VALENCIACOLLEGE

School of Nursing

ASN Program

STUDENT HANDBOOK
College Catalogue year 2021-2022

Approved on June 2021 by:

Ruby Alvarez, PhD, MSN, RN Interim Dean School of Nursing

Diane M. Gómez - Administrative Chair

Welcome

Dear Valued Student,

On behalf of the School of Nursing, welcome to the Valencia College's School of Nursing ASN Program. We are pleased you have chosen Valencia College to pursue or continue your Nursing academic goals.

The School of Nursing Faculty and Staff are looking forward to assisting with your success in the program. This handbook will provide you with important program information throughout your academic progression and pursuit of a career in nursing. It is important to ~~also~~ check your Valencia Atlas e-mail regularly, as Atlas e-mail is the official form of communication with Valencia College and staff. Communication via Canvas Inbox is the preferred method when contacting ASN faculty.

Best wishes for a successful year!

Sincerely,

Ruby Alvarez, PhD, MSN, RN
Interim Dean, School of Nursing

Diane M. Gomez, DNP, RN
Administrative Chair, School of Nursing

Table of Contents

I.   Valencia College ASN Nursing Program Mission/Philosophy

ASN Program - Traditional and Accelerated Track Program Mission and Philosophy

The Nursing Associate of Science 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 believe that learning is a lifelong process. A collaborative, inclusive, safe and caring learning environment is provided in the Valencia College Nursing
Program to promote clinical reasoning, clinical judgment and compassionate caring among a diverse student population. The Valencia College Nursing faculty cultivate culturally competent Nurses into the workforce by encouraging students to value and respect their individual knowledge and beliefs throughout the program.

The Valencia College Nursing faculty values professional growth in nursing education by providing students with opportunities for academic excellence, personal growth, and professional development. The Valencia College Nursing Program is founded on the values of honesty and integrity and upholds the highest standards of professionalism, ethical character and civic responsibility.

Upon graduating from the Valencia College Nursing Program, students will be prepared to practice safely and competently as a novice registered nurse. The course learning outcomes, as defined in the syllabi
for each course, delineate the development of the student as they progress through the
program and culminates in the student's ability to perform safely, competently and professionally. Valencia College Division of Nursing measures student success by the ability to perform and integrate professional Nursing care as defined by the Program Learning Outcomes.

II.   Program Outcomes

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

- Evaluate evidenced-based nursing care to appraise client safety. (T, V, C)
- Interpret data from information technology to inform decision-making. (T, V, C, A)
- Interpret subjective and objective data to coordinate safe patient care. (T, C, A)
- Employ legal and ethical standards of nursing conduct during all interactions. (T, V, C, A)
- Expand behaviors of scientific inquiry to promote client outcomes. (T, V)

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

III.   Valencia Core Competencies (https://valenciacollege.edu/academics/competencies/index.php)

Think
- Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry

Value
- Make reasoned judgements and responsible commitments

Communicate
- Communicate with different audiences using varied means

Act
- Act purposefully, effectively, and responsibly

IV.   Valencia College Nursing 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 Client 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 Client 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/

- o   Assessment as a Tool for Learning
- o   Inclusion and Diversity
- o   Learning-centered Teaching Strategies
- o   LifeMap
- o   Outcomes Based Practice
- o   Professional Commitment
- o   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/co
re-values**

**The Joint Commission (2015). National Client Safety
Goals http://www.jointcommission.org/assets/1/6/2015_HAP_N
PSG_ER.pdf**

V.   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
www.ACEN.org
Telephone: (404) 975.5000
Fax Number: (404) 975 - 5020

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
Telephone: (404) 679-4500

VI.   Programing Licensure Eligibility

Disclosure of Program Licensure or Certification Eligibility –
Criminal Background Statement

The application for the State of Florida's **Registered Nursing** Licensure includes a requirement that may impact license or certificate eligibility for employability in this field. This requirement is in reference to Florida Board of Nursing, Registered Nurse by Examination Requirements regarding any record of criminal charges, to include charges that have been adjudicated. If you have ever been charged with a crime or may have been involved in any situation that has involved law enforcement, it is strongly recommended that you review the Florida Board of Nursing site, specifically the section on applicants with criminal history section:
https://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-examination/
This site will provide some guidance as to what to expect when applying for a license. According to this site "The Board of Nursing staff cannot make eligibility determinations in advance as laws and rules do change over time".
You may contact the Nursing Compliance Manager, Shelby Frutchey, if comfortable to discuss this in further detail.

