



COLLEGE OF THE  
**FLORIDA KEYS**

**The College of the Florida Keys  
Nursing & Health Sciences Department  
RN-BSN  
Nursing Student Handbook**

*Island Living, Island Learning*

## Welcome

The College of the Florida Keys (CFK) welcomes you into the Bachelor of Science in Nursing (RN-BSN) Program. The Nursing faculty and staff are looking forward to working collaboratively with each student as you begin this journey towards becoming a Bachelor's Degree prepared Registered Nurse. The process of teaching and learning is a shared experience between 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 for the next steps in their careers.

To achieve this success, it is imperative that each student be proactive and take accountability for his/her own learning styles and educational needs. At CFK, there are numerous resources available to students. Our expectation is that students will familiarize themselves with the resources offered and actively seek guidance from faculty and staff to promote success in the RN-BSN program.

We are thrilled to be a part of your journey as lifelong learners, and look forward to assisting each of you in achieving your educational aspirations. 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 The College of the Florida Keys Nursing Department*

## Contents

MISSION STATEMENTS.....	5
CFK MISSION STATEMENT .....	5
NURSING PROGRAM MISSION STATEMENT .....	5
OVERVIEW.....	5
ACCREDITATION.....	5
ADMISSION CRITERIA.....	6
HEALTH SCREENING .....	6
IMMUNIZATIONS .....	7
DRUG SCREENING .....	7
THE COLLEGE OF THE FLORIDA KEYS NURSING PROGRAM OUTCOMES.....	8
LEARNING OUTCOMES.....	8
PROGRAM CONCEPTS.....	9
EDUCATION PLAN .....	10
PROFESSIONAL CONDUCT.....	11
CLASSROOM ETIQUETTE.....	11
DRESS CODE .....	11
CODE OF ACADEMIC CONDUCT .....	11
CHAIN OF COMMAND.....	11
COURSE ACCESSIBILITY .....	12
ACADEMIC POLICIES.....	12
CLASSROOM ATTENDANCE.....	12
PRACTICUM AND LABORATORY ATTENDANCE.....	12
DISTANCE LEARNING.....	12
ASSESSMENT AND EVALUATION STRATEGIES .....	13
CLASS DISCUSSION POSTINGS.....	13
EXAMS.....	14
BSN PORTFOLIO .....	15
GRADES .....	15
GRADING POLICY.....	16
PROGRESSION .....	16
WITHDRAWAL.....	16
COURSE FAILURE AND READMISSION .....	16

SUBSTANCE ABUSE POLICY .....	17
SOCIAL MEDIA AND PRIVACY .....	17
PRACTICUM REQUIREMENTS AND GUIDELINES .....	18
ESSENTIAL FUNCTIONS FOR PRACTICUM COURSE WORK .....	18
EMERGENCY / ILLNESS / INJURY DURING PRACTICUM .....	18
EMERGENCY / ILLNESS / INJURY ON CAMPUS .....	18
RETURN TO SCHOOL AFTER ILLNESS / HOSPITALIZATION .....	19
CRIMINAL BACKGROUND CHECK AND FINGERPRINTING .....	19
BLS (CPR) CERTIFICATION .....	19
GRADUATION REQUIREMENTS .....	19
BS IN NURSING DEGREE REQUIREMENTS .....	19
FOREIGN LANGUAGE REQUIREMENT .....	19
SURVEY .....	20
STUDENT ACKNOWLEDGEMENT OF RN TO BSN HANDBOOK CONTENTS .....	21

## MISSION STATEMENTS

### CFK MISSION STATEMENT

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, as well as 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

The mission of the Nursing program 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.

## OVERVIEW

The Bachelor of Science in Nursing Degree is designed for nurses who have completed an Associate of Science in Nursing (ASN) degree and are currently licensed as a registered nurse. The RN-BSN program includes coursework and field experience in supervision, community health and nursing practice. The program will prepare nurses to pursue opportunities that require a BSN as well as prepare students to pursue advanced practice degree.

## ACCREDITATION

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

The College of the Florida Keys Bachelor's Degree in the Science of Nursing (BSN) Program is actively seeking accreditation by the Accreditation Commission for Education in Nursing (ACEN). Students will be notified in writing when the program enters candidacy, and again when accreditation is achieved. Accreditation for the program will be retroactive, which means that all RN-BSN graduates from CFK will have diplomas from an accredited program.

