HCI COLLEGE CAMPUS LOCATIONS

West Palm Beach #2077 (Main Campus)

1764 North Congress Ave

West Palm Beach, Florida 33409

(561) 586-0121 Office

(561) 471-4010 Fax

Registration, Admissions & Financial Aid:
1760 North Congress Avenue

Suites 101 and 102

West Palm Beach, Florida 33409

Fort Lauderdale #5625 (Branch Campus)

1201 West Cypress Creek Road, Suite 101

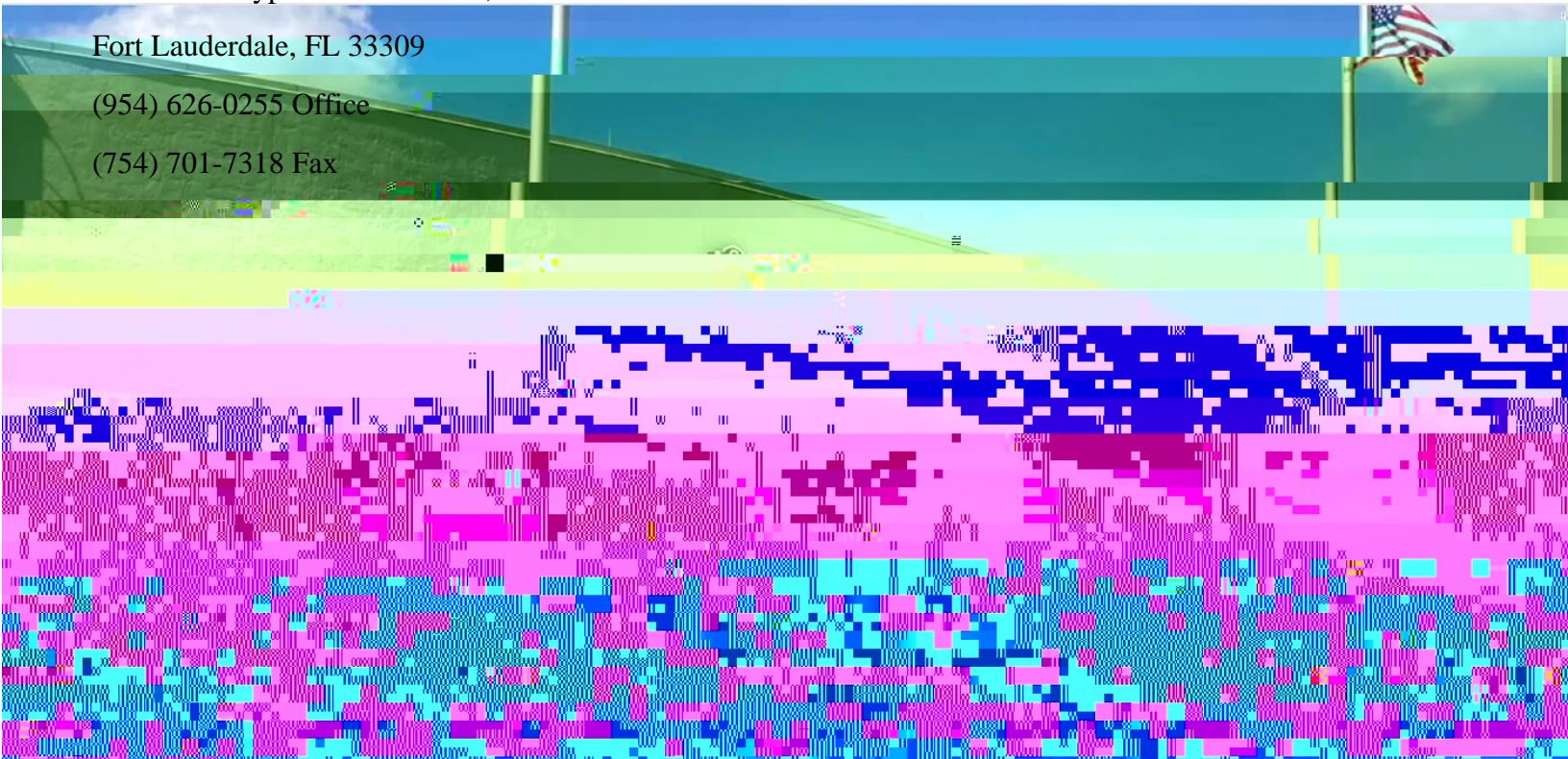Fort Lauderdale, FL 33309

(954) 626-0255 Office

(754) 701-7318 Fax

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HCI College Practical Nursing Student Handbook
Revised August 02, 2024

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INTRODUCTION

Welcome to the HCI College Practical Nursing program!

