



# COLLEGE OF THE FLORIDA KEYS

**The College of the Florida Keys  
Associate in Science in Nursing  
Student Handbook  
*Island Living, Island Learning***

***The Department of Nursing and Health Sciences reserves the right to change, without notice, any statement in this handbook, but not limited to course policies and rules.***

*This handbook is the authoritative source for academic policies and procedures for The College of the Florida Keys (CFK) Associate in Science in Nursing Program (AS in Nursing). Policies not addressed in this handbook are located in the CFK Catalog and Student Handbook. (Updated 06/2022)*

## Welcome

We would like to take this opportunity to welcome students to The College of the Florida Keys (CFK) AS in Nursing Program. The Nursing faculty and staff are looking forward to working collaboratively with each student as they begin this journey of becoming a professional Registered Nurse. The process of teaching and learning is a shared experience between the Nursing faculty and the student. We recognize the diverse nature of our students and that learning is a unique experience for each individual. We will do our best to set each student up for success in the program and position graduates to pass the NCLEX-RN licensing examination on their first attempt. To achieve this success, each student must be proactive and take accountability for their learning styles and educational needs.

At CFK, there are numerous resources available to students. We expect that students will familiarize themselves with the resources offered and actively seek guidance from faculty and staff to promote success in the Nursing program. Lastly, we hope that students will enjoy the learning process and commit to becoming lifelong learners.

Please remember that it is both an honor and a privilege to care for the newborn, the sick, the dying, and others who may be in crisis. As future Nurses in this esteemed profession, each student will be held to a high standard throughout the program. Please read the handbook carefully and become familiar with program expectations, including the Code of Conduct and Academic Integrity. If questions arise, don't hesitate to reach out.

*The Faculty and Staff of CFK Nursing*

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## MISSION STATEMENTS

### CFK MISSION STATEMENT

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The College of the Florida Keys is an open-access educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys and the global community. The College is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

### NURSING PROGRAM MISSION STATEMENT

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The Nursing program's mission at The College of the Florida Keys is to prepare Nursing students for personal success, responsible citizenship, and entry into the Nursing profession. We strive to develop Nurses who can provide safe, quality, evidence-based, patient-centered care to the diverse populations that encompass the Islands of the Florida Keys as well to the greater global community.

## ACCREDITATION

### COLLEGE ACCREDITATION

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The College of the Florida Keys is accredited by the Southern Association of Colleges and Schools (SACSCOC) Commission to award the Associate Degree in Nursing.

**Contact information for the Commission on Colleges:**

1866 Southern Lane

Decatur, Georgia 30033-4097

or call 404-679-4500 for questions about the accreditation of The College of the Florida Keys

### NURSING PROGRAM ACCREDITATION

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The associate degree nursing program at The College of the Florida Keys located in Key West, FL is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree in nursing program is initial.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The College of the Florida Keys Nursing Program is approved as a “limited access program” by the Florida Board of Nursing. The Associate in Science in Nursing Degree is awarded upon completing the twenty-two (22) month generic RN program. The graduate then becomes eligible to take the NCLEX-RN for licensure to practice as a Registered Nurse.

## PROGRAM ADMISSION CRITERIA

### ADMISSION CRITERIA

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The CFK Department of Nursing & Health Sciences utilizes a point system in determining entrance eligibility. In general, minimum\* requirements are as follows:

- Cumulative GPA of 2.7 (HS or College)
- Essay submission
- Interview

\*Meeting the minimum requirements is not a guarantee of admission.

## HEALTH SCREENING

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Prior to admission to the Nursing program, the student must meet the Essential Functions of Clinical Coursework by having the Health Screening form completed and signed by a licensed physician, physician's assistant (PA), or nurse practitioner (ARNP). It is the student's responsibility to maintain copies of individual health record documentation and be able to provide this documentation when requested. All healthcare screening documents are at the expense of the student. The "Health Certificate" forms, including a documented physical examination, immunization records, and a valid PPD or chest x-ray results, must be uploaded as directed by the Department of Nursing and Health Sciences. If these documents are not available by the specified deadlines, the student will be denied admission to the program.

## IMMUNIZATIONS

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The College's clinical partners determine immunization guidelines. The College will provide students with a list of requirements upon acceptance to the program or by request. Students must submit proof of immunizations before the first day of class. All immunizations must be verified by a physician, PA, or ARNP with signed records or serum titers. It is the student's responsibility to maintain copies of individual health record documentation and be able to provide this documentation when requested. **Students are responsible for ensuring that immunizations stay current throughout the program. Failure to follow immunization guidelines will result in administrative withdrawal from the course.**

## DRUG SCREENING

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Prior to admittance into the program, all students must submit to a urine drug screen. Students whose test results are positive or who miss the deadline for screening will have their acceptance into the program withdrawn. After a positive result on a drug screen, the student will be permitted to reapply for admission during the net admission cycle.