**Contact information for ACEN:**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Or call 404-975-5020 for questions about the accreditation of the CFK Nursing Program

The College of the Florida Keys Nursing Program is approved as a “limited access program” by the Florida Board of Nursing. The RN-BSN Program is designed as a “2+2” model whereby students who enter the program have already completed a minimum of 60 credit hours at a regionally accredited degree granting institution. The Bachelor in Science in Nursing Degree is awarded upon completion of 60 credit hours of coursework consisting of general education and Nursing classes.

## ADMISSION CRITERIA

Admission to the proposed RN to BSN program requires an A.S. degree in Nursing from a regionally accredited institution, and a clear and active registered nursing license. If the student’s Associate’s Degree is from a non-regionally accredited institution, but one that is accredited by a body that is recognized by the U.S. Department of Education, a course-by-course evaluation will be done according to CFK’s transfer practices and policies. Registered Nurses who have graduated from a diploma program will need to complete all general education requirements prior to enrolling in upper-level Nursing courses.

The CFK Department of Nursing & Health Sciences has a rolling admission cycle for the RN-BSN Program accepting applicants twice in Fall & Spring, and once in Summer. In general, minimum requirements are as follows:

- Completion of an AS or AA degree in Nursing
- Active unencumbered RN license

## HEALTH SCREENING

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There is no required health screening for the RN-BSN Program; however, it is expected that students will maintain all required immunizations for practice.

## IMMUNIZATIONS

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Immunization guidelines as listed in the table below. Proof of immunizations may be required for certain practicum sites in the Leadership and Community Health courses. It is the responsibility of the student to maintain copies of individual health record documentation and to be able to provide this documentation when requested.

#	TYPE
1.	<u>Measles-Mumps-Rubella</u> Vaccine OR Positive Titers for: <ul style="list-style-type: none"><li>• Measles (Rubeola)</li><li>• Mumps</li><li>• Rubella</li></ul>
2.	<u>Varicella</u> Vaccine OR Positive Titer for: <ul style="list-style-type: none"><li>• Varicella</li></ul> OR Physician Documented Disease
3.	<u>Hepatitis B</u> Vaccine Series
4.	<u>Tetanus-Diphtheria-Pertussis</u> (within the past 10 years)
5.	<u>Influenza</u> Vaccine (must be done annually)
6.	<u>Tuberculosis</u> Skin Test (PPD) (must be done annually) OR Quantiferon Lab Test* OR Chest X-ray (if history of positive PPD)

## DRUG SCREENING

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Drug screening is not required for admission into the RN-BSN Program; however, it may be required by the practicum site for the Leadership or Community Nursing courses. Students will select from a variety of practicum locations and all practicums are “indirect” clinical experiences meaning there is no direct patient care involved. 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.

## THE COLLEGE OF THE FLORIDA KEYS NURSING PROGRAM OUTCOMES

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

- At or above state average for student retention
- At or above state average for student satisfaction
- Filling key Nursing positions requiring a BSN in the local marketplace

## LEARNING OUTCOMES

Graduates of the RN-BSN Program at The College of the Florida Keys will be able to demonstrate learning in the following areas:

- Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic, and environmental assessments of health and illness parameters in patients, using developmentally and culturally appropriate approaches.
- Recognize the relationship of genetics and genomics to health, prevention, screening, diagnostics, prognostics, selection of treatment, and monitoring of treatment effectiveness, using a constructed pedigree from collected family history information as well as standardized symbols and terminology.
- Implement holistic, patient centered care that reflects an understanding of human growth and development, pathophysiology, pharmacology, medical management, and nursing management across the health illness continuum, across the lifespan, and in all healthcare settings.
- Communicate effectively with all members of the healthcare team, including the patient and the patient's support network.
- Deliver compassionate, patient-centered, evidence-based care that respects patient and family preferences.
- Implement patient and family care around resolution of end-of-life and palliative care issues, such as symptom management, support of rituals, and respect for patient and family preferences.
- Provide appropriate patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health literacy considerations to foster patient engagement in their care.
- Implement evidence-based nursing interventions as appropriate for managing the acute and chronic care of patients and promoting health across the lifespan.
- Monitor client outcomes to evaluate the effectiveness of psychobiological interventions.
- Facilitate patient-centered transitions of care, including discharge planning and ensuring the caregiver's knowledge of care requirements to promote safe care.
- Provide nursing care based on evidence that contributes to safe and high quality patient outcomes within healthcare microsystems.



