



RN-BSN PROGRAM

Student Handbook



The baccalaureate degree in nursing at Pensacola State College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791



The RN-BSN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road, NE, Suite 850, Atlanta GA 30326, Phone: 404.975.5000, Fax: 404.975.5020. www.acenursing.org

Pensacola State College is an EA/EO Institution

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Associate Vice President for Institutional Diversity/Title IX Officer at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

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WELCOME

Welcome to Pensacola State College's RN-BSN program. Your instructors are a major resource and will arrange many learning opportunities for you. Success, however, will depend largely upon how much you utilize these learning opportunities. You cannot begin too soon in establishing the habit of self-directed study in nursing education.

Pensacola State College (PSC) RN-BSN Program reserves the right to change, without notice, any statement in this handbook concerning, but not limited to, rules, policies, fees, curricula, and courses. Such changes shall be effective whenever determined by the faculty, administration, or governing bodies; they may govern both current and past cohorts. Official notification of changes will be announced by the appropriate department offices and posted to the website. It is the student's responsibility to be knowledgeable and adhere to applicable program as well as Pensacola State College policies and regulations.

Pensacola State College RN-BSN program allows the students who has completed an associate degree in nursing or nursing diploma and holds a valid Registered Nursing license to continue his or her studies in a baccalaureate program.

ASSOCIATE/BACHELOR OF NURSING FACULTY AND STAFF

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NURSING PROGRAM MISSION STATEMENT

The mission of the Nursing Program is to provide quality educational opportunities for students seeking to enter or advance in the nursing profession. The Program is committed to creating a learning environment that fosters academic, personal and professional growth by supporting the professional nursing standards of care to meet health care needs of the community.

Goals:

- Recruit students to fulfill community needs;
- Respond to community needs by providing new programs and/or certificates;
- Encourage students to participate in activities to support personal development during and after the nursing program to support the philosophy of lifelong learning;
- Receive grant funding for Nursing Program;
- Prepare students to articulate from PN to ADN to BSN and MSN programs, if they choose;
- Prepare students to work competently in health care facilities in the community;
- Refer students to support services for academic assistance;
- Respond to community health care needs by graduating potential employees.

RN-BSN PROGRAM GOALS

BSN Learning Outcomes (BSNLOs)

In the transition from academics to professional practice, the student earning the BSN degree will be prepared to:

1. Integrate professional behaviors
2. Apply methods of research and scholarship
3. Apply legal, ethical and cultural sensitivity practices
4. Demonstrate methods of health maintenance and enhancement
5. Apply organizational strategies

RN-BSN PROGRAM EXPECTED LEVELS OF ACHIEVEMENT

1. At least 70% of the RN-BSN program students will earn the baccalaureate degree in nursing within five years of initial enrollment;
2. At least 80% of the RN-BSN program graduates taking the one-year post graduate student survey will indicate satisfaction with their respective program;
3. The majority of employers (at least 80% of the employers) which employ RN-BSN graduates, taking the one-year employers survey, will report satisfaction with the overall performance of the RN-BSN prepared employee; and
4. Within one year of graduation, 70% of RN-BSN prepared graduates will report they are employed in an appropriate nursing position, have received a promotion or increase in salary, or are enrolled in further nursing education.

RN-BSN CORE COMPETENCIES

1. Discipline, specific knowledge and skill;
2. Management and leadership;
3. Theory, research, and evidence-based practice;
4. Interpersonal relations and community systems;
5. Legal environment, ethics, and values.

NURSING PROGRAM PHILOSOPHY

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

Health is viewed on a continuum of wellness and illness. Optimum wellness occurs when individuals are functioning at the highest level of their abilities and varies with each individual. Illness is an alteration in the individual's optimum level of wellness and also varies with each individual.

The environment is viewed as internal and external, global and local elements and conditions that affect the well or ill individual. It encompasses the social, economic, political, legal and technical context of the individual and the practice settings. It also includes significant others, the nurse, groups, and communities with whom the individual interacts.

The nursing faculty believes that nursing is both an art and science; a profession guided by scientific principles and the core values for the National League for Nursing (NLN) which include: caring, diversity, excellence, integrity, ethics, holism, and patient-centeredness (2010).

