and ceremonial dress code. I agree to the public and ceremonial dress code as written for the Pinning Ceremony.

My signature is my commitment to follow this policy during the entire Pinning Ceremony. By signing this document, I understand if I am asked to change my presentation based on a dress code violation and I refuse to change my presentation, I will not be allowed to participate in the Pinning Ceremony. I understand there are no exceptions to this agreement.

Name (print): _____

VID# (print): _____

Signature: _____

Date: _____

(Reviewed July 2016)

VALENCIA COLLEGE
DIVISION OF NURSING
Clinical Incident/Accident/Error Information Form

This form is to be completed in its entirety for any incident involving a patient and Valencia student/ faculty in the delivery of patient care. All information on this form is to be treated confidentially as provided by law and is the property of Valencia College and under the custody of the office of Risk Management.

Date: _____ Time of event: _____

Location: _____

_____

(Be specific with the facility address and identify the room/space where event occurred)

Student Name: _____

VID# _____

Address: _____

Phone: _____ Cell: _____

Faculty: _____ Course: _____

Phone: Office _____ Cell: _____ Other: _____

Nurse: _____

Patient Name: _____

Event Summary: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please scan, PDF, and attach this form to an email from your ATLAS account to: Valencia College Risk Management, Steve Mammino at smammino@valenciacollege.edu AND the Clinical Program Director, akovalsky@valenciacollege.edu. Notify your Course Leader immediately regarding this incident once the patient is stabilized.

 (Reviewed April 2016)

VALENCIA COLLEGE
DIVISION OF NURSING

<u>Nursing Peer Practice Waiver and Release Form</u>

I hereby agree to allow myself to be the subject of nursing assessment performed by students enrolled in Valencia College's Nursing Program. The purpose of this practice is to provide students with an opportunity to obtain practical experience. I understand that, as the subject of this assessment, I am giving my permission for a classmate to have close physical contact with me, and that a stethoscope may be placed underneath my clothing. I understand that I am consenting to having classmates perform this assessment in a private setting (classroom, nursing lab, or clinical). I understand that, if at any time during this assessment, I become uncomfortable or do not wish to continue, I should advise the student and notify a faculty member.

I understand that the assessment is not a diagnostic nor invasive procedure. If any abnormalities are detected during the assessment, I will see my personal healthcare provider for diagnostic studies, treatment, or counseling. I understand that part of the value of performing assessments in the educational environment is for students to receive real-time feedback and to understand human pathology, and that all appropriate measures to maintain my privacy will be taken.

I warrant and represent that I do not have any known medical or psychological conditions that would be exacerbated or worsened by my participation in the assessment. I understand that if at any time, I become aware of any condition or circumstance that may increase my risk for injury while participating in the assessment, I will advise a faculty member immediately.

I, for myself and my heirs, assigns, and personal representatives, do hereby waive and release the District Board of Trustees of Valencia College, Florida, its trustees, officers, agents, employees, and students from any claim, injury, or damage, arising out of or in any way related to the assessment, including, but not limited, to claims, injury, or damage resulting from the negligence or misconduct of Valencia or its employees and students.

By my signature below, I affirm that I have reviewed all of the information in this Waiver and Release, any information provided related to relevant risks; that I am fully aware of all of the risks of participating in this assessment; and that my decision to participate is purely voluntary.

SIGNED:

This waiver and release is effective from the date of signature through graduation.

Name:_____VID:_____ DOB:_____

Contact Phone:_____ Email:_____

Signed:_____ Date:_____

(Reviewed November 2015)

Valencia College Nursing
Student Handbook Student Receipt Form

I have been informed how to access the Nursing Program Student Handbook via the Secure Nursing Website. I understand that I am responsible for the contents of this handbook, as well as any subsequent changes made to it once I sign and date this document. I have been informed that this document will be updated yearly, and the most current edition will apply to ALL students, no matter which term in which they were admitted.

NAME: _____

(PRINT)

VID#: _____

SIGNATURE: _____

DATE: _____

This signed form is to be given to your Nursing course faculty during the first term of the Nursing Program and is to be placed in your student file.

++ NOTE: The Nursing Program reserves the right to make changes to the content of the Nursing Program Student Handbook, including changes in policies, regulations, and offerings, as circumstances require. It is our desire to state as many specific expectations and requirements as possible and those expectations may be modified during the course of your participation in the Nursing Program. You are responsible for being aware of new policies and requirements and for keeping apprised of any changes. ***All changes to this Handbook will be posted as an announcement on the Secure Nursing Website and will be become applicable immediately once the posting has occurred.*** When appropriate, new information may be communicated to students via ATLAS e-mail; however, these emails are for convenience only and you are responsible for being aware of changes even when no email is sent or received. You should check the Secure Nursing Web Site regularly to be sure you are aware of any changes.

(Reviewed July 2016)