We would like to take this opportunity to congratulate you as you embark upon your journey into the profession of Practical Nursing. This is a very exciting time for you, where you will undergo educational experiences that have been designed to provide you with the knowledge and skills necessary to become an asset in basic patient care as well as in assisting the healthcare team. HCI College is committed to assisting you in achieving your educational goals.

The HCI College Catalog, Practical Nursing Student Handbook, Practical Nursing Student Clinical Handbook, and Practical Nursing Student Skill/Simulation Handbook contain the policies and procedures of HCI College and the Practical Nursing Program. Due to the nature of the curriculum and the clinical expectations of the program's graduates, the programmatic handbooks, policies, and procedures may be more stringent than those in other programs at HCI College.

Students are responsible for becoming familiar with all the information contained in the HCI Catalog, Practical Nursing Student Handbook, Practical Nursing Student Clinical Handbook, and Practical Nursing Student Skill/Simulation Handbook. The student should retain and refer to these documents throughout the duration of the program. Students will receive copies of revised policies and procedures and/or revised editions, as applicable.

HISTORY AND PHILOSOPHY

HCI College was founded in 1993 as Health Career Institute (HCI). Initially, American Heart Association (AHA) courses were conducted on a custom basis for physicians, nurses, and EMS providers. In 2016, HCI was granted the ability to award qualifying students Federal Student Aid from the US Department of Education. In 2017, HCI added a branch campus in Lauderdale Lakes. In 2019, HCI moved its Lauderdale Lakes branch to a newly remodeled facility in Fort Lauderdale. At the same time, due to the commitment to providing quality higher education to the communities we serve, Health Career Institute underwent a name change. Health Career Institute became as it is known today, HCI College. HCI College is a private postsecondary educational college accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). HCI College's mission is to provide educational training that prepares students to enter the workforce. The College offers general education and professional programs at the diploma, Associate of Science Degree (A.S.) and Bachelor of Science (B.S.) levels in the fields of healthcare, nursing, and emergency medical services (EMS). These programs are designed to instill knowledge and skills under the current standards of professional practice as well as foster the values of higher education and social responsibility.

MISSION STATEMENT

The mission of HCI College is to provide education and training to students for a career in a variety of areas within the healthcare and technical fields, and to prepare them for employment in their chosen field that serves the community. of HCI

ACCREDITATION, CERTIFICATIONS, LICENSES, & MEMBERSHIPS

Accredited by:

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
#MO72133 West Palm Beach (WPB) & #BR072560 Lauderdale Lakes (LL) (Branch of WPB)

Licensed by:

Commission for Independent Education (CIE) Florida Department of Education (FLDOE)
325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400
(850) 245-3200, (888) 224-6684
#2077 West Palm Beach (Main Campus) & #5625 Lauderdale Lakes (Branch of WPB)

Approved by:

The Florida Department of Nursing, Florida Board of Nursing
4052 Bald Cypress Way, Bin C-02, Tallahassee, Florida 32399-3252
(850) 488-0595
NPPN # US70120900 Fort Lauderdale (Branch of West Palm Beach (Main Campus)

Program Approval:
Practical Nursing (diploma) offered at Fort Lauderdale (Branch of West Palm Beach)

ROLE OF THE PRACTICAL NURSE

The Florida Nurse Practice Act defines Practical Nursing as a practice that reflects acts carried out in the care of the injured or those having an illness including medication administration and treatments to promote wellness and illness prevention and maintain health. Practical nurses practice

3. **Health:** Health is a dynamic state which may be conceptualized on a wellness-illness continuum; within this ever-changing framework, health can be positively or negatively impacted by a variety of internal or external factors. It is the role of the nurse to meet the needs of the client by facilitating a return to an optimal degree of wellness.