If a student is taking a medication that could result in a positive drug screen, a current, valid prescription must be on file with the student's health care provider, and a letter from the provider may also be required.

**All enrolled students must comply with a request for random urine drug screens. Currently, there is no provision for the use of Medical Marijuana even if the applicant holds a Medical Marijuana Registry Card. The program is monitoring industry standards and will amend this policy in the future if deemed appropriate to do so.**

If a student's toxicology report is positive, the student will be removed from the Nursing program immediately and given a grade of "D" for the course. The student will then be reported to the Florida Board of Nursing (FLBON) and referred to the "Intervention Project for Nurses" (IPN) program. The student will not be permitted to apply for readmission to the program for the term of one (1) semester. To be considered for readmission to the program, the student must provide the Director of Nursing & Health Sciences with documentation of the successful completion and involvement of the IPN program and a

letter from the FLBON permitting the student to complete the program. The process for the review of medications as outlined above will apply. The drug screen and healthcare screening documents will be at the student's expense.

Clinical partners may require additional drug screenings. All drug screenings are at the student's expense. The College will only accept drug screening results from College approved sites.

## LEARNING OUTCOMES

### COLLEGE OUTCOMES

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Graduates of The College of the Florida Keys will be able to demonstrate learning in the following areas.

- **Communication**
  - Research, evaluate, and cite material
  - Use conventions of written or oral communications appropriate for the rhetorical situation
  - Critique the work of self and others in a constructive manner
- **Critical Thinking**
  - Apply inductive/deductive reasoning
  - Interpret, analyze, describe, illustrate, critique, and evaluate various representations of data
  - Evaluate the veracity of information or statements
  - Solve applied mathematical problems
- **Awareness**
  - Identify and evaluate various perspectives and values within a diverse populous
  - Evaluate cultural, ethical, and environmental issues

### PROGRAM OUTCOMES

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The Nursing program at CFK strives to graduate students who are:

- At or above the national average for first time licensing exam pass rates
- At or above the state average for student retention
- At or above the state average for student completion
- Meeting the needs of local employers

### PROGRAM CONCEPTS

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The Nursing program at CFK has adapted the Nurse of the Future Core Competencies developed by the State of Massachusetts and the State of Maine. These competencies incorporate the recommendation of the Institute of Medicine (IOM) as well as the core competencies developed by Quality and Safety Education for Nurses (QSEN). These competencies were adapted to meet the Florida Department of Education curriculum requirements for Associate Degree Nursing programs. At the completion of this program, the CFK graduate Nurse will meet the requirements in each of the ten program outcomes (Please note, each outcome is linked back to a *College outcome in italics*).

**Patient-Centered Care (PCC):** The provision of compassionate, age, and culturally sensitive care that is based on a patient's physiological, psychological, sociological, and spiritual needs as well as preferences,

values, and beliefs which respects the patient and designee to promote safe, quality care (adapted from Massachusetts Nurses of the Future, 2010, NLN, 2010). *[CFK Outcomes-Global, Cultural, Environmental Awareness]*

**Teamwork and collaboration (TC):** The delivery of a coordinated approach to patient-centered care in partnership with the patient, other Nurses, and inter-professional team members, fostering open communication, mutual respect, and shared decision-making to achieve safe, quality care (Adapted from QSEN, 2007, Giddens, 2013). *[CFK Outcome-Communication]*

**Evidence-based practice (EBP):** The integration of best current evidence and clinical expertise to guide Nursing practice in achieving optimal patient-centered care (Adapted from Massachusetts Nurse of the Future, 2010, Giddens, 2013). *[CFK Outcome-Global, Cultural, Environmental Awareness, Communication, Critical Thinking]*

**Quality improvement (QI):** The use of data and improvement methods consistent with current professional knowledge and evidence to monitor outcomes of care processes for the continuous improvement of health care services (Adapted from Massachusetts Nurse of the Future, 2010, NLN, 2010). *[CFK Outcome-Communication, Critical Thinking]*

**Safety (SFTY):** The use of risk reduction strategies to drive a culture of safety that minimizes errors of commission and omission that cause harm to patient, self, others, or delays patient recovery through individual, unit, or system performance (Adapted from QSEN, 2007, MAINE 2013, NLN, 2010, Giddens, 2013). *[CFK Outcome-Critical Thinking]*

**Informatics (INFO):** The design, development, use, and management of information science and technology as a communication and information management tool to direct care, mitigate error, support clinical decision making, and evidence-based Nursing practice (Adapted from QSEN, 2007, NLN, 2010, MAINE, 2013). *[CFK Outcome-Technology]*

**Professionalism (PROF):** The demonstration of accountable and responsible behavior of the Nurse and internalization of core values integral to the profession of Nursing that incorporates legal and ethical principles and regulatory guidelines that comply with standards of Nursing practice (Adapted from Massachusetts Nurse of the Future, 2010, NLN, 2010). *[CFK Outcomes-Global, Cultural, Environmental Awareness]*