- Create a safe care environment that results in high quality patient outcomes.
- Revise the plan of care based on an ongoing evaluation of patient outcomes.
- Demonstrate clinical judgment and accountability for patient outcomes when delegating to and supervising other members of the healthcare team.
- Act to prevent unsafe, illegal, or unethical care practices.
- Manage care to maximize health, independence, and quality of life for a group of individuals.
- Develop an understanding of complementary and alternative modalities and their role in health care.
- Develop an awareness of patients as well as healthcare professionals' spiritual beliefs and values and how those beliefs and values impact health care.
- Manage the interaction of multiple functional problems affecting patients across the lifespan, including common geriatric syndromes.
- Collaborate with others to develop an intervention plan that takes into account determinants of health, available resources, and the range of activities that contribute to health and the prevention of illness, injury, disability, and premature death in community settings.
- Understand one's role and participation in emergency preparedness and disaster response with an awareness of environmental factors and the risks they pose to self and patients.
- Engage in caring and healing techniques that promote a therapeutic nurse-patient relationship.
- Demonstrate tolerance for the ambiguity and unpredictability of the world and its effect on the healthcare system as related to nursing practice.

## PROGRAM CONCEPTS

The College of the Florida Keys RN-BSN Program follows the Essentials of Baccalaureate Education for Professional Nursing Practice. The nine Essentials include:

- I. Liberal Education for Baccalaureate Generalist Nursing Practice
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- III. Scholarship for Evidence-Based Practice
- IV. Information Management and Application of Patient Care Technology
- V. Healthcare Policy, Finance, and Regulatory Environments
- VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- VII. Clinical Prevention and Population Health
- VIII. Professionalism and Professional Values
- IX. Baccalaureate Generalist Nursing Practice.

<http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf>

## EDUCATION PLAN

The RN-BSN Program consists of 60 credit hours of general education and Nursing core content. Though many courses can be taken out of sequence, it is important to consult with the RN-BSN Program Director/Advisor to ensure timely succession and program completion. Please note, not all RN BSN program courses are available each semester. If the number of registered students fails to meet the minimum student enrollment count for any of the RN-BSN courses, the section may be cancelled at the Program Director's discretion. Every effort is made to ensure courses are available, and meet the end of program and student outcomes. The Program Director will advise all RN-BSN students assisting them with registration, progression, and graduation requirements. NUR4165 Nursing Theory and Research must be taken in the final semester of the RN-BSN Program. A sample Education Plan for full-time attendance is provided below.

<b>Fall First Year</b>	<b>Credit</b>	<b>Spring First Year</b>	<b>Credit</b>
ENC1102 English Composition II	3	SYG 1000 Introduction to Sociology	3
NUR 4805 Trends and Issues in Nursing	3	NUR 4870 Nursing Informatics	2
DEP 2004 Human Growth and Development	3	NUR 3128 Pathophysiology and Pharmacology	3
HUN 2201 Essential of Human Nutrition	3	Humanity Elective (PHI 2010 or PHI 2600)	3
SPC 1608 Introduction to Speech Communication	3	General Education Elective (AMH 202 or POS 1041)	3
NUR 4047 Cultural Health Issues	3	Mathematics (STA 2023 or MAC 1105)	3
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>17</b>
<b>Fall Second Year</b>	<b>Credit</b>	<b>Spring Second Year</b>	<b>Credit</b>
NUR 4636 Community Nursing	3	NUR 4827 Leadership and Management in Nursing (8 weeks)	2
NUR 4636L Community Nursing Practicum	3	NUR 4827L Leadership and Management in Nursing Practicum	1
NUR 3069C Advanced Health Assessment	4	NUR 4165 Nursing Theory and Research & Capstone	3
Nursing Elective #1	3	Nursing Elective #2	3
		Upper Level Elective (CLP 3160, MAN 3240 or MAN 3303)	3
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>

## PROFESSIONAL CONDUCT

Professional behavior includes concepts such as integrity, honesty, self-awareness, accountability, responsibility for one's own 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 appropriate chain-of command outline below). All cell phones must be placed in "Silent Mode" during lecture and practicum experiences. Cell phone usage is disruptive to students and Nursing faculty. Appropriate professional behavior spans across the entire program and refers to behaviors in the classroom, in the clinical area and in any capacity where the student is identified to be a "Nursing Student" of CFK. Students are responsible for staying current on CFK and Nursing Department policies and for maintaining clinical requirements (see Clinical Guidelines).