    Healing is the process through which illness is overcome and wellness reestablished as a result of goal-directed action through the effective use of personal, interpersonal, and environmental resources. The power of the mind-body continuum is integral to achievement of health for each individual.

4.

NURSING EDUCATION

Nursing education is a lifelong path and requires Nurses to employ cognitive, psychomotor, and affective skills within the Nursing Process. Nursing education involves the facilitation of Nursing theory, skills and attitudes which promotes student responsibility and accountability moving the student from novice to expert with regard to academic development and understanding of the role of the Registered Nurse.

Nursing education incorporates knowledge from the biological, physical, and social sciences as well as liberal arts and humanities.

Optimal learning for a diverse student body requires an environment that is non- threatening and supportive, utilizing a variety of instructional modalities and including frequent feedback. Learning evolves from basic to advanced skills and concepts and requires active participation of both student and instructor. Faculty members are viewed as mentors, facilitators, catalysts, resource persons, and role models.

The clinical context for Nursing education occurs in a variety of settings, thereby expanding the depth of the student's knowledge and ability to function in multiple entry- level roles. The program prepares students for licensure and safe entry-level practice as Registered Nurses and provides the foundation for students to continue their education in Nursing to the baccalaureate or higher level.

Program effectiveness is evaluated on a continual basis by members of the academic community and local communities of interest.

PROGRAMMATIC REQUIREMENTS

Throughout the Practical Nursing curriculum, there are programmatic requirements that must be fulfilled by the student to pass the course and continue in the program. Please see details on the course syllabi to determine the benchmarks needed to achieve in order to pass each course/semester.

PHARMACOLOGY DOSAGE CALCULATION TESTS

Successful completion of basic mathematics in metric conversions are required to accurately calculate medication

PROGRAM DEMANDS

At this point, it is appropriate to emphasize the significance of the effort required to succeed in the Practical Nursing program. One cannot overestimate the amount of time and energy that is required of the Practical Nursing student. Each course requires considerable effort outside of the classroom, skills laboratory, and clinical

PRE-CLINICAL PRACTICAL NURSING REQUIREMENTS

Prior to the start of the Practical Nursing Program, students will be required to provide evidence of the following:

1. A physical examination: the practitioner who completes this examination must attest to the individual's ability and readiness for work in a professional capacity as a nurse (physically, mentally, emotionally; "Essential Functions for Coursework")
2. A negative PPD test and/or chest x-ray when indicated (chest x-ray required every other year with positive PPD test). Must be read within 72 hours. If the student misses their PPD reading, the student is responsible to pay all fees associated with an additional test.
3. Current immunizations and titers to affirm active immunity.
4. CPR (healthcare provider) certification by American Heart Association.
5. Background screening (FDLE Level II), results must conform to the requirements set forth by the

EXPOSURE INCIDENT POLICY

Occupational Exposure is defined as a skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with

Medical Care

The student will be advised to seek medical attention within 24 hours of the incident.

> The student should see a primary physician and have the necessary testing, evaluation and follow-up performed. If the student does not have a primary physician available, the Clinical Coordinator will direct the student to a medical facility where testing, evaluation and follow-up can be done.
>
> During the student's visit with the physician, a baseline blood sample may be collected immediately following the incident with subsequent periodic samples taken at a later date. The results of the student's blood test are confidential and will be known only to the contacting physician and the exposed student.
>
> Counseling and other features of post exposure evaluation may be offered whether or not the student elects to have baseline HIV/HBV/HCV serological testing.

HEPATITIS B IMMUNIZATION POLICY

Hepatitis B Information

Hepatitis B is a serious disease caused by a virus that attacks the liver. The het0m9b 0.y2004704-reW* nN POLICY

NURSING PROGRAM COSTS

Financial Aid

Information regarding scholarships, grants, and loans are available through the U.S Department of Education.