NCLEX-RN Test Plan: https://www.ncsbn.org/testplans.htm

VII. Directory of faculty and Staff

Last	First	Title	Email: @ valenciacollege.edu	Phone: 407 - 582	OFFICE
Alvarez	Ruby	Interim Dean, School of Nursing	Ralvarez15	1548	HSB-200A
		Administrative Assistant – Nursing (PT)			
		Administrative Assistant - Nursing		1118	HSB 200
		School of Nursing Clinical Coordinator			
Frutchey	Shelby	Manager of Continuing Education and Clinical Compliance	sfrutchey	1517	HSB- 219
Castillo	Iris	Clinical Compliance Specialist	Icastillio5	5595	HSB-200
Hider	Marge	RN Education Specialist	mhider	1596	HSB-222
Merritt	Angie	Lab Manager (West)	Amerrit5	1683	HSB-226
Danley-Piester	Pamm	Instructional Lab Manager (Osceola)	Pdanleypiester	4151	3-204
Hilliard	Mike	Simulator Coordinator	Mhilliard2	1348	2-214
Hogan	Jeff	Instructional Tech Specialist	Jhogan1	5564	HSB-200D
ASN Full Time Faculty					
Abraham	Ancy	Nursing III	Aabraham12	1146	4-230
Alexander	Michelle	Nursing IV	Malexander44	1023	2-234
Borrero-Cuevas	Mayra	ASN MH/Nursing II	mborrerocuevas	1541	2-225
Coleman	Elizabeth	Nursing I	Ecoleman6	1555	1-226
Delahunty	Janice	Nursing I	jdelahunty		
Dial	Marci	Nursing I	Mdial1	1951	HSB-215
Figueroa	Lucy	Nursing I	Lfigueroa8	1589	2-221/3-315
George	Anu	Nursing 1	Ageorge22	1174	1-221
Gomez	Diane	ATN-Transition / Maternal Child	Dgomez11	1571	HSB-230/3-303
Graves	Tommi	Nursing IV	Tgraves2	5649	2-227/3-313
Green	Diana	Nursing III	Dgreen61	1883	1-225/3-313
Harding	Kathy	Nursing II	Kharding1	5316	2 - 232
Hayes	Maggie	Nursing II	Mhayes3	1582	1-238D
Johnson	Heather	Nursing II	Hjohnson43	1783	2-235/3-315
Lee	Amy	Nursing V/VI	Alee87	5319	2-224
Ramos	Manny	Nursing II	Mramos45	1180	4-231
Rendano	Sue	Nursing V & VI / PHARM	srendano	1269	2-224
Sebastian	Naina	Nursing IV	Nsebastian2	1934	2-222
Sobratti	Keyma	Nursing V & VI / PHARM	ksobratti	1598	2-236
Stanek	Wanda	ATN - Advanced Adult Health Nursing and PCMP	9Wstanek	1559	1-241A
Tersigni	Chris	BSN Program/ASN Mental Health	Ctersigni	5484	4-223
Truitt	Tiffany	Simulation	Ttruitt2	1557	HSB-223
Valdez	Sharon	Nursing III	Svaldez12	1666	4-211
Vance	Valerie	Nursing III	Vcortes	5315	2 - 228

White-Sparks	Kathy	Nursing II	Kwhitesparks	1591	1-243C
Wright	Gary	Nursing IV	Gwright29	1416	1-141
Yang	Juan	Nursing IV	Jyang5	1578	1-238C
BSN and Nutrition Faculty					
Bartholomew	Kristin	Nutrition	Kbartholonew	1465	HSB-231
Cox	Coleen	BSN Program	Ccox42		
Ingwell Spolan	Charlene	BSN Program	Cingwellspolan	1218	
Reed	Diane	BSN Program	Dreed3	1828	1-243B

VIII. Program Curriculum Outline

Current (Academic year 2020/2021):

Traditional Track Curriculum

Prerequisite for Admission		
BSC 2093C	HUMAN ANATOMY AND PHYSIOLOGY I [+*~]	4
BSC 2094C	HUMAN ANATOMY AND PHYSIOLOGY II [+*~]	4
MCB 2010C	MICROBIOLOGY [+*~]	4
PSY 2012	General Psychology [+~]	3
DEP 2004	Developmental Psychology [+*]	3
ENC 1101	FRESHMAN COMPOSITION I [+*~]	3
HUN 2202	Essen Nutrition w/Diet Therapy [+*]	3
Humanities	See Gen. Ed. Core or Institutional Requirement [~]	3
	Credit Hours	**27**
Year I		
Term 1		**Credit Hours**
NUR 1021C	NURSING I [+*]	10
	Credit Hours	**10**
Term 2		
NUR 1032C	NURSING II [+*]	9
	Credit Hours	**9**
Term 3		
NUR 1401C	NURSING III [+*]	9
	Credit Hours	**9**
Year II		
Term 4		
NUR 2204C	NURSING IV [+*]	9
	Credit Hours	**9**
Term 5		
NUR 2823C	NURSING V [+*]	4
NUR 2832L	NURSING VI [+*]	2
HSC 2151	Pharmacology and Clinical Decis [+*]	2
	Credit Hours	**8**
	Total Credit Hours	**72**
Plan of Study Grid		

Accelerated Track Curriculum

Prerequisite for Admission			
BSC 2093C	HUMAN ANATOMY AND PHYSIOLOGY I [+*~]		4
BSC 2094C	HUMAN ANATOMY AND PHYSIOLOGY II [+*~]		4
MCB 2010C	MICROBIOLOGY [+*~]		4
PSY 2012	General Psychology [+~]		3
DEP 2004	Developmental Psychology [+*~]		3
ENC 1101	FRESHMAN COMPOSITION I [+*~]		3
HUN 2202	Essen Nutrition w/Diet Therapy [+*]		3
Humanities	See Gen. Ed. Core or Institutional Requirement [+~]		3
	Credit Hours		**27**
Year I			
Term 1			**Credit Hours**
NUR 1003C	TRANSITION INTO PROFESSIONAL NURSING [+*]		8
NUR 2313C	MATERNAL CHILD NURSING [+*]		4
	Credit Hours		**12**
Term 2			
NUR 2211C	ADULT HEALTH NURSING [+*]		9
	Credit Hours		**9**
Term 3			
NUR 2244C	ADVANCED ADULT HEALTH NURSING [+*]		6
NUR 2801C	CLIENT CARE MANAGEMENT PRACTICUM [+*]		6
NUR 2943	EXPERIENTIAL LEARNING IN NURSING [*^]		12
	Credit Hours		**24**
	Total Credit Hours		**72**
Plan of Study Grid			

Students with certification as an LPN, Paramedic, CVT or RRT will be eligible to receive 12 articulated credits for this course.

Projected:

Textbook and Fees

Nursing students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit hour, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

Fee	Cost
Test of Essential Academic Skills (TEAS) (for Valencia students)	$65.00
Health Sciences program application fee (per application)	$15.00
Uniforms, shoes, lab coats, and accessories	$300.00
Stethoscope	$65.00
Lab supplies	$106.00
Accessory kit	$15.00
Name pins and uniform patches	$10.00
Physical exam	$200.00
Immunizations	$400.00
AHA Basic Life Support Certification	$40.00

Background Check, Drug Testing and Immunization Tracker	$188.00
Student Nurse Association	$80.00
Graduate pins (estimate)	$50.00
Total *estimated*	*$1534.00*

Note: To be licensed the graduate must successfully complete the following:

Fee	Cost
National Council Licensure Examination (NCLEX)	$200.00
Florida Board of Nursing Examination	$205.00
Total *estimated*	*$405.00*
Textbooks/resources	

IX.   Student Rights, Responsibilities and Conduct

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 client 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 clients, 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 client care.