PHILOSOPHY OF THE RN-BSN PROGRAM

The Bachelor of Science in Nursing (BSN) program is directed toward the professional who already holds a Registered Nursing license to prepare him or her with additional skills in leadership, theory, research, informatics, and management of complex systems to succeed and be promoted within the nursing profession. The BSN graduate will be qualified for supervisory jobs, such as nurse manager, and other leadership roles. The BSN graduate will also be qualified to pursue a master's degree that would prepare him or her for career advancement. The graduate of the BSN program is committed to life-long learning and professional growth.

STUDENT SUCCESS

The faculty at Pensacola State College is committed to the success of every student throughout the nursing program. To facilitate success, the department refers students to the Student Services Department to access academic advising, or other resources as needed, and to assist each student with successful progression through the program, including financial aid, scholarship information, academic appeals, and many other services.

The Health Sciences Learning Center (HSLC), located on the first floor of Building 3700, consists of several areas for small group activities as well as individual study carrels equipped with computers and DVD players. Four (4) individual rooms equipped with a hospital bed, sink, and videotaping equipment are available. The BSN student may reserve a room for videotaping his or her physical assessment practicum or check out physical assessment equipment necessary to complete the physical assessment practicum at home. The HSLC is also available on a walk-in basis for study and skills practice. In addition to tutorial assistance and free workshops offered, the HSLC also has a complete collection of BSN required textbooks on reserve for BSN students to check out and use on campus.

The Mary Ekdahl Smart Center for Patient Simulation and Research has thirteen full-body high fidelity patient simulators, including seven adults, one child, one infant, two newborns, and two pregnant adults. Additionally, the Center has a high fidelity cardiopulmonary simulator.

The BSN Library Website is created by the Pensacola State College Library specifically for the convenience of the BSN student. The website enables a BSN student to search for any relevant books and journal articles without going through the PSC library main page. All information provided on the library website is tailored for and relevant to the BSN students, such as the list of recommended Nursing journals, as well as the links to databases used for journal article searches (e.g., CINAHL, Medline, and Nursing Collection OVID). These databases offer full-text articles that the BSN student may download and save to his or her computer for future reading and reference, free of charge. In addition, the BSN library website also offers information regarding writing and citing in APA style and format. To access the BSN library website, go to <http://researchguides.pensacolastate.edu/content.php?pid=219882>

Canvas, the Learning Management System (LMS), is the system used by the Pensacola State College eLearning Department for web-based online and hybrid courses, and companion web pages for face-to-face courses. *Canvas* delivers powerful learning experiences with simple and clean design that is reliable and easy to integrate multimedia from the internet to courses. The student can access *Canvas* via computers or any mobile devices using *Canvas* applications. Assistance with *Canvas* is provided around the clock by *Canvas* Support Hotline and Chat. The student may also receive assistance with eLearning through the IT Help Desk that is available by calling 850-471-4534 from 7:30 AM – 8:30 PM Monday through Thursday and from 7:30 AM to 4:00 PM on Friday. If a student needs help after these hours, he or she may send an email to helpdesk@students.pensacolastate.edu. Generally, a response will be received on the next business day.

CAMPUS SUPPORT SERVICES

Career & Technical Education Student Resources (CTE) (call 484-2163) – To be eligible for CTE services, nursing students must meet a minimum of one of the following criteria: (1) economically disadvantaged, (2) single parent, (3) nontraditional student, (4) disabled, (5) displaced homemaker, or (6) limited English proficiency. Each applicant must attend a CTE orientation session.

A counselor from the **Student Resource Center for ADA Services** is on the Warrington Campus one day per week (call 484-1637 for an appointment). There are two full-time academic advisors in Student Affairs and a full-time financial aid counselor available to students on the Warrington Campus. Student Support Services available to all students on the Warrington Campus include testing, academic advising, and reading, writing, math, and computer labs. Student Job Services provides services related to meeting a student's employment needs.

Americans with Disabilities – It is the responsibility of any student with any documented disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation to notify the Student Resource Center for ADA Services to discuss any special needs or equipment necessary to accomplish the requirements for all nursing courses. Upon completion of registration with the Student Resource Center for ADA Services, specific arrangements can be discussed with the instructors.