The following web sites are also excellent resources for researching financial aid availability:

www.discovernursing.com
www.nln.org (National League for Nursing)
www.nsna.org (National Student Nurses' Association)
www.ana.org (American Nurses Association)
www.aacn.nche.edu (American Association of Colleges of Nursing)

Uniforms, Texts, Supplies and Special Fees

Students are required to wear HCI College scrubs which are included in tuition. Required materials, textbooks, and uniforms are provided at no additional cost. Students are required to furnish their own personal College supplies as well as equipment required for clinical practice including a watch with a second hand with clearly visible numbers, bandage scissors, and a scratch pad. HCI College will supply students with a stethoscope. Students are advised to label their stethoscopes and scissors and any other personal supplies that they might use in the clinical setting.

Other Nursing Program Expenses

Students accepted into the Practical Nursing program are responsible for any and all incurred clinical education expenses such as travel, food, etc. The cost of a physical examination, any required immunizations, CPR certification, FDLE/background checks, and standardized examinations (NCLEX-PN/Florida Board of Nursing and Pearson Vue) will be covered by HCI College. Students are responsible for graduation costs which include the Nursing cap and cap holder (optional), white uniform, lantern, individual photographs (optional).

COMMUNICATION

Announcements

Evolve, Lippincott, and Moodle will be utilized by faculty for submitting grades, resources and communicating with students. It is the responsibility of the student to review daily.

Student/Faculty Communication

Students are encouraged to take all curriculum related questions and concerns to the appropriate faculty member. However, before and after class, instructors are often engaged in activities related to the learning activities of the day and may not be able

NURSING CLINICAL EXPERIENCES

Scheduling of Clinical Assignments

The scheduling of students' clinical experiences is a complex process involving the needs/requirements of the clinical sites, utilization by competing academic programs and coordination of classroom and skills laboratory assignments amongst all Nursing classes at the College. The Practical Nursing program will continually strive to provide students with advance notice of a clinical schedule change. However, due to external factors students should be prepared to accommodate changes in their clinical affiliation assignments, including days of the week, and times of day. No guarantees are made for the availability of specifics days as the student moves through the Practical Nursing program.

Clinical Shifts

The time that the student spends in the clinical setting varies with the course. Because of the importance of clinical education, students are expected to be present for all scheduled experiences. Clinical absences must be excused and may only occur twice a semester. **More than two clinical absences will result in course failure.** Excused missed clinical hours are the responsibility of the student and must be made up as the scheduling allows. Tardiness to the clinical sites will not be tolerated and attendance is the same standard as the classroom. Please refer to the Nursing Student Clinical Handbook for clarification of clinical attendance and tardiness policy.

Pre-Clinical Preparation

In most clinical courses, students are required to complete pre-clinical preparation prior to the scheduled clinical experience. Students who are not prepared for their clinical experience will not be permitted to provide patient care and will forfeit the time allotted of clinical experience for the day.

Clinical Nursing Education

Clinical education is an essential component of the curriculum of the Practical Nursing program. HCI College affiliates with a variety of clinical sites in locations that are generally within a radius of approximately 60 miles of the campus. However, some affiliates may be located outside this area.

Philosophy of Nursing Program Clinical Site Selection

Clinical Experience Selection as Related to Continuum of Nursing Care Requirements:

The Practical Nursing curriculum is designed to support students' clinical learning through the application of a continuum concept of Nursing care. Initially students begin in a care setting where patients' Nursing care needs are somewhat basic in nature. With each subsequent course, the intensity and complexity of patients' care needs gradually increase culminating in the provision of care for individuals whose Nursing care requirements are more acute and complex.

Clinical Experience Selection as Related to Primary, Secondary, Tertiary Care Settings

Beginning assignments may be in long term care settings where patients with chronic, stable conditions require assistance with activities of daily living. Students' next experience may be in settings where patients have conditions of an acute nature that require somewhat routine medical or surgical intervention; a small, community hospital may be utilized at this time. Ultimately, the determination of specific sites for clinical assignments is subject to availability of clinical resources in the community.