Therefore, as a student who desires to practice as a professional Registered Nurse, it is imperative that the student follow and 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 client'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 client 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 client'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 School 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**

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/her own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, they 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 School of

Nursing to the disciplinary procedure and disciplinary action as outlined in the policies and guidelines for the college. A student who shared his/her work for the purpose of cheating on class assignments or tests has also violated college policy related 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 School 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: https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf

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 (Revised July 2016)**

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.

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 client privacy with an electronic device are subject to HIPAA procedures/guidelines. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) maintains that all client 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 related to the course.

Policies

Division Attendance

ATTENDANCE POLICY AND EXPECTATIONS

Although this is the general Attendance Policy and Expectations for the School of Nursing, the faculty has the right to create more stringent policies regarding attendance, tardiness and make-up work for each core course.

Every student is expected to demonstrate a form of professionalism, and this starts with attendance. Attendance is **required** at all sessions of classes and clinical education, for which the student is duly registered, unless prevented by documented illness or emergency. Didactic lectures and clinical education are scheduled per program. Prior to enrolling in each core course, students are made aware of the class schedule. It is the student's responsibility to make prior arrangements to fulfill the demands of your courses; so students should make every effort to participate and be eager to learn. Discussion and class participation are essential for learning. It is impossible to make up all that is missed and receive a passing grade by not attending class or logging into an online course for days at a time; therefore, students should strive to be prompt, present, and participative in the course.

• **Attendance and punctuality promote college success and are important employment characteristics that students must demonstrate.**

1. **Students are required to meet the attendance policy specified in each core course syllabus within your program.**

• **If student absences and punctuality in a class become excessive, as stated in the course syllabus, the professor can contact you to indicate that further absence may result in your withdrawal from the course.** See *Progression and Withdrawal Policy* in this Handbook and the *Valencia College Policy on Class Attendance* 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals

Three Nursing Course Attempts Policy

Students have three attempts at courses with NUR designation courses throughout the nursing program. The three attempts a combination of D, F, or W.

With Each re-attempt must complete the following:

- Meet with the enrolled course leads to discuss a revised academic plan (and complete requirements for resequencing per the Nursing Program Student Handbook or as below).
- Discuss financial aid and the potential for continuity in the nursing program with a Valencia College School of Nursing Advisor.
- Electronically withdraw via Valencia Atlas by the Valencia College-wide withdrawal date.
- The student abides by Valencia College-wide withdrawal policy requirements and responsibilities.

In order to continue in the Nursing Program there are required guidelines that the student must follow in order to become eligible to register for a revised sequenced and reattempt a course.

- Meet with course faculty. 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 the Nursing Program Policy" will apply. Resequencing and reinstatement is on a space available basis and may take several terms.
- Drop/Add and Withdrawal policy: Students who are enrolled in Traditional Nursing I (NUR1021C) or Accelerated Track Transitions into Professional Nursing (NUR1003C) 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.

Progression and Reentry

Late Drop or Withdrawal:

Late Drop:
- Students who drop one or more classes before the end of the official Drop/refund Deadline will receive 100% reimbursement of the refundable fees minus any money owed to the college.
- Eligibility:
  - The death of a member of the student's immediate family, (NOTE: Immediate family include spouse, other, father, sister, brother, son, daughter, or legal equivalent thereof.)
  - Medical emergency which resulted in medical confinement or incapacitation for at least 50% of the class contact hours or, in the event of an online course, for at least 50% of the total time allotted for the course. The medical confinement or incapacitation need not be consecutive; intermittent medical confinement or incapacitation may be counted as cumulative provided all are caused by the same medical condition.
  - Students who are recalled to military active duty.

Late Withdrawal Without Refund:
- Students who withdrawal from a course before the end of the Withdrawal Deadline will receive a W on their transcripts. The course will count as an attempt; no refund will be issued.
- Eligibility:
  - Medical emergency which resulted in medical confinement or incapacitation for at least 33% of the class contact hours or, in the event of an online course, for at least 33% of the total time allotted for the course. The medical confinement or incapacitation need not be consecutive; intermittent medical confinement or incapacitation may be counted as cumulative as long as all are related to the same medical condition.
  - COVID-19 related illness, impact or considerable disruption that prevented you from completing one or more of your courses.

Procedure for Requesting a Late Drop (With Refund) or Late Withdrawal (Without Refund):

* NOTE: Incomplete requests or requests made beyond the valid time period will be denied.

1. Submit a Petition for Late Drop or Late Withdrawal before the end of the semester for which you are seeking the Late Drop or Late Withdrawal. Requests submitted after the semester will be considered only if documentation confirms that the documented major extenuating circumstance precluded you from applying by the semester's end. (Link to form:

https://dynamicforms.ngwebsolutions.com/Submit/Page?form=d168e892-9430-4cae-9a1d-3a9bd10af632&section=80908&page=104527&token=qAl3eeefkNAjzppV_gQ5f8kQJ_b330PcA6L2hCUVp3k)

2. The form must be filled out completely. Incomplete forms will be denied without review.
3. Attach documentation that supports your request.
   a. For "medical emergency," documentation of medical confinement or incapacitation *and its*

duration. Documentation that does not provide specific information regarding the medical confinement or incapacitation will not be considered. (For example, "Student X was in the hospital for 30 days from April 1, 2017, through April 30, 2017.") The medical confinement or incapacitation need not be consecutive; intermittent medical confinement may be counted as cumulative as long as all confinement or incapacitation provided all are caused by the same medical condition. (For example, "Student X received medical treatments at this facility on 20 days between Feb. 1, 2017 and April 30, 2017. On treatment days, Student X was incapacitated and would not have been able to participate in class or learning activities.") Note that the medical documentation need not contain details of the medical issue; only the duration of the medical confinement must be clearly documented.

b. Documentation that confirms at least 33% medical confinement or incapacitation will result in Late Withdrawal Without Refund; documentation that confirms at least 50% medical confinement or incapacitation will result in Late Drop With Refund.

c. For "death of an immediate family member," a copy of the death certificate or obituary showing the date of the death, and the evidence of the relationship of the student to the deceased family member.

d. For "active military duty," a copy of the military orders.

e. For "COVID-19" related requests, no documentation is necessary. In selecting this option, you are self-certifying that the current pandemic has impacted your ability to complete the course(s) requested.