STUDENT PARTICIPATION IN GOVERNANCE

Pensacola State College RN-BSN program encourages each student to participate in the governance of the department; student feedback and participation is vital for the nursing program's success. One primary way a student can do this is by serving as a representative on the BSN Faculty Committee. Please see the faculty advisor of the Student Nurses Association if you are interested. In addition, each student is encouraged to participate in the Student Nurses Association and Student Government Association to enhance governance in all aspects of the College and nursing program.

STUDENT JOB DESCRIPTION

While PSC and the nursing program are responsible to meet certain expectations of students, that same courtesy is expected in return. Each PSC student is expected to review and follow the student job description as noted on the College website at <http://www.pensacolastate.edu/SuccessfulStudent.asp>.

The RN-BSN student is also expected to:

1. Read and understand the RN-BSN student handbook.
2. Sign the Adherence Agreement located in the RN-BSN student handbook and return the signed form to the Department of Nursing and Emergency Medical Services by the end of the first semester.
3. Follow the course syllabi and course expectations for all RN-BSN courses.

STUDENT FILES

The RN-BSN student must keep a copy of all records turned into the nursing office. This includes, but is not limited to, plan of study, the Adherence Agreement, and other program-related documents.

GENERAL POLICIES AND INFORMATION

Legal Limitations of Licensure/Criminal History Record Checks

Any students with an arrest record will be contacted to schedule an appointment with the Director of Nursing and Emergency Medical Services. The student will be counseled on the rules and laws regarding attending clinical sites.

Each RN-BSN student is expected to contact the Director of Nursing and Emergency Medical Services if an arrest occurs while attending Pensacola State College nursing programs.

IMPORTANT NOTICE: Pursuant to Section 456.0635, Florida Statutes, effective July 1, 2010, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

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

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

Criminal Background Check and Drug Screening

Each RN-BSN student is required to complete and receive satisfactory results of the urine drug screening and background check by the first semester of the RN-BSN program. The satisfactory results of the urine drug screening and criminal background check will be good through the completion of the RN-BSN program.

However, prior to starting practicum courses, the RN-BSN student may be required by a facility at which he or she chooses to do the practicum to complete an additional urine drug screening and background check prior to participating in practicum hours. The RN-BSN student will be responsible for the cost of the additional urine drug screening and background check required by the facility.

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

Urine drug screening tests for the following drugs: Alcohol, Amphetamines, Cannabinoids, Phencyclidine, Opiates, Barbiturates, Benzodiazepine, and Synthetic Narcotics (i.e., Methadone and Propoxyphene). Pensacola State College's complete drug screening policy is available in the Department of Nursing and Emergency Medical Service and in the Dean's office.

The student who fails the drug screening or background check will be excused from the RN-BSN program.

Progression Requirements

Progression through the RN-BSN program requires:

1. 2.0 cumulative GPA.
2. "C" or higher in courses in the curriculum.
3. Current, valid, and unencumbered RN license in practicing state.
4. Current CPR certification for the Health Care Provider; American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).
5. Satisfactory urine drug screening and criminal background check.
6. The student who does not meet progression requirements must withdraw from the RN-BSN Program.

Student Progression

The RN-BSN student's successful completion of the RN-BSN level courses within the established time frame specified by his or her chosen plan of study is paramount. The plan of study may be individualized by the request of the RN-BSN student. The individualized plan of study must be approved by either the RN-BSN Program Coordinator or the Director. If necessary, after the plan of study has been approved, the student may make a request to the RN-BSN Program Coordinator or the Director for change of his or her plan of study.

Maximum Attempts for a Course

The RN-BSN student may attempt any courses required for the RN-BSN program with a maximum of three (3) times. The fee assessment for the first two (2) attempts is the regular fee. A third attempt will result in the assessment of the full cost of instruction, which is three (3) times the cost of the in-state tuition rate. The student enrolling in a third attempt of any course will not be permitted to withdraw from class. A final grade of "W," "I," "N," or "NC" will not be permitted and a letter grade will be assigned.

A request for enrollment in a course for a fourth attempt requires the approval of the Vice President of Student Affairs or designee.

Withdrawal Policy

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

1. Complete the college Student Withdrawal form and/or Schedule Adjustment Notice and submit to Student Affairs office for processing.
2. Check with a counselor regarding the status of financial aid and eligibility for refunds.

Leave of Absence

The RN-BSN student who has started taking BSN level courses and finds it necessary to interrupt his or her studies may notify either the RN-BSN Program Coordinator or the Director and receive approval for a leave of absence. During the leave of absence, the RN-BSN student is not required to pay any registration- or college-related fees to maintain his or her status.