Faculty Supervision of Practical Nursing Students During Clinical Experiences

Practical Nursing students must be supervised at all times in the clinical area by HCI College Nursing faculty. The only exception to this rule is when students are taking PN108 – Medical-Surgical Nursing II (semester 3), a student may apply to work under a qualified registered nurse preceptor who meets the requirements of the Florida Nurse Practice Act. Practical Nursing students must be directly supervised at all times in the clinical area by HCI College Nursing faculty.

The following policies shall be followed:

1. The number of program faculty members shall not exceed one faculty member directly supervising every 10 students.
2. For a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, a supervising program faculty member is available by telephone, and such arrangement is approved by the clinical facility.
3. For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement must be approved by the community-based clinical facility.
4. For community-based clinical experiences not subject to the above bullet point, indirect supervision may occur only when a supervising program faculty member is available to the student by telephone.
5. All approved clinical preceptors supervising students in the Practical Nursing diploma program must be a registered nurse or licensed practical nurse.

Clinical Experience Variability by Site, Faculty, Assigned Student Group

Students are exposed to local healthcare organizations during clinical experiences throughout their tenure in the Practical Nursing program. This practice is advantageous to the individual student, the healthcare agencies in the community, and the Practical Nursing program. By learning how to provide Nursing care in a variety of healthcare settings that possess different cultures, models of Nursing practice, and patient populations, the depth and breadth of students' knowledge and ability to adapt are enhanced. Community healthcare organizations benefit directly by the Nursing care contributions of students and faculty; indirectly, recruitment of new graduates may be supported. Through maintaining and utilizing a broad spectrum of clinical affiliations, knowledge of prevailing Nursing practice in the context of the healthcare community is expanded and relationships with Nursing leaders are strengthened.

Students' learning is enriched when guided by various nursing faculty within the College. While a small faculty

ACADEMIC PROGRESSION/PROMOTION

Students must satisfy all requirements of each course, including didactic, laboratory, and clinical achievement to progress in the Practical Nursing program. If a student is unsuccessful in a course, they must repeat the course with all components including lecture, lab, and clinical.

ACADEMIC PERFORMANCE

To advance in the program, students are required to:

1. Earn a minimum grade of "B" with an 80% in each didactic course.
2. Earn a minimum score of 90% on the dosage calculation test required in PN106 – Pharmacology and Intravenous Therapy Skills (2 attempts only - for further options, students must meet with the Director of Nursing).
3. Pass each critical skills performance for each course (2 attempts only).
4. Pass each clinical component of the program and complete the required clinical hours in their entirety.
5. Pass the Predictor Assessments.
6. Pass the Adaptive Assessment where applicable.

GRADING SYSTEM

Student performance is recorded in grades as follows:

A	=	90-100	=	4 grade points	Excellent
B	=	80-89	=	3 grade points	Very Good
C	=	70-79	=	2 grade points	Good
F	=	0-69	=	0 grade points	Failure
I	=	Incomplete			
T	=	Transfer			
AU	=				

OUT-OF-CLASS WORK

Out-of-class work is an essential part of every program of study. Out-of-class work enables students to master course learning objectives and leads to the achievement of overall program objectives. Out-of-class work refers to self-directed learning activities such as reading assignments, research activities and projects, Online Practice tests, remediation, case studies, quizzes, assignments (papers and essays), knowledge checks, and self-assessments, etc.

GRADING POLICY

Each student's work is to be evaluated individually. Evaluation of student achievement is calculated using only measurable academic assignments identified in the syllabus and directly related to course objectives.

No points are assigned for unplanned activities such as bonus points or extra credit. All grades, including the final grade will be calculated as a whole number; HCI College does not round grades. Student achievement of course objectives are measured by objective formative and summative assessments as presented in the grading rubric or conversion score (i.e., attendance/participation, exams, specialty exams, laboratory/simulation/clinical evaluations, and other assignments).

All Practical Nursing courses will each require a passing grade (minimum of 80%), which means earning 80% of the set of criteria and/or standards being assessed and evaluated.

Grade Appeal Procedures

Please refer to the HCI Catalog Grade Appeal Procedures.

Satisfactory Academic Progress

Please refer to the HCI Catalog Satisfactory Academic Progress Policy.