Accelerated Track

Nursing Program Track Transfer: Accelerated Track Progression to Traditional Track

Valencia College Nursing Faculty are dedicated to student success and recognize that not all students are suited for the rigors of the online environment. To assist in meeting all students learning needs and success in the Valencia College Nursing Program, an Accelerated Track (AT) student who wishes to transfer to the Traditional Track (TT) will be considered upon meeting established criteria. Accelerated Track nursing students must meet eligibility requirements for transfer to the Traditional Track. Student's science grades must be a minimum of (3.0) upon admission to the Accelerated Track and meet prerequisites requirements as outlined in the Traditional Track guidelines with the exception of overall GPA.

Students considering potential transfer to TT must complete the following:
- Meet with the AT faculty of their current course to discuss potential transfer.
- Submit a Program Transfer Request Form and written letter request for transfer to your current AT Course Lead.
  - Your Course lead will submit your request for transfer to the TT.
  - Student will meet with the Nursing Program Advisor for program transfer requirements.

The typed letter for transfer request must include the following:
  - Your name
  - Your VID#
  - Specific reason for requesting transfer
  - Explanation of why you believe you should transfer to the Traditional Track
  - Behavioral change that you will make to ensure success if transfer is approved.

AT Faculty considering student for transfer to TT must complete the following:

- Review student request and letter
- Discuss student with AT team
- Discuss potential transfer with corresponding TT course lead, Academic Program Adviser, and Program Clinical Coordinator for the School of Nursing

Placement will be based on the highest Accelerated Track level of successful completion as well as clinical performance and participation in remediation with course faculty and/or Education Specialist. Progression will be determined as follows upon approval of the AT faculty and corresponding TT faculty:

- Successful/Unsuccessful in AT Transition progresses to Traditional Nursing I
- Successful/Unsuccessful in AT Maternal Child progresses to Nursing 2
- Successful in AT Adult Health progresses to Nursing 3/Unsuccessful in AT Adult Health progress to Nursing 2.
- Successful/Unsuccessful in Adult Heath must complete Traditional Maternal Child due to credit needs for graduation in the TT program
- Successful/Unsuccessful in AT Advanced Adult Health progresses to Nursing 4
- Successful/Unsuccessful in AT Client Care Management progresses to Nursing 4

Once accepted into the Traditional Nursing Track, students will fall under all TT requirements and policies. See Traditional Nursing Track criteria and requirements in the Nursing Student Handbook. This includes following the Two Nursing Course Failures Policy outlined in the Nursing Student Handbook. Admission, once approved, is on a space available basis. No student is guaranteed transfer.

Revised: 05_07_2020

Dress code Policy
Uniform
Clinical:
The clinical uniform (White scrub top with Black cargo style pant) is specified by the program and purchased through a specific vendor. Vendor information will be provided at orientation. Women may choose either a pants or dress for the uniform. Men will wear the white uniform jacket and black cargo pants. Students are permitted to wear a White, long sleeved crew neck 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. If the student chooses to wear a dress, hemlines must be below the knee.

Community/Nursing Arts Lab:
The Community Uniform is the Valencia Nursing short sleeve polo with long "Docker – style" beige khaki pants. Cargo pants, shorts, or Capri style pants are not permitted. Students are permitted to wear a black, long sleeved, crew – necked t-shirt under the black polo for warmth. The Community Uniform black polo is purchased through the bookstore. The "Docker-style" beige khaki pant are to be purchased through the Valencia approved vendor. If a student opts to wear a "Docker-style" beige khaki skirt student will be required to wear flesh tone hosiery. Shoes worn with this uniform will be determined by

the setting in which it is worn, as indicated by the Nursing faculty. All shoes will have enclosed toes and heels.

Shoes:

Shoes in the clinical area must be all white (or all Black) and have enclosed toes and heels. Athletic shoes without colored markings or white duty shoes are acceptable. Shoes are to 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:

While pantyhose must be worn if a white uniform dress is worn. Support hose may be desirable, as students will be standing for long periods of time. Plain (Shin or knee high) white and or Black socks may be worn with a female or male pant uniform.

Lab Coat:

The white lab coat must have the Valencia College logo. The lab coat should be longer in length (mid-thigh). Lab coats are worn over the Community Uniform while in the hospital getting assignments and in the Nursing Arts Lab as indicated. The lab coat may be worn over uniforms while on campus and in transition from the clinical assignments. Lab coats are NOT to be worn while giving client care.

Name Tag/Hospital ID

A student name tag it to be worn on the 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 t-shirt should be worn under the white clinical uniform jacket. 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 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 nearly 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 for women and men only and are limited to one ½" post earring per earlobe. Any other body piercings are not to be visible, including multiple earlobe, auricle ear, tongue, and nose piercings. Gauges of any type must be small/size of earlobe and covered with skin colored plug. An acceptable gauge should have the same appearance as a small post earring. If skin dangles from gauge removal, earlobes must be taped back.   For safety reasons, necklaces and chains are not permitted to be worn around the neck.

Tattoos:

Clinical agency policies for students 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 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 clients 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 or NAL setting is NOT permitted.

Smoking:

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

***NOTE: If assigned to a clinical agency requiring a more stringent dress code than descried in this document, the student must abide by the agency code. Accommodations for individual student cultural considerations may be made on a case-by-case basis in conjunction with the Dean of the School of Nursing and will be documented in the student's file.