The RN-BSN student is required to inform either the RN-BSN Program Coordinator or Director of Nursing of his or her return to the program. If the leave of absence is twelve (12) months or longer, the student must submit a new college application and other documents including residency information and a copy of the current RN license to the Admissions Office for an update upon his or her return to the program. The reapplication process must be complete before the RN-BSN student can re-enroll in classes. The RN-BSN student will remain under the same catalog year.

The RN-BSN student will also work with the RN-BSN Program Coordinator to update his or her plan of study. The time spent on-leave is counted as part of the allowed time frame to completion for the program.

Maximum Time Frame for Program Completion

A maximum time frame for the RN-BSN student to complete all required pre-requisites and BSN courses is five (5) academic years with no more than a total of 128 credits. The students who reaches the maximum time allowed but has not completed the program will be considered incomplete. If desired, the student may reapply for the RN-BSN program.

Incomplete Grades

Please refer to the *Pensacola State College Catalog* or the College webpage: <http://www.pensacolastate.edu/>

Academic Integrity

The PN student is expected to comply with the *Student Honor Pledge* delineated in the Current PSC College Catalog, or on the College webpage: <http://www.pensacolastate.edu/>

The student must also comply with the American Nurses' Association (ANA) Code of Ethics; the ANA's Code of Ethics is available at this website:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

Issues with the RN License

The RN-BSN student is responsible for keeping his or her RN license current and active in order to progress in the program. If, at any time while in the RN-BSN program, the student has an issue with his or her RN license, he or she is required to contact the RN-BSN Program Coordinator or the Director immediately. The RN-BSN student may be subject to enrollment restrictions, depending on the circumstances. Failure to contact the RN-BSN Program Coordinator or the Director may result in expulsion from the RN-BSN program.

Distance Learning Attendance

To succeed in the RN-BSN program, the RN-BSN student is required to log onto eLearning to complete all the assigned course activities on a weekly basis; however, the minimal requirement for online attendance may be different from course to course. Therefore, students should refer to course syllabi for the detailed information regarding the distance learning policy.

Injury during Practicum Experiences

If the RN-BSN student is injured during practicum experiences (e.g., needle stick, back injury), he or she must:

1. Notify his or her preceptor and course instructor immediately
2. Complete an appropriate accident/incident report

The student will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care at the student's expense. The student may be financially responsible for any injury occurring during clinical rotations, but an Accident/Incident Claim Form with Hartford Insurance (carried by Pensacola State College) should be submitted.

The RN-BSN student is not an employee of the healthcare agency or the College during his or her practicum. Therefore, if injured during the practicum, the student is not entitled to and will not receive worker's compensation from either the College or the healthcare facility.

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

A follow-up evaluation of major injuries, illnesses, and/or conditions may be required upon entry and after any change in physical or mental status. It is the student's responsibility to provide updates to his or her health record. Changes in medical condition (pregnancy, communicable disease, major illness, and injury) must be immediately reported to the instructor. After an injury, the student must provide a physician's written release to return to class and clinical duty. During pregnancy and after childbirth, the student must provide documentation from a physician that clears her to attend, or return to class and clinical courses.

Health Clinic

A health clinic, located on the Pensacola campus and under the supervision of a registered nurse, is available to assist students, faculty, and staff in the event of an accident or illness. If the Health Clinic nurse is needed at the scene of an accident or emergency illness, Pensacola State College Police should first be contacted at ext. 2500. The Health Clinic is located in the Lou Ross Health/Sports Center. Services are provided free of charge. Hours of operation are 7:30 a.m. to 4:00 p.m. daily (Refer to the *2015-2016 Pensacola State College Catalog*).

Insurance

PSC maintains student/professional liability (malpractice) insurance for students. This coverage applies while a student is enrolled in the nursing program courses and functioning as a student nurse. Upon graduation, the student is responsible for his or her continuing insurance coverage.

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

Accident Medical Expense Benefit:

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

CPR Certification

The RN-BSN student must maintain current cardiopulmonary resuscitation certification throughout the program. Certification must be American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).