**Leadership (LEAD):** The process by which Nurses act in an ethical manner to influence the behavior of individuals or groups of individuals using principles and standards fundamental to the profession of Nursing and that facilitate the establishment and acquisition/achievement of shared goals (Adapted from Massachusetts Nurse of the Future, 2010, ANA, 2015). *[CFK Outcomes-Communication, Global, Cultural, Environmental Awareness]*

**Communication (COMM):** The effective exchange of verbal and non-verbal information or messages with patients, families, and colleagues while fostering mutual respect and shared decision making, to enhance knowledge, experience, patient satisfaction, and health outcomes. (Adapted from Massachusetts Nurse of the Future, 2010, MAINE, 2013). *[CFK Outcome-Communication]*

## CODE OF CONDUCT

### PROFESSIONAL BEHAVIOR



Professional behavior includes concepts such as integrity, honesty, self-awareness, accountability, responsibility for one's behavior, dependability, courtesy, dress code, personal hygiene, rules of conduct, professional communication (assertive vs. passive or aggressive), and use of appropriate channels of communication (following the proper chain-of-command outline below). All cell phones must be placed in "Silent Mode" during lecture, lab, and clinical. Cell phone usage is disruptive to students and Nursing faculty. Appropriate professional behavior spans the entire program. It refers to behaviors in the classroom, the clinical area, and any capacity where the student is identified as a "Student Nurse" of CFK. Students are responsible for staying current on CFK and Nursing Department policies and maintaining clinical requirements (see Clinical Guidelines).

## CLASSROOM ETIQUETTE

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In addition to the guidelines of etiquette outlined in the CFK Student Handbook, Nursing students are expected to follow the National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct, *Adopted by the NSNA Board of Directors, October 27, 2009, in Phoenix, AZ.*

## NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT

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Students of Nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide Nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice Nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the Nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

**A Code for Nursing Students**<sup>1</sup>- As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in Nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of Nursing students.
11. Encourage faculty, clinical staff, and peers to mentor Nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff Nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
19. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
20. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of Nursing students.
21. Encourage faculty, clinical staff, and peers to mentor Nursing students.
22. Refrain from performing any technique or procedure for which the student has not been adequately trained.
23. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
24. Assist the staff Nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
25. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
26. Strive to achieve and maintain an optimal level of personal health.
27. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
28. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Students who violate any portion of the Code of conduct will be subject to disciplinary action, up to and including dismissal from the Nursing program or suspension from The College.

<sup>1</sup>Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

## CHAIN OF COMMAND

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As a professional, the student shall follow the appropriate chain of command to report concerns or ask questions. To effectively meet the educational needs of the CFK student and enhance the communication process, please note the **appropriate** Chain of Command is as follows:

- **Course Instructor**
- **Course Coordinator/ Lead Instructor**
- **Director of Sciences & Nursing**
- **Dean of Sciences & Nursing**
- **Vice President of Academic Affairs**

## RIGHT TO FILE A COMPLAINT OR APPEAL

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The College has policies and procedures in place to address and resolve student concerns in a fair and timely manner. If a concern is not able to be resolved through the above chain of command, students are encouraged to follow the complaint/appeal procedures as identified in The College Student Handbook.

## STUDENTS WITH DISABILITIES

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As defined by the Americans with Disabilities Act (ADA), students with special needs should contact the Office of Student Accessibility Services. Please note that faculty may not provide accommodations unless the student has gone through proper channels with the Office of Student Accessibility Services. A letter will be sent to the student outlining the approved accommodation. The student is responsible for providing the accommodation letter to each instructor. Accommodations are required to be renewed each semester following the process outlined by the Office of Student Accessibility Services.

## ACADEMIC POLICIES

### CLASSROOM ATTENDANCE

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The Nursing Department follows the College's attendance policy. Attendance policies for each course are included in the course syllabus.

### CLINICAL AND LABORATORY ATTENDANCE

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Attendance is expected for all clinical and skills lab experiences. Students are to arrive at clinical/lab on time and prepared for the learning experience. **Tardiness to a clinical/lab experience will be counted as an absence.** If you are "running late" or are not going to be present for a clinical/lab, you must inform your instructor. Notification must be done before the scheduled time for the clinical/lab experience. The student is responsible for arranging make-up for missed lab and clinical time. Clinical days are mandatory experiences. An unexcused absence from clinical or lab may result in course failure. Attendance policies for lab and clinical are included in the course syllabus.

### WITHDRAWAL

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If a student withdraws from a nursing course, the withdrawal will count as "an attempt" toward the three-strikes rule.

### GRADES

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The College recognizes that a thoughtful and reasoned search for truth can only be conducted in an atmosphere free from intimidation and coercion. Students are to respect the rights and welfare of all members of the College and to exercise common sense, good taste, and applied reason when testing their knowledge.

The instructor has final authority in all matters relating to attendance, course content, grading practices, and classroom procedures, consistent with the mission and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading, it is therefore essential that the student stays informed of their progress in the course. Students may appeal a final grade in certain circumstances. Please see the [CFK Student Handbook](#) for details on the Grade Appeal Process.