Substance Abuse Policy

SUBSTANCE ABUSE POLICY

 Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions. The Drug Free Campuses Policy (6Hx28: 10-08.1) is contained in full in Valencia College's Student Handbook. http://catalog.valenciacollege.edu/drugfreeschoolscommunitiesact/drugfreecommunitiesschoolsact.pdf

While at clinical site, all students must abide by the clinical facility's drug policy and any examinations.

<u>Disclosure of Program Licensure or Certification Eligibility –</u>
<u>Criminal Background Statement</u>

The application for the State of Florida's **Registered Nursing** Licensure includes a requirement that may impact license or certificate eligibility for employability in this field. This requirement is in reference to Florida Board of Nursing, Registered Nurse by Examination Requirements regarding any record of criminal charges, to include charges that have been adjudicated. If you have ever been charged with a crime or may have been involved in any situation that has involved law enforcement, it is strongly recommended that you review the Florida Board of Nursing site, specifically the section on applicant's with criminal history section:
https://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-examination/
This site will provide some guidance as to what to expect when applying for a license. According to this site "The Board of Nursing staff cannot make eligibility determinations in advance as laws and rules do change over time".

You may contact the Nursing Compliance Manager, Shelby Frutchey, if comfortable to discuss this in further detail.

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:
- No electronic equipment (including communication devices such as cellphones) are allowed in the testing center, classroom or testing environment during testing.
  - This includes watches, cellular telephones, iPod, iPad, computers or other electronic device(s). This list is not all-inclusive.
- No purses, books, backpacks, bags, or items that provide storage for concealed items.
- 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.
- No tissues, napkins or paper products of any kind.
- Please do not bring food, gum, candy, soda, water, or containers into the testing area.
- No hats, hoodies, or head covering of any kind are allowed.
- If the student needs to leave the testing center, classroom or testing environment during an examination, the faculty must give approval.
- If approval is given, only one student at a time may leave the classroom/testing center or testing environment during an examination.
- There is no talking in the testing center, classroom, testing environment during an examination.
- If approved by the faculty, students may bring a simple calculator (not a calculator on a cell phone) to the testing center, classroom or testing environment during an examination.
- Please review the course syllabi for specific requirements in each course.

Violations of these rules <u>may result</u> 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 examination 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.

Examinations

<u>DOSAGE AND CALCULATION EXAM GUIDELINES FOR THE INITIAL EXAM AND RETAKES</u>

PURPOSE: CONSISTENCY FROM COURSE TO COURSE

1. The syllabus for each course will include the dosage and calculation policy for testing, failure, remediation and retake.

2. All students must show their dosage calculation work to earn credit for the correct answer. Students must place their final answers on the designated blank line per the course instructions or no credit will be given. When a dosage exam is administered online, students must upload their work, showing their dosage calculations, within 15 minutes of exam completion, to a designated assignment link in Canvas.

3. Student is responsible for bringing a simple calculator to the exam. Calculators on a cell phone are **not** permitted.

4. A Dosage and Calculation exam will have 25 questions to be completed in 60 minutes.

5. The generic name and trade name for each medication will be noted on the exam. Generic name listed first with the (trade name) following, listed in parenthesis.

6. Remediation will be conducted by each course. When a dosage exam is administered online, a documented one to one, face to face remediation appointment, with full time Faculty, shall be mandatory, prior to a final attempt Dosage Exam.

7. Each course will utilize the Dosage and Calculation Test Plan for composition of the exam. (See addendum).

8. *Any student returning to a course after an incomplete or "stop out", are required to take the dosage and calculation exam, at the time they return to the semester and prior to administering medications. Points are not earned from these attempts. This dosage and calculation exam is to demonstrate continued competence and proficiency only. Students will have as many attempts as necessary to achieve a score of $\geq$92%, at the time they return to the semester.*

COURSE UNIT EXAMS

1. A minimum of five dosage & calculation questions should be on each unit exam.
2. Student is responsible for bringing a simple calculator to the exam. Calculators on a cell phone are **not** permitted.
3. The generic name and trade name for each medication will be noted on the exam. Generic name listed first with the (trade name) following, listed in parenthesis.

Student Resources

Disabilities

"Students with disabilities who qualify for academic accommodations must provide a Notification of Instructor (NTI) form 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."

Contact Information: West Campus, SSB 102, Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Learning Support

Instructional Support:

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 learning, may provide suggestions for ways to improve study habits, which may improve outcomes.

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.

Nursing Educational Specialist:

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.

Nursing Arts laboratory (NAL):

There are two Nursing Arts Lab (NAL) locations at the West and Osceola campuses. Please read the NAL Handbook for specific information related to the NAL policy and procedures.

Library

Valencia College on all campuses 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.valenciacollege.edu/library

Counseling

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Nursing Program Advisor

Nursing Program Advisor: Kate Martin

For questions and concerns while in the Nursing program email Mrs. Martin from your ATLAS email and provide your Valencia ID number and program name in the *Subject line* when emailing. Please send ATLAS e-mails to kmartin33@valenciacollege.edu.

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 current immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the Certified Background (Verified Credential) "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 Verified Credential 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

1. **If Student is injured at the clinical site or lab, students must complete the following steps:**

    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.
    c) Medical providers will file through personal (primary) insurance first, then through the college's insurance carrier (secondary).
    d) Medical providers will file through the college's insurance carrier for students WITHOUT personal (primary) insurance.

2. **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 (HSB 200) 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.

Graduation and Pinning Ceremony

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.

Authorization to Release Potential Employer or Program Reference Policy

Authorization to Release Student Information, References to Employer and References to Programs Policy

Throughout the ASN Nursing Program and at the completion of the program, information necessary for clinical affiliation and field licensure will be sent to the appropriate agency. The student will be asked to sign a consent form(s) which will be retained in the student's program file and Valencia College Records Office for the duration of student tenure.