ACADEMIC ADVISEMENT

The Nursing faculty believes in multiple methods of teaching and learning styles to maximize the learning of our students. Classroom instruction, simulation, blended content delivery and clinical placements are some of the methods used.

It is imperative to communicate with faculty at various stages throughout the semester. Frequent monitoring of grades is the responsibility of the student and should not be neglected until the end of the semester. Students with a grade below 80% must meet with their instructor to discuss an academic success plan. A student who receives a test score of less than 80% is required to make an appointment with the instructor to review the student's status and study habits.

It is the student's responsibility to notify faculty if they would like to make tutoring arrangements. Students experiencing life issues should be in contact with the faculty and the Director of Nursing prior to experiencing a change in status.

GRADUATION

Graduation Ceremony

HCI College graduation ceremonies are held once a year. This event is attended by faculty, staff and graduates from all academic programs. Nursing students are strongly encouraged to participate in this event sharing their accomplishment with fellow graduates, faculty, and staff who have been a part of the graduates' lives during their academic experience, as well as their families and friends who have supported them throughout their student careers.

NCLEX-PN: Practical Nursing Licensure Examination

Upon graduation from the Practical Nursing program, graduates become eligible to sit for the NCLEX-PN after the Florida Board of Nursing receives the official list of graduates from the Director of Nursing; applications are not processed until this list is received by the Board of Nursing. Instructions regarding "Application for Licensure by Examination" are reviewed with students prior to graduation; the application is also available at the Florida Board of Nursing website.

STUDENT CONDUCT POLICIES: ACADEMIC HONESTY & PROFESSIONAL BEHAVIOR

HCI College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends.

There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an

The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the College.

Entirely Plagiarized Assignments:

The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.

The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the College.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another's work.

At HCI, references are cited in accordance with the American Psychological Association (APA) approved format. Guidelines for the appropriate use of this format for citing references are included in the appendices of this Handbook and assignments may be used by HCI College to assist in future education by students.

Students retain the right to appeal for readmission.

Anti-Plagiarism Software

HCI provides the anti-plagiarism software, "Ouriginal" for all students to be able to submit their work product

Students must not mention HCI College in a blog or elsewhere in online social media, or mention a position taken by HCI College, nor express a political opinion or an opinion regarding HCI College's positions, action, or products.

Any conduct which impermissible if expressed through a social networking site.

For example, posted material that is discriminatory, defamatory, libelous, or malicious is forbidden. HCI College's policies, including but not limited to the Sexual Harassment Policy apply equally to student comments on social networking sites even if done in class or out of class.

SANCTIONS FOR VIOLATING THE ACADEMIC HONESTY POLICY

If it is determined that the student has violated the Academic Honesty Policy:

1. The student (s) will be sent home for the day.
2. The student will be notified the following day if they are removed from the program of study.

Students who have been dismissed will not be allowed to return that semester.

HCI College believes strongly that each student against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision by submitting a letter of appeal to the Dean of Academic Affairs. The procedures for the grievance are found in the HCI College Catalog.

Clinical Experience – Request for Removal of Student

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of "zero" and be placed on behavioral probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the course/clinical rotation and subsequently not permitted to advance to the next course.

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:

      i. the program not exceeding maximum program capacity; and
     ii. a review of events leading up to the dismissal with a student action plan designed by the Program Director 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 inappropriate behavior, and similar inappropriate behavior occurs in a subsequent course/clinical rotation, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical site is deemed by the Program Director and Dean of Academic Affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the College.

RESTROOM DESIGNATION

At HCI College, we want to ensure a safe place for everyone: students, faculty and staff. Therefore, HCI College, in accordance with recent law, designates its restroom policy based on biological sex at birth (i.e., male or female). Specifically, restrooms are designated for exclusive use by males or females (as defined in Section 553.865(3), Florida Statutes), unless there is a unisex restroom.

In order to ensure a safe place, any student who willfully enters a restroom or changing facility of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member, security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including expulsion from the College.

Any administrative personnel and instructional personnel, including faculty members who willfully enters a restroom of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including termination.

Should you have any questions about these policies, please contact the Group Campus President/COO.