Physical Requirements

The RN-BSN student is expected to be able to perform the following physical requirements and meet the criteria (100%) while in the RN-BSN program. If unable to perform the following requirements, an explanation and/or additional information will be required. The student may ask for reasonable accommodation. The student should also see the Coordinator of Student Support Services or Director of Nursing and Emergency Medical Services to determine if the accommodations can be met.

Program Performance Standards

Technical Standards/ Physical Abilities & Skills	Standard	Examples
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms.	Walking independently with patients from department to department, around the patient room, down the corridor, from one patient room to another to take care of all patients on a team and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients weighing, squatting, reaching, twisting, bending, pushing, pulling, dragging, climbing.
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.	Manual dexterity to start a patient's intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movement.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds.
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care.	Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.
Tactile	Tactile ability sufficient for physical assessment and to provide safe patient care.	Performing palpation, giving injections, starting IV's, sterile and non-sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form.	Following spontaneous verbal and/or written instructions. Is able to effectively communicate in English. Must be able to communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members/workers in a professional manner.
Interpersonal	Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings	Conversing effectively with patients, families, and groups and in stressful patient care situations such as emergencies.
Critical Thinking	Critical thinking sufficient for clinical decision-making	Competent assessing a patient in a timely manner and correctly interpreting assessment. Readily responding with appropriate nursing/medical interventions and treatment plans. Can work in isolation independently for positive patient outcome.

Financial Aid Assistance

Various scholarships and loans are available through the Financial Aid Office. Information on these scholarship opportunities is posted on the Financial Aid-Scholarships page on the PSC website. <http://www.pensacolastate.edu/scholarships/>

Communication Channels

Office Visits by Appointment:

Each faculty member has office hours posted on his or her office door. The RN-BSN student may make appointments to meet with faculty members during these times.

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

Pirate E-mail

Pensacola State College provides every student an email account through the PirateMail system. PirateMail is the primary method of communication to PSC credit students. By logging into PirateMail and utilizing the College's other Information Technology (IT) Resources at all campuses and centers, each student agrees to abide by the "Acceptable Use Policy" found on the PSC webpage: <http://www.pensacolastate.edu/acceptable-use-policy/>

PirateMail will be used by the instructors as well as the administrative offices of the College to pass along important information. You are responsible for continuously monitoring your e-mail account.

Course E-mail

The RN-BSN students who is currently registered for BSN level courses on eLearning should use *the eLearning e-mail tool* called *Course E-mail* to communicate with course instructors and classmates for course-related matters. Course instructors also use *Course E-mail* to communicate and pass important information to students. It is the student's responsibility to continuously monitor his or her *Course E-mail*.

Evaluation of BSN Level Courses**Theory and Practicum**

A minimum grade of "C" (75 or above) in theory and practicum is required to successfully complete the courses.

A	90.00 – 100.00	Passing
B	82.00 – 89.99	Passing
C	75.00 – 81.99	Passing
D	66.00 – 74.99	Failing
F	65.99 and below	Failing

Rounding of Grades

To be consistent with College policy, the BSN program does not round the final course grades. The RN-BSN student must pass theory/practicum courses with a 75.00 or higher cumulative score.

Critical Incident

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

When performing skills, the critical element of safety must not be violated. Safety is defined as freedom from injury or possibility of injury of any type. Safety includes:

- Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms;
- Prevention of mechanical, thermal, chemical, and electrical injuries; and,
- Maintenance of psychological safety which includes mental well-being and patient comfort by preventing emotional upsets.

It is the student's responsibility to understand the practicum expectations, nursing student role and Code of Ethics. During practicum courses, the RN-BSN student must adhere to the “professional nursing student role” as defined by the Florida Board of Nursing Rules and Regulations.

A student who works outside the “professional nursing student role” or breaches the American Nurses Association ANA Code of Ethics will be seen as practicing unprofessionally. Unprofessional practice includes inappropriate student-instructor, student-student, student-personnel or student-patient interactions which may reflect negatively on Pensacola State College Nursing Program or Clinical Affiliates.

In the event that the student breaches the scope of practice, the Clinical Incident Procedure will be followed. The Department of Nursing’s Policies, including the Clinical Incident Procedure, are available in the Department of Nursing.

Videotaping of Practicum

One of the assignments for NUR 3065: Health Assessment and Physical appraisal requires the student to videotape his or her skill performance on an individual who volunteers to function as a client. The submitted video may be viewed by full-time and/or adjunct instructors or peers.

