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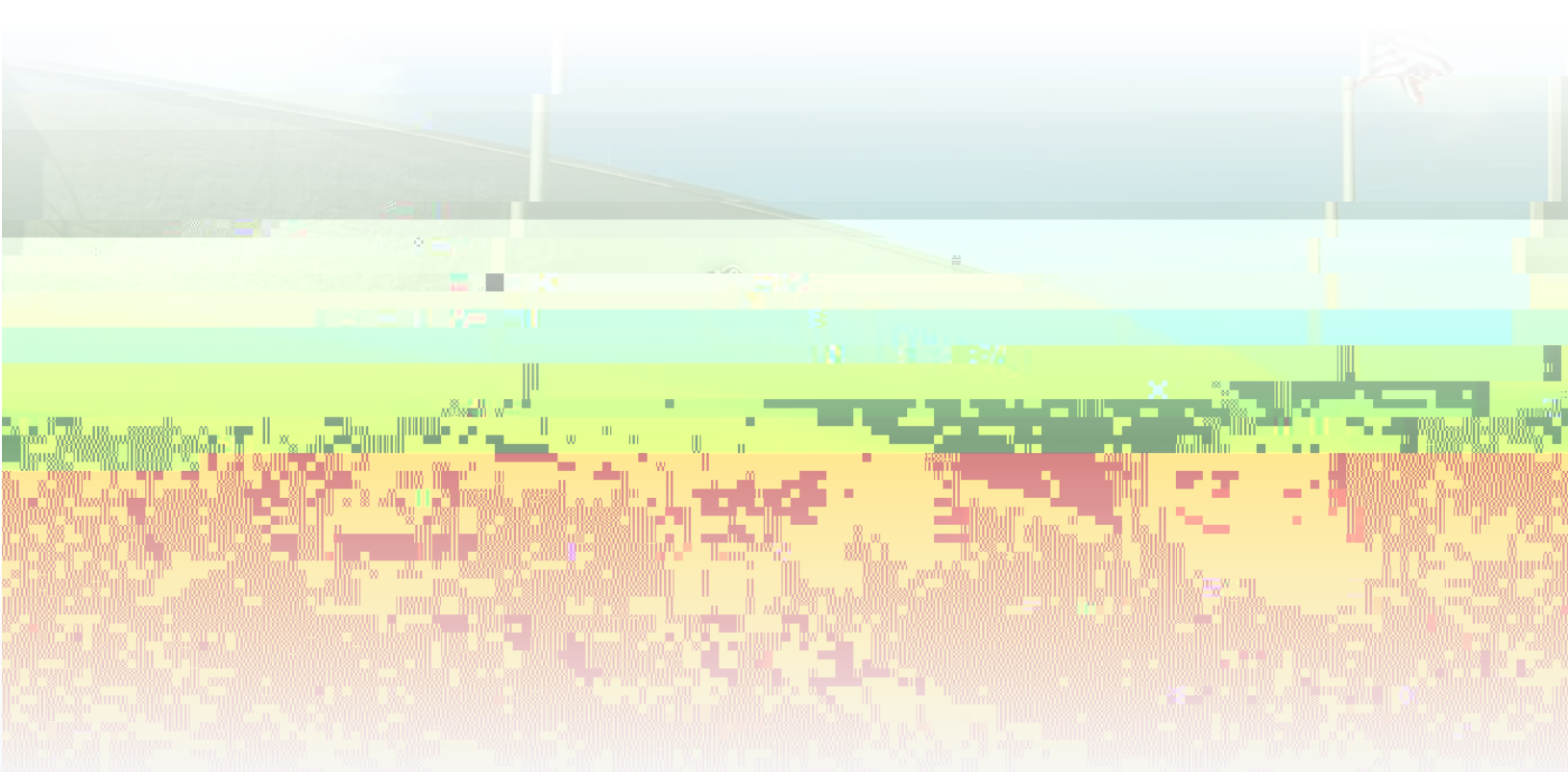


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Dear Practical Nursing Student,

We would like to take this opportunity to encourage you as you embark upon your clinical journey into the profession of Practical Nursing. This is the time for you to apply theory into practical experiences. The HCI College Practical Nursing program is committed to assisting you in achieving your educational goals of successfully completing the program and passing the National Council Licensing Examination for Practical Nurses (NCLEX-PN).