ACADEMIC AND ADMINISTRATIVE DISMISSAL

A student may be dismissed from HCI College for disregarding administrative policies.

Causes for dismissal include, but are not limited to, the following:

Failure to meet minimum educational standards established by the program which the student is enrolled.

Failure to meet student responsibilities including, but not limited to:

Meeting of deadlines for academic work and tuition payments;

Provision of documentation, corrections and/or new information as requested;

Notification of any information that has changed since the student's initial application;

Purchase or otherwise furnish required supplies;

Maintenance of HCI College property in a manner that does not destroy or harm it;

Return of library books in a timely manner and payment of any fines that may be imposed;

Obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;

Continued inappropriate personal appearance;

Continued unsatisfactory attendance;

Non-payment for services provided by the College;

Failure to comply with policies and procedures listed in the current HCI College Catalog and Student Handbook(s); or

Conduct prejudicial to the class, program or HCI College.

Specific behaviors that may be cause for dismissal include, but are not limited to:

Willful destruction or defacement of HCI College or student property;

Theft of student or HCI College property;

Improper or illegal conduct, including hazing, sexual harassment, etc.;

Use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;

Being under the influence of alcoholic beverages or illegal drugs while on campus;

Cheating, plagiarism, and/or infractions of HCI's Student Conduct Policies;

Any behavior which distracts other students and disrupts routine classroom activities;

Use of abusive language, including verbalization or gestures of an obscene nature; or

Threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

CONFLICT RESOLUTION AND CHAIN OF COMMAND

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their Program Director. Subsequent levels are the Dean of Academic Affairs and the Campus President/Director. Chain of command should always be utilized for prompt resolution.

STUDENT DISCIPLINARY PROCEDURES

If a student violates HCI College's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Director of Nursing is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the HCI College Catalog.

When a student violates HCI College's Standards of Conduct outside of the classroom but on campus, the Director of Nursing is the first level of discipline. The next level is the Dean of Academic Affairs. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the HCI College Catalog.

CONFIDENTIALITY AGREEMENT

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from HCI College.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with your instructor for clarification or direction.

HCI College Practical Nursing Student Handbook
Revised August 02, 2024

CLINICAL EXPERIENCES

One important component of the Practical Nursing program is the practice of skills necessary to develop into an entry-level practical nurse. Successful completion of the Practical Nursing program requires that the student have a variety of clinical experiences in diverse practice settings. In order to provide these experiences, HCI College secures contracts with facilities that will host students for supervised practice experiences. Due to the nature of managed care, the practice requirements of other area allied health schools and demands on the healthcare agencies and facilities, the location of students' clinical experiences may be in the local community as well as outside the local county, but within commuting distance of the College. Students cannot be guaranteed that their clinical experiences will be local and should be prepared to have some or all of their practice experiences out of town. An assignment of a student to a particular clinical site is determined by the progression of knowledge and techni

CLINICAL EDUCATION REQUIREMENTS

Practical Nursing students who will be assigned to a clinical education site for their clinical rotation must have completed the following requirements before they are assigned to a clinical education site. This includes a health check-up by a physician, required tests (to include, but not limited to PPD – chest x-ray for positive PPD results), immunization record of MMR, Rubella, Varicella, CPR/BLS certification, a 4-hour basic HIV/AIDS course, OSHA information and a criminal background check and drug screening.

> The health check-up and required tests must not be any older than one year from the clinical assignment date.
> Criminal background check and drug screening test will be required of all students prior to starting the program.
> The student must schedule their own health check-up and required tests with an approved affiliate of HCI College.
> It is the responsibility of the student to be in attendance for a scheduled facility orientation. The student will receive orientation information from the Academic Department via email prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation.
> Should the student neglect to attend the mandatory scheduled orientation, the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The College will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations, several days or weeks could pass. These program attendance requirements are more restrictive than the institutional attendance policy published in the HCI College Catalog.

WITHDRAWAL FROM COURSE/HCI COLLEGE

Attendance

COURSE AND PROGRAM EVALUATION

Students are provided opportunities to evaluate the quality and appropriateness of classroom, skills laboratory, and clinical instruction. HCI College requests students' completion of course evaluation forms every term. These evaluations are scheduled in advance. Additionally, students are asked to complete nursing Program specific course and program evaluations upon the completion of each course, as well as clinical site evaluations. The results of such evaluations are compiled, analyzed, and utilized to improve the quality of academics and services provided to the student.