Orientation for Clinical Laboratory Experiences

The RN-BSN student is expected to complete orientation, prior to the first clinical day, as required by agencies (hospital, daycare, clinic, nursing home, outpatient surgical center, etc). All requirements related to orientation (HIPPA, orientation posttest, confidentiality form, student health form, TB-PPD, CPR, etc.) must be completed and filed in the administration office by the set deadline assigned by the instructor, which will be prior to the first clinical day.

Professional Appearance and Uniform Guidelines for Practicum Courses

The RN-BSN student must appear neat and professional at all times when visiting clinical sites, attending practicum-related meetings, and completing practicum hours with the nurse mentor. The students must adhere to the following:

Professional Appearance:

1. The student will be neat, clean and well-groomed by performing impeccable personal hygiene;
2. Hair must be off the collar and away from the face the entire time during practicum hours;
3. Men should be clean-shaven. Established beards and mustaches are to be always neatly trimmed. Side burns, if any, will be no longer than earlobe length.
4. Fingernails will be clean and short. No nail polish, artificial nails or nail tips can be worn;
5. Perfume, scented hair products, or any strong odor is not permitted (heavy makeup will not be worn);
6. No body piercing, other than earlobes, may be visible. Only one small earring may be worn in each earlobe;
7. Jewelry, including bracelets and necklaces, will not be worn. The ONLY exceptions are:
 - Wrist watch with a second hand;
 - A plain wedding band;
 - One pair of stud-type earrings. They must be round, gold or silver, white or clear, and worn only in the earlobes; and,
8. The student may not smoke, either on campus or at a clinical site, while in the lab coat with the Pensacola State College photo identification badge on.

Uniform Guidelines:

During practicum activities at a clinical site, the student must:

1. Observe professional dress attire;
2. Wear a *long*, white, clean, and ironed lab coat; and,
3. Wear an *official Pensacola State College photo identification badge*. The badge may be obtained at the Pensacola State Police office on any campus.

In addition, the student:

- Will be responsible for medical equipment needed during practicum time as appropriate; and,
- May not use any electronic devices including recording devices, cameras, laptop computers, or cell phones during practicum activities to ensure strict protection of patient privacy.

Confidentiality

Under any circumstances, the RN-BSN student will not disclose any patient, health care facility, or staff information outside of the clinical or conference area. If, at any time, an RN-BSN student has a concern regarding an occurrence during his or her practicum experiences, the student is to discuss the concern with the preceptor, nursing faculty, Program Coordinator, Assistant Director, or the Director of Nursing. Failure to comply with this confidentiality policy will result in dismissal from the program and possible legal proceedings. Making copies of patient records is not allowed and may be considered a critical incident.

Behavior during Practicum Experiences

The RN-BSN student is expected to abide by all healthcare agency policies as well as Pensacola State College policies. The student is not permitted to leave the practicum premises without the expressed consent of his or her preceptors or Pensacola State College faculty. Failure to adhere to healthcare agency and Pensacola State College policies may result in course failure.

Student Grievance Procedure

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

The procedure for instituting an official student grade grievance is described in the PSC *College Catalog*. If a student has a complaint about the nursing program, the concern should be written, signed and submitted to the Program Director.

Graduation Procedures

The RN-BSN student is responsible for completing the Graduation Application Form on-line through Spyglass. The student who applies for graduation is sent information on commencement ceremony plans. The diploma will be mailed approximately four weeks after the degree is awarded (SPYGLASS – Transcripts). December graduates diplomas will be mailed in the early part of February, May graduates diplomas will be mailed in the early part of June, and August graduates diplomas will be mailed in the early part of September.

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

Department Copy

ADHERENCE AGREEMENT

Semester _____ **Year** _____

1. I understand that I am responsible for adhering to the policies and procedures contained in the RN-BSN Student Handbook and in the College Catalog. I understand that this signed statement will become part of my student file.

2. I understand that successful completion of the RN-BSN curriculum will result in an award of a Bachelor of Science in Nursing degree.

3. By signing this document, I verify that I have received a copy of the Pensacola State College Department of Nursing RN-BSN Student Handbook.

Student ID Number

Date

Student Printed Name

Student Signature

Student Copy

ADHERENCE AGREEMENT

Semester _____ **Year** _____

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Student ID Number

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Student Printed Name

Student Signature