**AS in Nursing Students must maintain a 77% Exam average and a passing grade in lecture, clinical, and lab in all NUR courses to obtain a passing grade. This is outlined clearly in each Nursing Course Syllabus.**

## GRADING POLICY

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The Nursing faculty has adopted the following grade scale:

**A = 90 – 100%**

**B = 80 – 89.9%**

**C = 77 – 79.9%**

**D = Below 77%**

**Students receiving a final overall course grade below a “C” will not advance in the Nursing program. Please note - An Exam Average <77% will constitute a “D” in the course.**

## COURSE FAILURE AND READMISSION

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### **Nursing Course Failure**

A student who is not successful in a Nursing (NUR) or science course (BSC, CHM, or MCB) may be permitted to repeat a course one time. The student is advised to meet with their lead instructor and/or Director of Sciences and Nursing before the end of the course. The instructor/Director will review each student’s issue(s) individually. The student must comply with the readmission policy, as directed by the lead instructor/Director. Nursing students will be treated by a “Three Strikes and You’re Out” policy. The policy is as stated below:

- 1. Nursing students may have a total of two (2) unsuccessful course attempts during the program. If a student is not successful a third time, they are dismissed from the program with no opportunity for readmission.**
- 2. Nursing students may only attempt each Nursing or science course twice. Failure to pass or complete the course on the second attempt will result in removal from the program with no opportunity for readmission.**
- 3. Please note that a Withdrawal “W” counts as an unsuccessful attempt.**

Students who withdrawal from the course due to extenuating circumstances will need to follow the Exception to Established Refund Policy listed in The College Student Handbook.

The Vice-President of Academic Affairs and The College President will be notified of each student removed from the program under the “Three Strikes and You’re Out” policy.

### **Readmission after Withdrawal from Program**

A student who withdraws from the program voluntarily may reenter the program through the guidelines of the readmission policy. The student must follow the guidelines listed in the CFK Student Handbook procedure for course withdrawal. Readmission is **not possible** after the “Three Strikes and You’re Out” policy has been applied.

Students seeking readmission to the program must meet with the Director of Nursing & Health Sciences or designee to discuss the reason for the prior withdrawal and develop a plan to ensure future success in the course and Nursing program. The Director or designee will review the success plan with the course lead instructor to determine if the student is eligible to proceed with readmission. In addition, readmitted students may be required to demonstrate psychomotor skills proficiency related to that course. This requirement is at the discretion of the lead instructor. Students who miss three consecutive semesters without taking any program-related classes will need to reapply to the program. ALL readmissions are subject to the availability of space in the program.

## DRESS CODE

Students must wear appropriate clothing to class and have their student ID badge with them at all times. In addition, students must adhere to the lab and clinical dress code outlined below. Students who are not following the dress code will not be able to participate in the lab or clinical experience for that day, resulting in an absence.

- Wear the approved CFK uniform.
- Wear the CFK ID badge for all clinical and lab experiences.
- Keep CFK student ID with you when attending class, lab, and clinical.
- No smoking while attending clinical, and cigarettes should not be carried on your person while in clinical.
- Hair must be pulled back and off the face.
- Cell phones must be in silent mode. Cell phones are not permitted in patient care areas.
- Nails must be kept clean and short (no longer than ¼ inch). No artificial nails may be worn. Artificial nails include but are not limited to gels, acrylics, overlays, extenders, tips, silk wraps, shellac (gel and nail polish hybrids), bonding material, or ornaments. Clear nail polish is permissible, provided it is not chipped, cracked, or peeling. NO EXCEPTIONS.
- Cosmetics, if worn, must be conservative.
- No cologne or perfumes are permitted in the Clinical Setting.
- Jewelry:
  - Rings: Students are encouraged to leave rings at home.
  - Piercings: Lip, eyebrow, tongue, and nose jewelry are not to be worn. Pierced ears are limited to two (2) piercings per ear and are limited to stud-type earrings. For safety reasons, students should not wear loops or dangling earrings.
  - Bracelets: No bracelets to be worn except for fitness bands and watches.
- Students are to wear a watch with a second hand to lab and clinical.
- Uniforms are not to be worn out in the community except for specific clinical experiences, which could contribute to the spread of disease.
- No gum chewing at any time in a clinical setting.
- Shoes should be closed toe and back, leather, and predominantly white or black. Shoes should be kept clean at all times. Students may wear tennis shoes; however, the preferred footwear is something that can be wiped clean.
- Hair/head coverings are allowed for religious purposes only unless otherwise permitted by the Director of Nursing & Health Sciences.
- Uniforms should be clean and free of wrinkles.
- Students are permitted to wear a long sleeve shirt under their scrub top; the color must be white, black, or royal blue. No hoodies or scrub jackets are to be worn. Students with tattoos MUST wear a long sleeve shirt under their scrub top completely covering the tattoo.

