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850-79 (ACESO)

Student Handbook Policies and Procedures

PROGRAM DESCRIPTION:

The Review, Remediation, Refresher Program is designed to prepare the student to provide care for patients within the scope of practice as established by applicable legislation. This course is also designed to comply with requirements of the Florida Department of Education and the Florida Department of Health.

The course requires the student to complete a minimum of 80 hours of classroom and 96 hours clinical instruction. Before the student provides direct patient care, he or she must complete a minimum of 8 hours of classroom instruction in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; and respecting patient rights.

The School will offer certification in Basic Life Support for Healthcare Providers (BLS for HCP), which must be completed before the first clinical rotation.

Clinical experience shall be provided under the supervision of a program instructor.

REQUIRED TEXTBOOK:

RN Students: Saunders Comprehensive Review for the NCLEX-RN® Examination, 8th Edition
ISBN: 9780323358415

PN Students: Saunders Comprehensive Review for the NCLEX-PN® Examination, 8th Edition
ISBN: 9780323733052

PROGRAM OBJECTIVES:

Upon successful completion of this course, the student will be able to:

- Describe the roles of the interdisciplinary healthcare team
- Identify the responsibilities of the registered nurse
- Apply theoretical knowledge in providing healthcare services
- Perform essential nursing clinical skills
- Communicate accurately and effectively with other members of the healthcare team
- Demonstrate ethical behaviors

METHOD OF INSTRUCTION:

This course uses a variety of methods to enhance the learning experience. These may include:

- Lecture/Discussion
- PowerPoint presentation
- Video/DVD
- Hands-on simulations/Return demonstrations
- Visual aids and handouts

- Clinical experience

CLASS ATTENDANCE:

Attendance at class lectures, laboratory, and clinical experiences is necessary in order to meet program requirements. The student is expected to demonstrate punctuality and arrive prepared for the tasks assigned for the day.

There is no grace period for arrival or departure. The program is structured to build on knowledge gained throughout the course; tardiness and absenteeism will hinder this progression and may result in dismissal from the program. To minimize disruption to class, students who, with an excuse, arrive late or return from break late must wait until the next break to join the class.

ATTENDANCE POLICY:

Students are expected to arrive on time to class and clinical each day and remain from the beginning to the end of the class period. Absences or behavior that indicates lack of commitment to classroom/clinical interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts, use of profanity).

The student should notify the instructor of emergency absences or tardiness via e-mail or voicemail. One (1) excused absence is permitted, with mandatory make-up work requirement.

A student who experiences a medical condition which prevents attendance at any class or clinical experience must immediately provide appropriate medical documentation to the Program Director; however, the student may not be permitted to return to the clinical site without verified medical documentation that indicates a return to patient/resident care without restrictions.

METHOD OF EVALUATION:

The student must pass the theory portion of the course by submitting all required documents and assignments. The student must pass the clinical portion of the course with an S (satisfactory) in clinical and laboratory skills. Grades are calculated as:

- S (Satisfactory)
- N (Needs improvement)
- U (Unsatisfactory)

The course grade is determined by:

- Exams
- Homework assignments
- Presentation
- Clinical and laboratory performance

The clinical grade is determined by:

- Skills (task performance and demonstration)
- Attitude (for example: ethics, honesty, responsibility, and adherence to policies and procedures)
- Knowledge (the ability to apply theoretical knowledge to clinical performance)

COURSE SUPPLY REQUIREMENTS:

- Course textbook
- Small notebook
- Black non-erasable pen
- Name badge
- School scrub top and pants
- Plain, solid-colored white or black shoes
- Stethoscope
- Watch with second hand
- Penlight

CLINICAL REQUIREMENTS:

1. Color copy of drivers license
2. Color copy of valid Social Security card
3. Medical history/Physical exam (primary physician, nurse practitioner or other healthcare provider approved by the program director)
4. Malpractice insurance
5. Clear Criminal Background Check (must be done within the first 2 days of class)
6. Fingerprinting (completed within 2 days of start of class—must be done at a facility approved by the School)
7. American Heart Association (AHA) Basic Life Support for Healthcare Providers (BLS for HCP) Certification (Provided by the School and must be successfully completed before the first clinical rotation)
8. 10 Panel urine drug screen test
9. Two-step tuberculosis (TB) skin test or Interferon-Gamma Release Assay (IGRA) blood test (if positive result for TB, chest x-ray report is required)
10. Influenza (flu) vaccine (required October through May)
11. Tetanus-Diphtheria-Pertussis Vaccine (Tdap)
12. Documentation of verified immunity (shot record or titers) to:
 - ❖ Varicella
 - ❖ Rubeola
 - ❖ rubella,
 - ❖ measles
 - ❖ mumps
 - ❖ Hepatitis B

These documents must be delivered to the school by the due date established by the School before the first clinical rotation; clinical facilities require this information, and the school must submit complete files. Please keep in mind that sometimes unavoidable delays occur when

obtaining background checks, receiving lab results, etcetera, so it is important to plan accordingly to ensure timely delivery of your file to the school. Failure to provide these documents will prevent student access to the clinical site.

Note: All health requirements and BLS (CPR) certification must be completed and presented to the Program Coordinator by the first day of class. Failure to comply may result in withdrawal from program.

FEES:

Students are responsible for fees for lab work, fingerprinting, background check, drug screen, and malpractice insurance. A certification of malpractice insurance coverage is required prior to clinical rotations.

CRIMINAL BACKGROUND CHECK:

A felony conviction may prohibit an individual from participation in clinical rotations and seeking employment in healthcare facilities.

PERSONAL CONDUCT POLICY:

Each student is expected to conduct himself or herself in a manner appropriate for members of the healthcare team. Students are expected to demonstrate a positive attitude and adhere to school and clinical facility policies. Behavior that indicates a lack of commitment to the program will impact a student's grade (e.g., leaving the class during discussions, disrespectful behavior, use of profanity).

SAFETY GUIDELINES:

The student must adhere to the safety guidelines posted on the bulletin board in the lab.

MAKE-UP POLICY:

A student who misses a clinical experience due to an unexcused absence must repeat the entire course. Tardiness will count as an absence. Excused absences include (but are not limited to):

- Death/impending death of an immediate family member
- Documented hospitalization or severe illness of student/family member, or similar grave situations

The instructor must be consulted for an absence to be considered excused. It is the sole responsibility of the student to contact the instructor regarding the possibility of make-up work. Make-up clinical opportunities may not be possible and will depend on clinical availability.

STUDENT RESPONSIBILITIES:

The student is expected to:

- Adhere to School and clinical policies
- Arrive to class and clinical prepared to participate
- Demonstrate a willingness to learn
- Be supportive and non-judgmental of patients and peers
- Utilize critical thought during theory, laboratory, and clinical experiences
- Provide a neat and readable paper using standard English

All assignments are due on the dates set by the instructor. Late assignments will not be accepted.

PERSONAL APPEARANCE AND BEHAVIOR:

Healthcare providers must meet standards for appearance and behaviors. A student who does not or is unable meet these requirements will be dismissed from the clinical setting and instructed to leave. Dismissal from the clinical setting will result in a clinical absence and may result in dismissal from the program.

UNIFORM:

Uniforms must be clean, pressed, well-fitting, and in good repair. Uniforms must be worn for clinical rotations and for activities as required by the School.

The program uniform consists of scrub top and pants (pattern, style, and color provided the first day of class). No modification to the design, style, or color is permitted.

Undergarments are to be neutral, solid color (flesh tone and not visible through the material).

SHOES AND HOSIERY:

Shoes must be leather or vinyl white or black nursing shoes or athletic shoes approved by the School. They must be clean and maintained in good repair. No clogs; backless shoes; or shoes with cloth, mesh, or cutouts are permitted. Shoes should not be worn for use outside the clinical setting.

Shoelaces must be clean and should not touch the floor.

