

# Associate Degree in Nursing Clinical

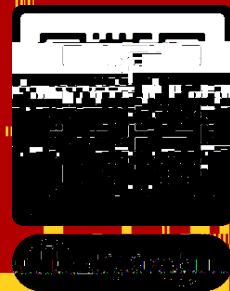
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## *Student Handbook*

### 2024

ADDRESS

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REVISED

## West Palm Beach #2077 (Main Campus)

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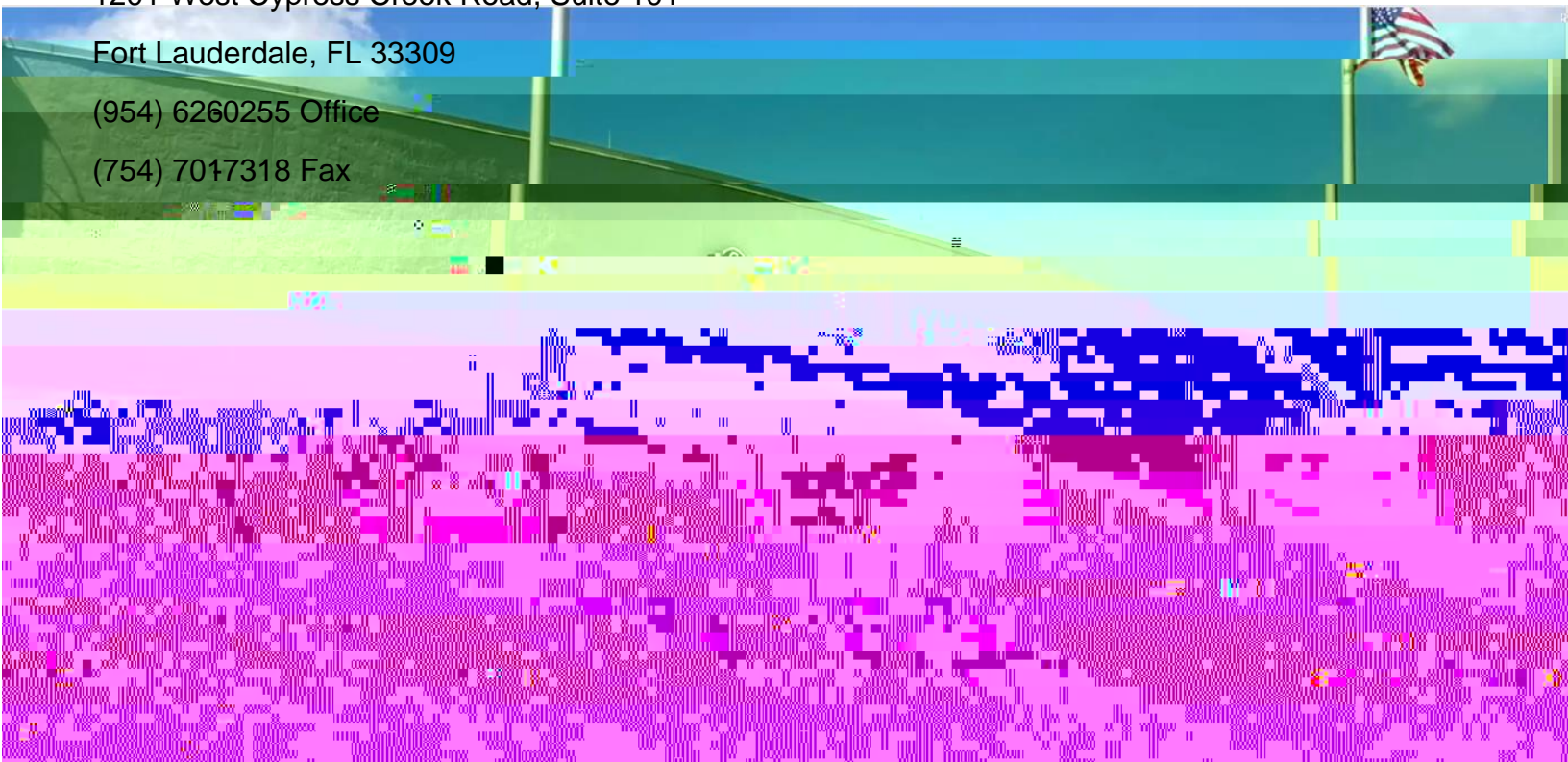
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Human simulation experiences are an integral part of Nursing education and enhance the clinical experience of the student. All students will participate in simulation and skills labs during their Nursing education. Each lab experience will have specific simulation and skills labs requirements. Simulated experiences are equivalent to a clinical session and are subject to the same attendance policy.