Information concerning a student's performance while enrolled in the ASN Nursing Program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, to include reference to a student's performance while enrolled in an educational program may be released only with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or program, the Student Consent to Release Education Records form http://valenciacollege.edu/admissions-records/documents/StudentConsenttoReleaseEducationRecords.pdf must be initiated by the student and submitted for up to two (2) parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the Program Chair, Clinical Director or Instructor the student has provided as reference. This form is required for any student that would like a potential employer to obtain information about their performance, grades, conduct and/or employability. You may choose not to complete this form and opt-out of an employer having the ability to speak to a Program Chair, Clinical Director or Instructor in your program.

Academic Integrity Statement

Integrity is crucial to nursing practice. Each student is expected to be in complete compliance with the college policy on academic honesty set forth in the Valencia College Catalog, Valencia College Student Handbook, and the Valencia College Nursing Program Student Handbook.

Any student repeating a course must turn in course work from this term. If course work is turned in from any previous term, a zero will be given for the assignment.

Student Dispute-Resolution Procedure

This procedure has been created to address any concern or complaint regarding an academic instructor, course, clinical site and/or non-academic matters (discrimination, harassment and related misconduct).

Valencia College-wide Student Dispute and Resolution Policy

The college has created the following webpage to provide detailed policy, procedures and forms for Student Dispute Resolution https://valenciacollege.edu/students/disputes/. Detailed policies may also be found in the Academic Policies and Procedures section of the Valencia College catalog http://catalog.valenciacollege.edu/academicpoliciesprocedures/.
This includes:

- *Final Grade Disputes*
- *Non-Final Grade and other Academic Disputes*
- *Student Administrative Complaint Resolution*
- *Civil Rights Discrimination*
- *Sexual Harassment / Sexual Assault (Title IX)*
- *Student Code of Conduct*

Discrimination, Harassment or Related Misconduct Complaint (*Policy 6Hx28:8-10)*
Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Chair, Dean or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer. Students can refer to the following webpage for contacts, additional information and resources: www.valenciacollege.edu/EO.

School of Nursing Academic Dispute Procedure

The following procedures are created to assist our students with resolving any disputes or concerns within the division:

Any student who feels he/she has a justifiable academic or non-academic dispute or complaint regarding a Nursing instructor, student, or clinic site shall follow the above reporting procedure within the division:

I.If the complaint is regarding **didactic/lecture class**:

    a. During normal office hours or by appointment, communicate openly with the issue with the Instructor and try to resolve the problem as soon as possible.

    b. After discussion with Instructor - If the issue is still unresolved, contact the Program Chair to act as a mediator towards the resolution.

    c. After mediation with the Program Chair – If the issue is still unresolved, submit a **Student Dispute, Concern or Request Form** to the Office of the Dean, School of Nursing.
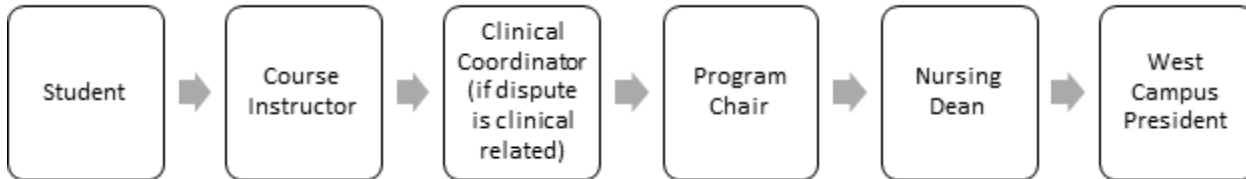
II.If the complaint is regarding **clinical rotation** *(ASN Program Only)*:

    a. During normal office hours or by appointment, communicate openly with the Nursing Clinical Coordinator and try to resolve the problem as soon as possible.

    b. After discussion with Nursing Clinical Coordinator - If the issue is still unresolved, contact the Program Chair to act as a mediator between all parties (to include reporting and updating the appropriate parties) to find a resolution.

c. After mediation with the Nursing Clinical Coordinator – If the issue is still unresolved, submit a **Student Dispute, Concern or Request Form** to the Office of the Dean, School of Nursing.

In the event a student is dissatisfied with the academic resolution and decision following their dispute, the student must follow Valencia College's **Policy on Student Academic Dispute and Administrative Complaint Resolution** *(Policy 6Hx28:8-10)* http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-10-Student-Academic-Dispute-and-Administrative-Complaint-Resolution.pdf

School of Nursing Student Dispute - Chain of Command

Student → Course Instructor → Clinical Coordinator (if dispute is clinical related) → Program Chair → Nursing Dean → West Campus President

If a student's dispute is with an individual in the above chain of command, then it is advised that the student contact the next person in chain of command or express their concern through the Student Dispute Resolution webpage https://valenciacollege.edu/students/disputes/. If you feel that your dispute warrants contact with the West Campus President, please submit through the Student Dispute Resolution webpage.

NOTE:
Please be aware that initial communication regarding a student's performance or academic-standing should be between Nursing Faculty, Nursing 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 (FERPA Policy http://valenciacollege.edu/ferpa/). In the event 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.

GIFTING POLICY

The School of Nursing strictly follows the State of Florida's policy enforced by Valencia College - Gifts should not be exchanged between College employees and students. Please see POLICY: 6Hx28: 3E-05.2 Ethical Conduct and Performance http://valenciacollege.edu/generalcounsel/policy/documents/Volume3E/3E-05.2-Ethical-Conduct-and-Performance.pdf

Health, Insurance & Liability: Injury-Accident/Medical Errors Policy & form

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

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

After immediate attention is given to the client 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 For, 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.

MAKE-UP CLINICAL TIME POLICY
School of Nursing

The Dean of Nursing, Program Chair/Director and Program Clinical Coordinator must know when students are going to be in the clinical areas at all times. Students must complete all required clinical time to meet course and program requirements. If anytime is requested outside of scheduled clinical time, students must follow this policy and submit the program required documentation

- **Make-Up Clinical Time** is considered *required* clinical time for a student to meet course and program requirements, if scheduled clinical time was missed due to an absence.

  Requested Makeup time must be approved and will occur if available during the current academic term.   Makeup times can occur the next academic term if clinical availability is not available and student will receive an incomplete "I" until the required time is completed.