STUDENT GRIEVANCES

If HCI College is forced to take action against a student, the College still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Academic Administration.

Students are encouraged to resolve problems through normal administrative channels. Prior to filing a grievance, the student is encouraged to contact their instructor first, then the Director of Nursing to determine if resolution can be achieved within the department. Refer to the Grievance Policy in the HCI College Catalog.

STUDENT SERVICES

Please refer to the HCI College Catalog for the full spectrum of student services.

ORIENTATION

Orientation occurs prior to the start of the program. Orientation is designed to facilitate the transition to HCI College and to assist the student in academic planning. During orientation, students are acquainted with HCI College resources, rules and regulations, academic standards, and the learning management system (LMS).

AMERICAN NURSES ASSOCIATION CODE OF ETHICS[1]

Provision 1   The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2   The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3   The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4   The nurse has authority, accountability, and responsibility for the nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5   The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6   The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7   The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8   The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9   The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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[1] American Nurses Association: Code for nurses with interpretive statements, © 2016, American Nurses Association, Washington, DC (http://Nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses).

CLASSROOM/LAB/SIMULATION ETIQUETTE

1. Students must arrive on time and stay the entire scheduled session.
2. Late students may not be allowed to enter the classroom/lab/simulation.
3. Turn off cell phones and other electronic devices. The student will be asked to leave class if seen using a cell phone or texting without the instructor's permission.
4. Use laptop computers/tablets only for class work: Students are encouraged to use their laptop computers/tablets during class only as learning aids as approved by the instructor.
5. No class may be recorded without the expressed consent of the instructor.
6. Students are expected to remain engaged in the activities until the session ends.
7. Be respectful to your peers and professor. This includes talking out of turn, interrupting discussions, being late to class or leaving early.
8. Students are expected to participate in class discussions when appropriate and respect the opinions of all class participants and to dialog in a professional and respectful manner.
9. Students are required to refrain from using offensive or foul language in class.
10. Students are not permitted to bring either children or pets to class.
11. No eating or drinking is allowed in the classrooms, computer labs or skills labs. Students are provided with breaks for this purpose.
12. Student must be in uniform with their ID name badge visible at all times when on campus, skills lab, simulation, and clinical rotations and are accountable to uphold the HCI College Practical Nursing Program Dress Code Policy
13. Students are expected to follow all aspects of the College's conduct policy located in the HCI College Catalog.
14. Students are expected to participate in the clean-up of the lab and classroom prior to dismissal.

NURSING STUDENT POLICIES

All nursing students are responsible for the information contained in the HCI College Practical Nursing Student Handbook(s).

PRACTICAL NURSING STUDENT

ACKNOWLEDGEMENT OF RESPONSIBILITIES

By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Catalog.

_____ HCI College Admission Documentation, Clinical/Classroom Training, and Attendance Policy.

_____ Current HCI College Practical Nursing Student Handbook.

_____ I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements.

_____ I understand the passing grade for any Practical Nursing course is outlined in the appropriate syllabus.

_____ I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending clinical sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator.

_____ I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

_____ I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient. I further agree not to reveal to any third party any confidential information from the facility.

_____ I understand that I cannot be subject to call/duty in any way during didactic, skills, or clinical portions of the program.

_____ I understand that I may be required to submit to a drug and/or background check prior to starting the Practical Nursing program. The results of the drug and/or background check may have an impact on my placement at

_____ I understand that I am required to complete a physical exam and provide proof of said exam check prior to starting the program, and that results of the exam may have an impact on my placement at a clinical site and completion of the program.

_____ I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Practical Nursing student.

_____ I understand that it is my responsibility to review the HCI College Practical Nursing Student Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

_____ I understand that the HCI College Practical Nursing Student Handbook may be amended and/or changed during my enrollment.

_____ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

_____ I understand that it is my responsibility to follow all policies and procedures as outlined.

I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.