Please note that some clinical facilities may have stricter dress code requirements than those listed above. Students are expected to follow all facility-specific codes. If there are any questions, please see your clinical instructor.

## SUBSTANCE ABUSE POLICY

## DRUG FREE WORKPLACE

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The College of the Florida Keys Nursing & Health Sciences Department is committed to maintaining high health education and practice standards. Safe practice includes the efficient and reliable functioning of students in the clinical area. Students are expected to perform health-related activities without using any substances that could impair performance. Instructors are responsible for protecting the public and assuring the safe care of clients. It is the responsibility of faculty to observe any student behaviors that could threaten the safety and well-being of clients. Examples consistent with unreliable/unsafe behavior include, but are not limited to, the following: ***drowsiness, slurred speech, glassy eyes, unsteady gait, change in personality/mood, suspected alcohol on breath, altered thinking, inability to understand or follow instructions, inappropriate behavior.***

If a faculty member suspects a student is either mentally or physically unfit for clinical performance or lab and classroom participation, the faculty member may remove the student. The faculty will notify the Director of the student's behavior to determine additional courses of action, up to and including drug screening.

If unreliable/unsafe behavior is validated, the student may be taken to submit a urinalysis/blood sample or lab test as deemed necessary for screening. **If the student refuses, they will be removed from the Nursing program and ineligible for readmission.** If substance abuse is validated via a positive toxicology report, the student will be removed from the program immediately and given a failing grade for the course. The student will be reported to the Florida State Board of Nursing and referred to the "Intervention Project for Nurses" (IPN) program. The student will not be permitted to apply for readmission to the CFK Nursing Program.

For more information, please see the substance abuse policy in The College Student Handbook.

## SOCIAL MEDIA AND PRIVACY

The CFK Nursing Program believes that professional behavior and conduct should extend to all forms of social media and networks, including but not limited to TikTok, Snapchat, Facebook, Instagram, YouTube, texting, email, photography, video, and other means of communication. When dealing with client and patient information, students are expected to follow the guidelines set forth by the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to an individual's physical or mental health or any information used to identify an individual. Nothing with the clinical site logo or name should be posted on social media, and NO clinical setting photos are permitted.

Students are also expected to respect the privacy of faculty, staff, and other students by following state privacy laws. Student Nurses are responsible for promptly reporting an identified breach of confidentiality or privacy to a school authority such as an instructor, Program Director, or a Dean of the College. Failure to follow these rules may result in administrative action, including dismissal from the Nursing Program.

## GENERAL GUIDELINES WHEN UTILIZING SOCIAL MEDIA

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Below are some general guidelines that students should consider when utilizing social media.

- Please stay up to date on the privacy settings of your preferred social media sites/apps, as these settings often change.

- Remember that your professionalism can be affected by how your friends and peers use social media sites.
- For example, Jane posts photos from a weekend party and tags Dave in several of them. Dave immediately un-tags himself to maintain his professionalism; however, Jane has set her privacy settings for the photo album so that “friends of friends” may view them. Even though Dave is no longer tagged, all of Jane’s friends—and everyone connected to each friend of Jane—can view photos of Dave that Jane uploaded.
- Do not share, post, or otherwise disseminate any information that can identify a patient or in any way violates a patient's rights or privacy. Be aware that limiting access through privacy settings is not sufficient to ensure the privacy of patients.
- Students should never refer to anyone disparagingly, even if the person cannot be identified with the information stated.
- Do not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices. Students should not make disparaging remarks about any college, university, or school of Nursing, including the students, faculty members, and staff.

## CLINICAL REQUIREMENTS AND GUIDELINES

### ESSENTIAL FUNCTIONS FOR CLINICAL COURSE WORK

Department of Nursing students must be able to fully perform the essential functions in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills (National Council of State Boards of Nursing, 1999). However, it is recognized that degrees of ability vary widely among individuals. Individuals are encouraged to discuss disabilities with the Office of Students with Disabilities (see CFK Student Handbook).

If a student has a change in health status, such as: diabetes, pregnancy, depression, anxiety, etc., they must notify their instructor and the Director of Nursing & Health Sciences. Additional documentation will be required to determine if the student can still meet the essential functions. If reasonable accommodations cannot be made to meet the essential functions, the student will be withdrawn from the program.

#### **National Council of State Boards of Nursing (1999). Guidelines for using results of functional abilities studies and other resources.**

1. **Gross Motor Skills** – Students must be able to: move within confined spaces; sit and maintain balance; stand and maintain balance; reach above shoulders (IVs); reach below waist (plug-ins).
2. **Fine Motor Skills** – Students must be able to: pick up objects with hands; grasp small objects with hands; write with pen or pencil; key/type (use a computer); pinch/pick or otherwise work with fingers (syringe); twist (turn knobs with hands); squeeze with finger (eye dropper).
3. **Physical Endurance** – Students must be able to: stand (at client side during procedure); sustain repetitive movements (CPR); maintain physical tolerance (work entire shift).
4. **Physical Strength** – Students must be able to: push and pull 25 pounds (position clients); support 25 pounds of weight (ambulate client); lift 25 pounds (transfer client); move light objects up to 10 pounds; move heavy objects weighing from 10 to 50 pounds; defend self against combative client;

carry equipment/supplies; use upper body strength (CPR, restrain a client); squeeze with hands (fire extinguisher).