### CLASSROOM ETIQUETTE

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Refer to the [CFK Student Handbook](#)

In addition to the guidelines of etiquette outlined in the CFK Student Handbook, RN-BSN students are expected to follow the American Nurses Association Code of Ethics.

### DRESS CODE

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Students must wear appropriate clothing to class and wear their student ID badge with them at all times. In addition, students must adhere to the practicum dress code during the Leadership and Community Nursing courses.

- Wear picture ID for all clinical and lab experiences.
- Keep CFK student ID with you when attending class/lab.
- Adhere to practicum site guidelines during Leadership and Community courses.

### CODE OF ACADEMIC CONDUCT

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As Registered Nurses, students in the RN-BSN Program are already familiar with the Nursing Code of Conduct. The Code of Conduct serves as a guidepost for the RN-BSN Program in all classroom and practicum settings whereby students have a responsibility to society in learning the academic theory and clinical skills needed to provide Nursing care.

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.

### CHAIN OF COMMAND

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As a professional, the student shall follow the appropriate chain-of-command throughout the progression in the Nursing Program. In order to most 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 Nursing & Health Sciences**
- **Dean of Sciences & Nursing**
- **Vice President of Academic Affairs**

## COURSE ACCESSIBILITY

Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with the Office of Students with Disabilities at (305) 809-3181 or via email [https://www.governmentjobs.com/careers/cfkedu?page=3](mailto:katie.norland@fkcc.edu)ail at katie.norland@fkcc.edu. The Office of Students with Disabilities may create a Course Accessibility Letter, which informs faculty of potential access and accommodations that might be reasonable

## ACADEMIC POLICIES

### CLASSROOM ATTENDANCE

The RN-BSN Program is Hybrid, meaning there is a live component where students meet with instructors face to face as well as an online component, which is largely asynchronous learning. RN-BSN courses are offered in an 8-week condensed format; therefore, each session essentially covers two weeks of material. Attendance is imperative and the instructor reserves the right to deduct up to 5% of the course grade for missed classroom sessions. Students who miss the first class session, or are deemed “inactive” by virtue of non-participation in the online environment may be withdrawn from the course at the discretion of the course instructor.

### PRACTICUM AND LABORATORY ATTENDANCE

Attendance is expected for all practicum and skills lab experiences. Students are to arrive on time and prepared for the learning experience. Tardiness to a practicum/lab experience will be counted as an absence. If you are “running late,” or are not going to be present, you must inform your instructor. Students will schedule their own practicum dates/times under the direction of their instructor. Practicum schedules must be approved by the instructor, and any deviations from the schedule warrant instructor notification. **PRACTICUM EXPERIENCES ARE INDIRECT CLINICAL EXPERIENCES AND MAY NOT INVOLVE DIRECT PATIENT CARE.**

## DISTANCE LEARNING

Distance Learning for the RN-BSN Program is delivered via the Canvas Learning Management System (LMS) adopted by The College of the Florida Keys. Nursing students taking hybrid/online course(s) must have a reliable working computer and be proficient with Office suite products such as Word, Power Point, & Excel. Additionally, minimum technology requirement are as follows:

- Minimum 1 GB of Ram
- Virus protection software, installed and active to prevent spread of viruses via the Internet and e-mail
- Minimum 2 GHZ processor
- Minimum screen size of 1024x600
- One of the following operating systems:
  - Windows 7 or newer
  - Mac OSx 10.6 or newer

- At least one of the following internet browsers:
  - Internet Explorer 11 or higher
  - Safari 10 or higher
  - Firefox
  - Chrome
- Flash 29 or higher (if recording or viewing audio/video)
- Speakers/headphones may be needed for audio
- Reliable Internet access with minimum of 512kbps
- Microsoft WORD 2010 or higher version. Microsoft Word 2016 can be downloaded via your Microsoft Office 365 e-mail account free via the college website.