Socks or hosiery must match the shoe color and have no designs or patterns. They must completely cover the ankle. No ankle socks or footies are permitted.

PERSONAL HYGIENE:

Good personal hygiene is expected at all times. No offensive body and/or breath odors should be detected. Students must refrain from the use of perfumes and scents. Gum chewing or eating is not allowed in the clinical areas.

HAIR:

Hair must be appropriate for the clinical setting. It should be of a natural color (for example, no blue or pink), clean, neatly arranged and away from the face and neck. Hair below shoulder length should be secured off the collar.

Hair clips, bands, or ties must match hair color. Hair ribbons or ornate hair decorations are not allowed.

Males must be clean shaven or have neatly trimmed mustaches or beards.

NAILS AND NAIL POLISH:

Nails should be no longer than tips of fingers. No nail polish is permitted. Sculptured, artificial and/or tipped nails may harbor bacteria and are not permitted.

JEWELRY AND TATTOOS

Wedding bands, commitment bands and/or engagement rings that do not pose a risk to patients may be worn when in uniform. Any ring with large stones or sharp prongs may scratch patients and is not allowed.

One pair of earrings (solid ball stud only) no more than 1/8 inch in gold or silver metal or pearl may be worn only in the earlobe. Any other jewelry is inappropriate and not allowed.

Visible facial or body piercings are not permitted.

Visible tattoos or body art must be covered.

UNIFORM ACCESSORIES:

The following are essential when in the clinical site:

- Name badge
- Watch with sweeping second hand
- Stethoscope
- Pen with black ink
- Small notebook

PERSONAL BEHAVIOR:

It is the expectation that all students enrolled in the program will act in a respectful manner towards other people and patients/residents at all clinical sites and the School. A student who behaves or engages in undesirable behaviors will be administratively withdrawn from the program.

Situations that warrant immediate withdrawal from the program include (but are not limited to):

- Failure to comply with policies and procedures of the School and clinical facilities
- Theft of supplies or possessions
- Destruction of property or possessions
- Falsifying documentation at clinical sites or on campus
- Engaging in disorderly conduct
- Jeopardizing the safety of patients/residents, students, faculty or employees of clinical agencies or the School
- The use, sale, possession or being under the influence of alcohol, drugs or controlled substances on campus or at the clinical site
- Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- Refusal or intentional failure to follow direct instructions (within the scope of practice of a Nurse) from a person in authority at a clinical site or the School
- Any challenge to obstruct, abuse or interfere with patient/resident care
- Harassment of an individual based on race, age, national origin, gender, religion, physical or mental disability at a clinical site or the School
- Physical and or verbal abuse of an individual on campus or at clinical site
- Violation of Health Insurance Portability Accountability Act (HIPAA) policies and procedures in all clinical agencies related to copying and/or disclosure of patient/resident information
- Inappropriate use of social media (e.g., Facebook, MySpace, Twitter, blogs, list serves, etc.) for posting content that exhibits undesirable or disruptive behaviors or conduct

Successful progression through the program will facilitate the development of career Ready Practices as outlined by the board of education. A student demonstrates these practices when they can:

- Act as a responsible and contributing citizen and employee
- Apply appropriate academic and technical skills
- Attend to personal health and financial well-being
- Communicate clearly, effectively and with reason
- Consider the environmental, social, and economic impacts of decisions
- Demonstrate creativity and innovation
- Employ valid and reliable research strategies
- Utilize critical thinking to make sense of problems and persevere in solving them
- Model integrity, ethical leadership, and effective management
- Plan education and career path aligned to personal goals
- Use technology to enhance productivity
- Work productively in teams while using cultural/global competence

ATTESTATION:

Students are required to sign and submit the last page of the handbook to serve as an attestation that they have received and understand the contents.

ATTESTATION

Please sign and submit this page to the program director.

I, _____, have received the Student Handbook and understand that failure to adhere to School policies may result in my dismissal.

Signature: _____ Date: _____

Name (please print): _____ Date: _____