Confidentiality (w/ FERPA)

Information concerning a student's performance while enrolled in the Nursing Program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, to include reference to a student's performance while enrolled in an educational program may be released only with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or program, the Student Consent to Release Education Records form http://valenciacollege.edu/admissions-records/documents/StudentConsentto releaseEducationRecords.pdf must be initiated by the student and submitted for up to two (2) parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the Program Chair, Clinical Director or Instructor the student has provided as reference. This form is required for any student that would like a potential employer to obtain information about their performance, grades, conduct and /or employability. You may choose not to complete this form and opt-out of an employer having the ability to speak to a Program Chair, Clinical Director or Instructor in your program.

Procedure for Pregnant Students

In a School of Nursing program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the sole responsibility and option of a student who is, or suspects, they are pregnant to notify their Course Faculty and Program Chair. The College has a commitment to provide resources to a student who discloses that she is pregnant, so she can make an informed decision about her academic pursuits related to her pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See Valencia College Title IX & Equal Opportunity Policy http://valenciacollege.edu/hr/title-ix/policy.cfm

In the event a student becomes pregnant in the nursing program, it is highly suggested the student speak with her Course Faculty and or Program Chair. It is solely the student's responsibility and choice to speak with the faculty concerning her pregnancy and students should be advised that there are considerable possible health concerns for the fetus, especially during the critical first trimester of pregnancy. Speaking with course faculty and/or program chair about the pregnancy and disclosing a due date is solely an attempt to guide and assist the student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. Students are advised that the College will work with and assist pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study. On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, students will work with the College to identify reasonable alternatives to allow the student to continue when possible. It is the student's choice to remain in or discontinue the program should she become pregnant. If you have any questions or concerns regarding this policy, please contact:

Mr. Ryan Kane, Title IX Coordinator/Equal Opportunity Officer
1768 Park Center Drive, Orlando, FL 32835
Phone: 407-582-3421
Email: Rkane8@valenciacollege.edu

NURSING MOTHERS: DESIGNATED CAMPUS LOCATION AND ACCESS

Valencia College is committed to supporting all students and employees that are mothers with a nursing child. Valencia provides a private location for the sole purpose of expressing milk that is free from intrusion and a comfortable setting.

Procedure to Request Access on Campus:

Valencia Employees and Students that would like access to the designated Nursing Mothers room at Valencia must request access each semester needed. Prior to first use, an email must be sent to Joanna Victoria, HR Compliance Manager jvictoria2@valenciacollege.edu and include the following information:

1. Full name
2. VID Number
3. Intended Semester of Use
4. Campus(es) where access is needed

After submitting the email with the required information above, you will receive a confirmation email regarding approval and instructions to use the designated space. Key access will be added to your Valencia employee/student ID card, as the room will be accessible by electronic key only. The exact building-room location on each campus will be communicated in the approval email from HR.

Procedure to Request Access at a Clinical Facility:

Students that would like access to a designated *Nursing Mothers* location while on clinical rotation must request access each semester needed. Prior to first use, an email must be sent to, Nursing Clinical Coordinator and include the following:

1. Student's full name
2. Student's VID
3. Intended Semester of Use
4. Course Enrolled during intended semester
4. Assigned Clinical Site(s) if known at the time of the email

Electronic Devices & Video Recording (Internet Usage and Intellectual Property)

CONFIDENTIALITY AND USE OF ELECTRONIC DEVICES POLICY

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords all students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. For more information on the college's commitment to protecting the privacy rights of our students, please review the annual FERPA notification and explanation of rights here http://valenciacollege.edu/ferpa/ .

To give consent for others to see your education records, please use the Student Consent to Release Education Records form: http://valenciacollege.edu/ferpa/documents/Student-Consent-to-Release-Education-Records.pdf

CLINICAL CONFIDENTIAL INFORMATION

As a student in the School of Nursing or School of Allied Health at Valencia College, you may have access to confidential information from other parties and/or clients in clinical facilities. You may have access to some or all of this confidential information during your clinical facility assignments, special education projects or other student activities.

Some Confidential information may be protected by strict policies of the clinical facilities and by federal and state laws particularly the *Health Insurance Portability and Accountability Act of 1996 (HIPAA).* The intent of these laws and policies is to assure that confidential information, that is, Client's Protected Health Information or Individually Identifiable Information provided to students orally or contained in client medical records or maintained on the facility's electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to client care is strictly confidential to anyone outside of the direct care of the client.

As a student, you are required to comply with each clinical facility's applicable policies and laws governing confidential information. While the College is not subject to HIPPA, it may be applicable to faculty and staff when working at clinical sites. You further understand that professional codes of ethics stipulate that maintaining confidentiality of client information is a part of professional responsibility and integrity. Each clinical facility may require you to sign a related statement as you begin your clinical rotation.

RECORDING

Accordingly, students may not take any photographs, recordings, or videos while in the clinical setting, lab, or classroom unless prior approvals were received from the Program Chair due to OSD accommodations. *Both taking such action, as well as sharing the recording with others, including posting information to social networking, may be a violation of facility policies and Valencia's Academic Dishonesty policy 6Hx28:8-11, Student Code of Conduct 6Hx28:8-03, FERPA 6Hx28:7B-02.* This can result in dismissal from the program, from the college, and/or personal legal liability.

Electronic Devices in Clinical Facility

While in the clinical facility, student use of electronic devices is subject to that facility's policies. Generally, 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 personal electronic communication and obtain permission. All personal electronic communication devices must be in the "off" position while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the unit.

Electronic Devices in Face-to-Face Classroom and Lab

In a face-to-face classroom or lab, electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) must be placed in the silence mode or turned to the "off" position. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the classroom or lab facility. Students must notify faculty when leaving the classroom or lab.