All students entering the Nursing program must meet all medical requirements by the established due date prior to attending clinical. Failure to comply with the required documentation will result in registration delays and an inability to attend required clinical experiences which may result in dismissal from the program and subsequent failure of the course.

As part of contractual agreements with clinical agencies, all Nursing students must fulfill the requirements. All requirements must remain current throughout the program. It is important to note that the clinical agency contractual agreements are not negotiable in their requirements. Students who do not have documentation that evidences an acceptable criminal background history, negative drug screen, immunization and health clearance will not be accepted at the site. Students who are unable to receive vaccination on medical or religious reasons will be required to sign a waiver accepting responsibility. Many clinical facilities require all students and faculty to be fully vaccinated prior to their rotations, therefore limiting possible clinical assignments. Situations will not waive the requirement for clinical experience needed for graduation.

HCI College will assume all costs related to immunizations and health clearance required for admission to clinical progression and graduation from the Nursing program. HCI College will also assume all costs for drug screening and background checks required for entrance into the Nursing program. Subsequent drug screens ordered related to suspected drug use or intoxication while on campus or in the clinical setting will be at the expense of the student. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience or performing other campus/program related activities during enrollment in the Nursing program.

**NOTE:** All Nursing students must submit immunization records, labs, PPD results, current American Heart Association CPR and AED certification documents to the designated person or through the designated software by their due date. Failure to complete this requirement may result in program dismissal.

## I. Cleared Background Check

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

The applicant must submit to and pass a criminal background check and be cleared per the 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 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 pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the Nursing program.

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

## II. Negative Drug Screen

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The applicant must submit to and pass a 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 a 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 Nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug/alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. Prescribed medications that may result on a drug screen must be documented and disclosed.

## III. Current BLS CPR Card

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Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the Nursing program. College must maintain a current signed copy of BLS card on them during class, laboratory, and clinical activities. If the BLS card expires during the Nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered unexcused absences.









## VII . Seasonal Influenza

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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)

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Students are not permitted to practice in any clinical, laboratory or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening PPD when enrolled in the Nursing program.



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

## Uniform

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Navy blue scrubs embroidered with HCollege name, logo, and student name.

## Uniform Standards of Appearance

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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 HCollege embroidered logo

Cannot be worn outside of HCollege Nursing experiences

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



HCI College has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry level positions in their fields:

1. Adhere to HCI College policies and procedures as outlined in the College Catalog.
2. Adhere to program policies and procedures as outlined in the Nursing Student Handbooks.
3. Adhere to policies and procedures of the clinical affiliation site where assigned.
4. Arrive to clinical sites on time; punctuality is a demonstration of professional behavior.
5. Demonstrate responsibility and accountability in all aspects of the educational process.
6. Demonstrate appropriate communication, interaction and behavior toward other students, faculty, and clinical staff.
7. Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals, or any other visitor.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, program dismissal depending on the severity of the action.

A Student Performance Improvement Plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. HCI College reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the Director of Nursing.

### Professional Behavior Procedure:

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The Administrative Action will become effective in the semester the student is currently enrolled in and remain







## I. Regulatory:

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The student practices within the boundaries of the Florida State Nurse Practice Act, and objectives of the HCI College Nursing program and follows the rules and regulations of the health care agency. Guidelines and objectives of HCI College Nursing are followed 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:

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

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

- Refuses assignment based on client's diagnosis, race, culture, or religious preference.
- Inappropriate practice in any assigned activity related to clinical practice.
- Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare. Unethical behaviors should be reported directly to the clinical instructor.

## III. Biological, Psychological, Social, and Cultural Realms:

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The student's practice meets the needs of the human system from a biological, psychological, sociological, and cultural standpoint.

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

- Failure to display stable mental, physical, or emotional behavior(s) which may affect others being well.
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
- Acts of omission or commission in the care of clients, such as but not limited to affect the total





The 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).

### Exposure Control Plan:

Students covered by this policy will receive an explanation of this ECP during their initial training session. It will also be reviewed before each clinical rotation. Also, look below for more information.

### Needle stick/sharps, exposure, and equipment incident Procedure and Reporting:

In situations where a needle stick or sharps injury exposes a student to the blood or other bodily fluid of another student during class, lab, or externship, and/or where a student is injured by lab equipment the following procedure must be followed:

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