5. **Mobility** – Students must be able to: twist; bend; stoop/squat; move quickly; climb (ladders, stools, stairs); walk.
6. **Hearing** – Students must be able to: hear normal speaking level sounds; hear faint voices; hear faint body sounds (BP); hear in situations not able to see lips (when using masks); hear auditory alarms.
7. **Visual** – Students must be able to: see objects up to 20 inches away; see objects up to 20 feet away; see objects more than 20 feet away; use depth perception; use peripheral vision; distinguish color; distinguish color intensity.
8. **Tactile** – Students must be able to: feel vibrations (pulses); detect temperature; feel differences in surface characteristics (skin turgor); feel differences in sizes, shapes (palpate vein); detect environmental temperature.
9. **Smell** – Students must be able to: detect odors from client; detect smoke; detect gases or noxious smells.
10. **Reading** – Students must be able to read and understand written documents.
11. **Arithmetic Competence** – Students must be able to: Read and understand columns of writing (flow sheets); read digital displays; read graphic printouts (I&O); calibrate equipment; convert numbers to/from metric; read graphs (vital sign sheets); tell time; measure time (duration); count rates (pulse rate); use measuring tools (thermometer); read measurement marks (scales); add, subtract, multiply, divide; compute fractions (medication dosages); use a calculator; write numbers in records.
12. **Emotional Stability** – Students must be able to: establish therapeutic boundaries; provide client with emotional support; adapt to changing environment/stress; deal with unexpected (crisis); focus attention on task; monitor own emotions; perform multiple responsibilities concurrently; handle strong emotions (grief).
13. **Analytical Thinking** – Students must be able to: transfer knowledge from one situation to another; process information; evaluate outcomes; problem solve; prioritize tasks; use long-term memory; use short-term memory.
14. **Critical Thinking** – Skills Students must be able to: identify cause-effect relationships; plan/control activities for others; synthesize knowledge and skills; sequence information.
15. **Interpersonal Skills** – Students must be able to: negotiate interpersonal conflict; respect differences in clients; establish rapport with clients; establish rapport with co-workers.
16. **Communication Skills** – Students must be able to: teach (client, family); explain procedures; give oral reports; interact with others; speak on the telephone; influence people; direct activities of others; convey information through writing (progress notes).

## OSHA GUIDELINES

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Students in the Program may be subject to exposure to blood and body fluids while in the clinical setting. Students are strongly encouraged to obtain a Hepatitis-B Vaccination if they do not have immunity or have not received previous immunization.

All students must follow OSHA guidelines and use appropriate precautions and appropriate protective barrier devices. Good hand washing is necessary, utilized before and after all patient/client contact.

In the skills lab, practice involves simulation and the use of mannequins for invasive procedures. At no time are students to practice with sharp or other invasive equipment on each other or other human subjects



while in the skills lab. However, simulation in the lab must involve the use of appropriate protective barrier devices i.e., gloves for starting an IV. In addition, all sharps used in the skills lab are to be disposed of in the appropriate sharps containers. Failure to do so can result in a clinical failure.

## EMERGENCY / ILLNESS / INJURY DURING CLINICAL

In a medical emergency, needle-stick, or other clinical injury, as defined by the supervising faculty member, occurs in a hospital, the student must be evaluated in the facility's Emergency Department. If the student has a medical emergency, needle-stick, or other clinical injury as defined by the supervising faculty member and is not in a hospital facility, the student will report to or be taken via Emergency Services to the nearest Emergency Department for appropriate medical treatment and evaluation.

The student shall cooperate with the supervising faculty member in providing information necessary for the faculty member to complete a "Hospital Quality/Risk Management Report." If the student is ill or injured at any clinical site, the student and faculty are requested to follow the policies of the host agency with the understanding that the student may be responsible for any cost of treatment based on the decision of the treating host facility. The student maintains the right of choice for their source of medical treatment but must do so with the understanding that they will be responsible for any resulting cost.

## EMERGENCY / ILLNESS / INJURY ON CAMPUS

If an injury/ illness on school premises results in a medical emergency, the student, if able, should seek medical care at the nearest hospital Emergency Department. If a student cannot act on their own behalf, others at the scene should call "911." Payment for all costs incurred is the responsibility of the student.

In non-emergencies, the student is to call their health care provider to establish treatment needs. Under no circumstance is the Nursing faculty or other Nursing students to render medical care, utilizing their professional licenses or experiences to substantiate medical or Nursing interventions. If emergency services are needed, the instructor should call "911". dial "911." Actions taken to provide first aid or as a first responder, as shielded by "Good Samaritan Laws," including CPR if necessary, should be attempted in good faith while awaiting the arrival of Emergency Medical Services.