SIMULATION DOCUMENTATION AND RECORDS

The School of Nursing and School of Allied Health at Valencia College may employ a variety of electronic systems, such as video and audio recordings, that actively document areas of simulation. In order to reinforce active learning, the College and off-campus sites (assigned clinical site or program-specific conferences), may utilize this enhanced feature in all simulation areas and during the learning debriefing of skills performed section of the course.

As a student in the School of Nursing or School of Allied Health, and in accordance with the program you are enrolled in, you may be subject to simulation recordings. The systems are designed exclusively to record the student's name, voice, video, photograph, silhouette and/or all instrumental, musical and other sound effects taken and produced by the undersigned in connection with the healthcare related simulation. Video and audio recordings are kept on internal computers as well as servers. When the space for the files exceeds the storage system, older files are automatically replaced by new data with no fixed timeline. You have the right to request access to review your recorded simulation for purposes of academic review, in accordance with the course syllabus, lab manual and college policy.

FORMS

VALENCIACOLLEGE

READ THE FOLLOWING STATEMENT BEFORE SIGNING
<u>Verification of Receipt of Nursing Student Handbook</u>

I have been informed how to access the electronic version of the Nursing Program Student Handbook via the Secured Nursing Website. I understand that I am responsible for reviewing the contents of this handbook in its entirety, as well as any subsequent changes made to the handbook. I agree to abide by all of the rules, policies, and procedures of the program and of Valencia College, and that is it my responsibility to ask my instructors if there is a policy or form required by the program that I do not understand or have concerns about, in a timely manner.

I acknowledge that my program may require audio—visual recorded simulation, as outlined in the Confidentiality and Electronic Devices policy in this handbook.

I am also aware that this handbook is intended as a guide, that policy and procedure described herein may be changed during my participation in the program and that I will be notified in a timely manner of any new or modified information I am responsible to adhere to. I have been informed that this handbook will be updated yearly, and the most current edition will apply to ALL students, no matter the term in which I was admitted to the Nursing program (policy adherence is effective upon the date of policy implementation and thereinafter).

Any changes to this Handbook will be posted as an announcement on the Secured Nursing Website and will become applicable immediately once the posting has occurred. Communication of updates to the Secured Nursing Website will be announced to students via ATLAS e-mail.

PRINT NAME:

VID#: _____

NURSING PROGRAM TERM/YEAR START: _____

SIGNATURE: _____

DATE: _____

NOTE TO STUDENT: This signed form is to be given to your assigned Nursing Instructor for the course you are enrolled in, during the first term of the Nursing Program - 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.

Version 12-6-18
(Reviewed April 2021)

School of Nursing: Medical Clearance for Clinical/Lab

Required for Students after 3 consecutive Days of Absence due to Medical Reasons
-or-
Following Major Medical/Surgical Procedure

To the Physician assessing: *(student name)* _____

Due to the physical expectations of the above student's upcoming clinical rotation and _____ _____it has been requested by the Valencia College Program Chair of the School of Nursing ASN Program that he/she acquire medical clearance to progress in the program. Please refer to the attached Performance Standards for the specific physical expectations of the position that the student will be training for. Please attach an official Physician's note to this sheet with your signature that indicates your clearance to return to the program and date the student may return, or your recommendation if the student should not return at this time. If any restrictions according to the Performance Standards of the Program, please indicate, what the restrictions should be. Thank you for your assistance.

Documentation due date: _____/_____/_____

VALENCIACOLLEGE

School 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 s kills lab may be necessary.

Student Signature:_____Date:_____

(Reviewed April 2021)

VALENCIACOLLEGE

School 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.   Safety

    b.   Clinical Instructor and Healthcare Personnel

    b.   Clients

3.   Assessment

4.   Medication Knowledge/Delivery

5.   Correlation of Labs to Client Presentation

6.   Correlation of Pathophysiology to Client'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

(Reviewed April 2021)

VALENCIA COLLEGE

School 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 April 2021)

VALENCIA COLLEGE

School of Nursing

<u>Pinning Dress Code Agreement</u>

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 April 2021)

VALENCIACOLLEGE

School of Nursing

Clinical Incident/Accident/Error Information Form

This form is to be completed in its entirety for any incident involving a client and Valencia student/ faculty in the delivery of client 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: _____

Client Name:

Event Summary: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

VALENCIA COLLEGE

School of Nursing

Nursing Peer Practice Waiver and Release Form

I hereby agree to allow myself to be the subject of nursing assessment(s) performed by students enrolled 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 takin.

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 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 April 2021)

In consideration of the educational opportunity to obtain practical experience in a simulated environment, I understand the significance of confidentiality with respect to information concerning the simulation scenarios, the simulated patients, and fellow students. I understand that active participation in the simulation scenarios is part of the course requirements. In addition, I understand that the simulation scenarios may be videotaped and used for debriefing purposes and shared internally only with appropriate faculty.

I agree to adhere to the following conditions and guidelines:

The simulation manikins are to be treated with respect and handled with care as if they are a real human patient. For this reason, Health Insurance Portability and Accountability Act (HIPAA) and anyother federal or state laws regarding confidentiality must be upheld. I agree to uphold these requirements and I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

All patient information, including but not limited to diagnosis, interventions, laboratory values, medications, and vital signs, used in the simulation scenario is privileged and confidential regardless of format: electronic, written, overheard or observed. As such, any viewing, discussion, or disclosure of thispatient information to another student is a violation whether intentional or unintentional and may lead to disciplinary action as outlined in the student handbook.

Patient information may be viewed, used, disclosed, and discussed with other students participating inthe simulation scenarios only as it relates to the performance of my educational performance in the simulation scenario. Any viewing, discussion, or disclosure of this information outside of the simulationenvironment is a violation of HIPAA and other state and federal laws.

The Nursing Arts Lab is a safe learning environment. All students are expected to demonstrate behaviorsthat are respectful and supportive within the learning environment. All students participating in the simulation scenario should be respectful and treat each other in a professional manner.

No Betadine and no ink pens will be used near the manikins.

I have read and have a copy of the NAL Handbook.

Date: _____

Signature: _____

Printed Name: _____

VALENCIACOLLEGE
School of Nursing

April 2021