Follow these steps to download:

- Log in to your CFK College/Office 365 e-mail account at: <https://www.outlook.com/my.cfk.edu>
- Select Office 365 link in the upper left corner
- Select “Install Office Apps” dropdown list on the upper right side of the webpage
- Select Office 2016

### **Drop Box**

Students are required to utilize the Drop Box within the Canvas LMS for assignments and any documentation required for courses with a practicum. Please do not email sensitive information. The Drop Box is considered a secure source for assignments and student documentation.

### **Submitting Assignments**

Assignments are to be submitted by the designated due date in APA format unless otherwise specified. Hybrid and online courses meet attendance guidelines through tracked participation; therefore, it is essential to access the Canvas system on a regular basis (at least five times per week). E-mail attachments are not an acceptable modality for assignment submission, nor will instructors share grades via email.

## ASSESSMENT AND EVALUATION STRATEGIES

Student learning is measured by various assessment methods and techniques, and the results are used to determine whether the learning goals are being met. If student learning across the student population does not reach the expected level for a particular competency, changes to the curriculum can be made to facilitate student learning in this area. These competencies include the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and utilize technology effectively. Evaluation strategies include, but are not limited to discussion board posts, quizzes/exams, skills demonstration, written scholarly work, practicum performance, and evaluation of final portfolio.

### CLASS DISCUSSION POSTINGS

Hybrid/Online courses typically include a robust portion of discussion board assignments. The responses should be in-depth, well developed, and add value to the ongoing discussion. Incivility via discussion board posts or otherwise will not be tolerated. The course instructor will provide instructions; however,

the standard expectation is that all posts will include references, meet the minimum word count when applicable, and contain appropriate grammar, spelling, punctuation, and APA formatting. A substantive message is one that is constructive and enhances the discussion. Examples may include but are not limited to: Personal perspectives, prior professional experiences, requests for additional information and/or clarification from a peer, suggested readings, pointed follow-up questions, and sharing resources such as web pages, videos, etc. pertinent to the discussion topic. Scholarly sources no older than 5 years with the exception of seminal works should support the discussion post.

## EXAMS

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Exams are either non-proctored or proctored. When proctored exams are necessary in the RN-BSN Program, students may be required to come to campus for this activity. Unless otherwise specified, all exams and quizzes are individual work. Students are expected to abide by the Code of Conduct, and it is unacceptable to use resource materials during an exam, unless otherwise directed by the instructor. Exams taken on a computer or laptop should be hardwired to the Internet to avoid disruption. If the student encounters technical difficulty with Canvas during an exam, the student must immediately contact the course instructor for further instructions. Should a student have extenuating circumstances requiring an exam time be rescheduled, it is imperative that the instructor be notified as soon as feasible to make alternate arrangements. Make-up exams typically have a different format than the original exam in order to protect the integrity of the content.

## BSN PORTFOLIO

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The RN-BSN program requires a Portfolio be created in Canvas for the purpose of uploading artifacts for each course. Though it is acceptable to maintain assignments via a thumb drive or drop box for personal tracking, The College of the Florida Keys RN-BSN Program has adopted ePortfolio as the official means by which to track student assignments over time. Students may create an ePortfolio by clicking on the “Account” tab to the far left on Canvas, then “ePortfolios”, and “Create an ePortfolio”. All major written assignments should be placed into the portfolio from each didactic course. Essential assignments for the ePortfolio are as follows:

<b>Course</b>	<b>Artifact to be saved/added to ePortfolio</b>
NUR 3069C Advanced Health Assessment	Video of student conducting advanced health assessment on a manikin
NUR 3128 Pathophysiology and Pharmacology	Two completed Pathophysiology Case Studies
NUR 4047 Cultural Health Issues	Neighborhood Evaluation Assignment
NUR 4165 Nursing Theory and Research & Capstone	Evidence Based Practice Paper and Capstone Portfolio demonstrating how each of the Student Learning Outcomes was met
NUR 4636 Community Nursing	Community Assessment Survey
NUR 4636L Community Nursing Practicum	Practicum Summary and Hours
NUR 4805 Trends and Issues in Nursing	Nursing Opportunities Paper & Article Review
NUR 4827 Leadership and Management in Nursing (8 weeks)	Leadership Styles Paper/Project
NUR 4827L Leadership and Management in Nursing Practicum	Practicum Summary and Hours
NUR 4870 Nursing Informatics	Information Systems Site Visit/Interview
Nursing Elective #1	Instructor’s discretion
Nursing Elective #2	Instructor’s discretion

*\*NOTE that assignments for the ePortfolio are subject to change at the discretion of the RN-BSN Director and/or instructor. Best practice is to maintain all major assignments in the ePortfolio throughout the program.*

## GRADES

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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 his/her 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.