This Clinical Student Handbook has been developed to serve as a guide to provide essential program-specific

Clinical rotations will be assigned based on the clinical learning objectives of each course and availability of clinical sites.

The student is responsible for monitoring the number of clinical hours completed to satisfy the requirements of each course. The student will check in and out via CourseKey for each clinical experience to track hours and attendance. The clinical instructor will monitor CourseKey to ensure all students are utilizing the software as intended. The clinical instructor is responsible for ensuring that midterm and final evaluations are complete and submitted to the Director of Nursing at the midpoint and end of the clinical rotation.

Clinical attendance is an important aspect of meeting the objectives of the courses. Regular and punctual attendance is expected of all students. Any missed clinical time must be reported to the clinical instructor at least one hour prior to the start of the clinical; if unavailable, the Clinical Coordinator or Director of Nursing must be notified.

Students are required to make up all clinical absences. Excused Clinical absences for an illness/emergency will require verification from a health care or emergency provider and must be presented to Director of Nursing upon return. All missed clinical days/hours must be made up if approved by the Director of Nursing. A letter from a healthcare provider does not excuse a student from meeting required obligations such as assignments, clinical hours and/or exams.

More than two missed clinical days will result in failure of the course. Absences due to extenuating circumstances may require verifiable documents to be considered excused. Unexcused missed clinical experience may result in dismissal from the program. A student who arrives more than fifteen (15) minutes late to clinical will be dismissed and it will count as a clinical absence.

Students are not guaranteed clinical make-up opportunities as availability and resources may be limited. If clinical make up opportunities are available, they will be arranged by the clinical coordinator based on availability.

I. Cleared Background Check

The Joint Commission of Accreditation (TJC), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. A background investigation must be completed prior to starting the Practical Nursing program.

The applicant must submit to and pass a criminal background check and be cleared per the Practical Nursing program policy as well as appropriate State Board of Nursing rules and regulations in addition to clinical site requirements. Students must maintain a clear criminal background while enrolled in the Practical Nursing program. Students must report to the Director of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the Practical Nursing program.

****All student background checks are kept secured.***

II. Negative Drug Screen

The applicant must submit to and pass a 10-panel drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at an HCI College designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the Practical Nursing program if they have a positive, insufficient, dilute, (C)-2(oll)asr2r0F[a]4(s.nBTn)4(rb.)-3(ve)4(,)-229(insuff)3(icie)4(nt,)o.15 Tms.r(rge)

IV. Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students

It is essential that Practical Nursing students be able to perform a number of physical activities in

VI. Serological evidence of immunity (quantitative not qualitative)

Hepatitis B Vaccine

- Students must demonstrate serological evidence of immunity to Hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against Hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers he/she must submit documented proof of receiving the first vaccination prior to starting the program. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Evidence of the first administration must be provided to participate in any agency based clinical rotations.
- The student must submit documented proof of completing the Hepatitis B series six months from receiving the first Hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.
- For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.
- For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual, who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity, must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing in the event of exposure.

Rubella and Rubeola (quantitative not qualitative)

- Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.
- Individuals must submit proof of immunity against Rubella and Rubeola through serology testing or laboratory confirmation of the disease.
- If serology results indicate that the individual is not immune or serological test results indicate -immune, additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to HCI College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox) (quantitative not qualitative)

- Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide documentation to HCI College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

VII. Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to HCI College and maintain compliance with the immunization and health clearance policy. Flu season will be considered October through the last day of April for purposes of this policy.

VIII. Tuberculosis/Tuberculin Skin Test (PPD)

Proper professional dress and appearance are required. Approved Nursing attire and College ID badges must be worn for ALL Nursing classrooms, skills laboratories, clinical experiences, and any time they are on campus, or at a college sponsored function representing HCI.

Uniform

Black scrubs embroidered with HCI College name, logo, and student name.

Uniform Standards of Appearance

Clean, well-maintained and pressed.

Appropriately fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature.

Cannot be altered in appearance other than approved HCI College embroidered logo.

Cannot be worn outside of HCI College Practical Nursing experiences.

An optional white lab coat may be worn over the scrub uniform.

An optional white, long or short-sleeved t-shirt may be worn underneath the scrub top.

No sportswear or jackets with hoodies are allowed.

Undergarments must be worn and not be readily visible/extending beyond the scrub top with the exception of a small area at the neck of the garment.

If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted).

Laboratory Coats

Must be white (no other colors are permitted).

Overall Appearance

Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.

Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.

Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.