## RETURN TO SCHOOL AFTER ILLNESS /HOSPITALIZATION

Upon discharge from any hospitalization, following any surgical procedure, or after an absence due to illness of **three or more consecutive days**, the student must present a written release from their physician that authorizes the student to resume normal class and clinical laboratory activities without limitations. All excused laboratory, class, or clinical missed days must be made up.

If the student has an excused absence from a clinical due to illness, they must present a written release from their health care provider authorizing the student to return to clinical. Students with limitations will be evaluated to determine if the student still meets the essential functions of clinical work.

## CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

All applicants accepted for admission to the program must have a criminal background check completed. If an unacceptable felony report or any child or elder abuse allegations are identified, the student will not be allowed to continue in the Nursing program. The student will be required to withdraw from the Nursing program immediately and will not be eligible for readmission to the program. Each positive background check will be evaluated and resolved on a case-by-case basis. For additional information, please visit the Florida Board of Nursing website. Failure to disclose a positive criminal or a change in a criminal record

will result in withdrawal from the program with no possibility of readmission. Students must immediately report any changes to their criminal background to the program director. Failure to report any changes in criminal background will result in removal from the program. Students should be aware that each clinical partner has their own requirements for an acceptable criminal background. Acceptance at one facility does not imply acceptance at all facilities. Students who do not meet clinical placement requirements of the clinical partners may need to be withdrawn from the program.

## Basic Life Support (BLS) CERTIFICATION

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All students are required to obtain and maintain BLS certification throughout the program. The College will provide a list of accepted BLS training. It is the student's responsibility to maintain their BLS certification through their anticipated completion date of the Nursing program. Failure to maintain current BLS certification will result in administrative withdrawal from the current course. It is the student's responsibility to maintain the appropriate documentation necessary to demonstrate compliance with this requirement.

## SAFETY POLICY

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Students must maintain safe practice as determined by the course faculty to continue in the laboratory course. If the clinical instructor determines that a student has come to the clinical area without adequate preparation for safe performance, the instructor is **required** to remove the student from the clinical setting; the absence will be considered unexcused, and the student will receive a clinical incident report.

Students are encouraged not to work the evening before a clinical experience to ensure adequate time to rest and prepare.

## COMMUNITY SERVICE

### COMMUNITY SERVICE HOURS

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All CFK Student Nurses **are required** to perform a minimum of eight (8) hours of community service per semester (excluding summer). This exemplifies our belief that community service is an integral part of professional Nursing. Service hours are accrued by participating in endorsed CFK Nursing Program projects, CFK Student Nursing Association functions, recruitment activities, College-sponsored events, or health-related activities approved by Nursing faculty. It is imperative that verification of events that may qualify as "community service" be validated with the appropriate instructor **prior** to a scheduled event. Community service hours are documented on the Volunteer Hours log sheet. Students not participating in the required community service hours will receive an "I" for the course until such requirements are met. It is the student's responsibility to maintain an accurate log of all community service hours. While students are encouraged to participate as much as possible in community service events, hours exceeding the eight (8) required hours are not carried over to subsequent semesters.

## ACADEMIC PROGRESSION

Each Nursing course must be satisfactorily completed **before** the student progresses to the next course(s) in the curriculum. Student progress is evaluated through subjective and objective measures in theory/lecture/skills/clinical components of the course. In addition, all clinical evaluation forms include several critical behaviors (including medication administration) that must be performed, without error, by

the end of the course. **Failure to pass the course will necessitate a repeat of the course (all components: clinical/skills/lecture/theory) before the student can progress in the program.** See your clinical instructor for details regarding formative and summative evaluation periods for each Nursing course before beginning clinical rotations. Students must earn a "C" or better in all coursework related to the nursing program.

- To pass a nursing course (NUR), students must earn:
  - An average grade of 77% on all objective course exams (not rounded)
- AND**
- A minimum 77% overall in the theory/lecture component of the course **AND**
  - A passing grade in the clinical component of the course
- AND**
- A passing grade in the skills lab component of the course.

Failing any component of the course will result in the failure of the entire course.

The clinical/skills/theory/lecture portions of Nursing courses **may not** be taken separately.

Failure to meet these requirements will prevent course progression within the Nursing program. Returning to the program after failure or withdrawal is on a space-available basis. However, space cannot be guaranteed and thus may not be available during the session readmission is sought.

## ASSESSMENT AND EVALUATION STRATEGIES

A variety of assessment and evaluation strategies are applied throughout the program to determine the student's achievement of the stated learning outcomes.

Mastery of course objectives, especially in the didactic setting, will be measured via a series of quizzes, tests, final exams, and written scholarly work. The number of exams, quizzes, tests, or papers will be at the discretion of the lead instructor and will adequately cover the course objectives in the syllabus. They include, but are not limited to, the following:

- Objective written examinations
- Mid-term and Final formative and summative clinical evaluations
- Honest self-evaluation process
- Evaluation of clinical sites
- Course, textbook, and faculty evaluations
- Scholarly writing activities

## GRADUATION REQUIREMENTS

1. To qualify for graduation, students must complete all general requirements outlined in the [CFK College Catalog](#) and the prescribed Nursing curriculum leading to the Associate in Science in Nursing degree. It is the students' responsibility to see that all requirements are met. Failure to meet any requirement will delay graduation and timely filing for State Board of Nursing licensure by examination.

2. Students must submit a completed graduation application to the College by the deadline listed in the semester schedule.
3. A grade of "C" or better in each of the designated courses in the Nursing program is required. This includes general education/support classes as well as Nursing courses.
4. Students must satisfactorily complete a standardized end-of-program competency assessment examination. Students must obtain a specified Predicted Probability of Passing the NCLEX-RN score. This specified probability score is subject to change, and students will be notified at the beginning of the final semester.

## STUDENT OUTCOMES AND COMPETENCIES

Each program concept has identified student outcomes and competencies. Level 1 student outcomes and competencies will be met by completing Clinical Nursing I. Level 2 student outcomes and competencies must be met before completing the Nursing program. Various assessment strategies will determine the student's ability to meet these outcomes.

## COMPREHENSIVE PREDICTOR

The end-of-program comprehensive predictor exam is designed for the student to achieve a passing score on the first try. Therefore, if a student is unsuccessful on the first attempt of the end-of-program examination, they must see their faculty member immediately for instructions.

If a student is unsuccessful on the second ATI comprehensive predictor assessment, they must make an appointment with the program director to develop a remediation plan. The student will not be able to graduate until the remediation plan is completed. **This will cause a delay in taking the NCLEX-RN and obtaining a license. Please refer to the CFK Comprehensive predictor grading rubric included in the relevant course syllabus.**

## STANDARDIZED TESTING

Standardized computer testing is given throughout the Nursing program to prepare students for the **RN Comprehensive Predictor (End of Program)** examination and the **NCLEX-RN** examination, a computerized, comprehensive test required for licensure. Every semester the student will take various standardized tests from a national testing company. The purpose of the testing is threefold. First, the results of the tests will help individualize and guide the student's education plan.

Second, this testing will allow the student to practice taking the type of questions asked on the NCLEX-RN examination. Third, the test results are used to evaluate the Nursing program. The tests vary in length and are similar to the testing items on the NCLEX-RN examination.

Completing the designated standardized testing package is required to complete each Nursing course. **Students are expected to take the standardized tests outside of class, lab, and clinical time. Failure to complete the standardized testing will result in an "I" until remediation is completed.** If the delay exceeds one month from the end of class, the grade will convert to a "D," according to College policy. **Please refer to the CFK standardized testing grading rubric included in the relevant course syllabi.**

## SURVEY

The Nursing faculty and the CFK Nursing Program welcome professional feedback on each of the courses taught, including individual instructors and the variety of teaching strategies used. Students are expected to participate in this evaluation process for each class. In addition, graduating students are required to complete an Exit Survey as part of the graduation process. Graduates will also be asked to complete a program satisfaction survey 6-12 months following graduation. Student participation and honest feedback are essential in the survey process. Survey results are one outcome measure used to determine program effectiveness.

## NURSING PLEDGE

As student nurses, you have taken your first step into the Nursing Profession. As a member of this respected profession, it is expected that you will follow the rules and policies of CFK and the Nursing Program and the tenets of the International Council of Nurses' Pledge list below.

*In full knowledge of the obligations I am undertaking,  
I promise to care for the sick with all the skills  
and understanding I possess,  
without regard to race, creed, color, politics or  
social status, sparing no effort to conserve life,  
to alleviate suffering, and to promote health.*

*I will respect at all times, the dignity and religious beliefs  
of the patients under my care, holding in confidence all  
personal information entrusted to me,  
and refraining from any action that might  
endanger life or health.*

*I will endeavor to keep my professional knowledge and skill  
at the highest level, and to give loyal support and cooperation,  
to all members of the health team.*

*I will do my utmost to honor the international Code of nursing ethics,  
and to uphold the integrity of the professional Nurse.*

## STUDENT ACKNOWLEDGEMENTS

Initial all and sign below:

\_\_\_\_\_ I have read and understand the guidelines and policies outlined in the Nursing Student Handbook.

\_\_\_\_\_ I understand that failure to maintain clinical requirements while enrolled in the nursing program will result in administrative withdrawal from current NUR courses.

\_\_\_\_\_ I have read and understood the grading policy of the Nursing Program outlined in the Nursing Student Handbook.

\_\_\_\_\_ I have read and understood the three-strikes rule outline in the Nursing Student Handbook.

Student Printed Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Student Signature: \_\_\_\_\_