Some agencies may require their own identification badges in addition to the one issued by the College. **ID badges must be visible at all times.**

Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.

Hair: must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non- ornamental, preferably matching the hair color or white. Due to the professional nature of the Practical Nursing profession, hair color that occurs in nature and a conservative cut and style is required.

Facial Hair: Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair).

Headwear: No caps, headbands, bows, scarves or bandanas. Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:

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The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon

- a) the program not exceeding maximum program capacity; and
- b) a review of events leading up to the dismissal with a student action plan designed by the Director of Nursing addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a subsequent clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

I. Regulatory:

The student practices within the boundaries of the Florida State Nurse Practice Act, the guidelines, and objectives of the HCI College of Nursing and follows the rules and regulations of the health care agency. Guidelines and objectives of the HCI College Practical Nursing program are found in the Practical Nursing Student Handbook. Students are bound by the rules and regulations of the health care agencies.

Examples of unsafe practice include but are not limited to the following:

- Failure to notify the agency and/or instructor of clinical absence.
- Failure to adhere to the dress code.
- Presenting for clinical rotation under the influence of drugs or alcohol.
- Failure to meet course attendance requirements.
- Repeated tardiness to clinical assignments.
- Failure to consult clinical instructor prior to any changes on clinical assignments.
- Leaving the clinical agency without notifying appropriate personnel.

II. Ethical:

The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act.

Examples of unsafe practices include but are not limited to the following:

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The Practical Nursing program is committed to providing a safe and healthy environment for our students. All Nursing students having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

Our Affiliation Agreement states the following:

That in the event of an accident or injury to any assigned student(s) or faculty member(s), the facility will provide emergency medical and/or dental treatment to the participating student(s) or faculty member(s) while at the facility and, on the conclusion of said emergency treatment, said individual will be referred to the care of his/her own physician. The cost of any and all emergency treatment is to be paid for by the injured student(s) or faculty member(s).

As soon as any member of the campus staff is notified of the incident, the Program Head and/or manager on duty must complete an Occupational Exposure Incident Report together detailing the incident and steps taken after the incident. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible.

The Program Head and/or manager on duty should also request an incident report completed by the site supervisor.

Senior Vice President of Academic Affairs/Chief Academic Officer, and Business Office Manager.

Insurance Coverage:

The determination of whether HCI College circumstances. HCI College staff should never suggest to a student that the incident will be covered by HCI College

HCI College's Nursing Students may not:

- Administer chemotherapy
- Administer IV Push medications
- Administer narcotics without direct RN supervision and co-signature
- Mix cardiac drips (**see list below ****)
- **(see list below***)**
- Mix Heparin or Insulin drips
- Perform Cardiac Output measurement
- Set up insulin or PCA pumps
- Take verbal or telephone orders
- Transcribe or check written orders

IV push medications are considered to be in undiluted form. HCI College students **are not permitted to administer IV-push medications; this includes, but is not limited to:*

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|-----------------------|----------------------|
| ○ All antiarrhythmics | ○ Lanoxin |
| ○ Apresoline | ○ Lopressor |
| ○ Atropine | ○ Mannitol |
| ○ Brevibloc | ○ Narcotics |
| ○ D5O | ○ Phenergan |
| ○ Digibind | ○ Sodium bicarbonate |
| ○ Dilantin | ○ Steroids |
| ○ Epinephrine | ○ Valium |
| ○ Hyperstat | ○ Verapamil |
| ○ Inderal | |

***HCI College students **are not** permitted to mix cardiac, insulin, or heparin drips; this includes, but is not limited to:*

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|-----------------|------------------|
| ○ Bretylium | ○ Norepinephrine |
| ○ Dobutamine | ○ Procainamide |
| ○ Dopamine | ○ Xylocaine |
| ○ Inamrinone | ○ Insulin |
| ○ Isoproterenol | ○ Heparin |
| ○ Nitroprusside | |

**** HCI College students **are not** limited to:*

- | | |
|-----------------------|---------------------------------|
| ○ Albumin | ○ Platelets |
| ○ Cyroprecipitate | ○ White blood cells |
| ○ Fresh frozen plasma | ○ Whole blood |
| ○ Plasminate | ○ Packed Red Blood Cells (PRBC) |

- Identify and communicate learning needs to the preceptor/staff nurse.
- Assist in development of individualized learning objectives.
- Make rounds with the preceptor/Nursing staff to observe conditions and needs-USG