## 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 RN-BSN Program.**

## PROGRESSION

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RN-BSN students are expected to complete the program within two years of the start date if attending full time, or four years of start date if attending on a part time basis. In the event a student finds it necessary to interrupt their studies, the enrolled student is required to notify the Program Director maintain good standing upon return. If the student is inactive for twelve (12) months or longer, he/she will be required to re-register utilizing the College’s process for re-admission.

## WITHDRAWAL

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The Nursing Department follows the College’s attendance policy. Please refer to the [CFK Student Handbook](#) for details.

## COURSE FAILURE AND READMISSION

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### **Nursing Course Failures**

A student who is not successful in an “NUR” Nursing or science course may be permitted to repeat a course. The student is advised to meet with their lead instructor and/or Director of Nursing & Health Sciences 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) course failures. If a student fails a third time, they are dismissed from the program with no opportunity for readmission.**
- 2. If the Nursing student fails any individual Nursing or science course more than once, they are dismissed from the program.**
- 3. Please note that a withdrawal “W” while failing counts as an unsuccessful attempt which means the student will only have one additional opportunity to pass a class they’ve previously withdrawn from.**

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

A student who withdraws voluntarily or non-voluntarily, and is passing the course at the time of withdrawal, 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. To be eligible for readmission, no more than 1 year may lapse during matriculation in the program. 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 lead Instructor of the course in which the student has failed or withdrawn. The student will need to submit in writing to the Director of Nursing & Health Sciences, a reason for the prior failure and a plan to ensure future success in the course and Nursing program. The Nursing faculty will review the success plan and determine if the student is eligible to proceed with readmission. ALL readmissions are subject to availability of space in the program.

## SUBSTANCE ABUSE POLICY

The College of the Florida Keys Nursing & Health Sciences Department is committed to maintaining high standards of health education and practice. Safe practice includes the efficient and reliable functioning of students in the clinical area. Students are expected to perform health-related activities without the use of any chemical substance that could alter thinking or practice. These chemical substances would include controlled substances, alcohol or illicit drugs. Students using prescribed medications at any time throughout the program are expected to inform the Director of Nursing & Health Sciences. 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, and change in personality/mood, suspected alcohol on breath, altered thinking, and inability to understand or follow instructions, inappropriate behavior.***

If a faculty member suspects a student is either mentally or physically unfit for practicum performance or classroom, the faculty member will validate his/her observations with another qualified, licensed, person. If unreliable/unsafe behavior is validated, the student will be taken to submit a urinalysis/blood sample or lab test as deemed necessary for screening. **If the student refuses, he/she will be removed from the Nursing program and will be 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.

## 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, 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 the physical or mental health of an individual, or any information that may be used to identify an individual.

Students are also expected to respect the privacy of faculty, staff and other students by following privacy laws. Any recording or video may only be done with the explicit permission of the faculty member or student being recorded. RN-BSN students have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—whether that be an instructor, the Program Director or a Dean of the College. Failure to follow these rules may result in administrative action, including dismissal from the Nursing Program.

## PRACTICUM REQUIREMENTS AND GUIDELINES

### ESSENTIAL FUNCTIONS FOR PRACTICUM COURSE WORK

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The RN-BSN Program has two courses with practicum experiences. These experiences are designed to expose the Registered Nurse to a different setting than the one they currently work in. The primary objective in the Community Nursing Practicum is to provide students with an opportunity to consider a community as their patient by conducting a Community Needs Assessment and Plan. The Leadership Practicum exposes students to a variety of leadership styles and provides them with an opportunity to examine their own leadership styles as they progress towards completion of the Bachelor of Science in Nursing. The practicum does not consist of direct patient care; therefore, it is considered an “indirect” clinical experience. Projects such as the development of education materials, quality improvement initiatives, and community outreach are appropriate for the practicum experiences. When possible, students may use the same site and “project continuation” for the Community and Leadership courses. All practicum sites must be approved by the lead instructor and/or Program Director. Students must receive written permission to complete their practicum at a given site, and The College of the Florida Keys must have an active Affiliation Agreement with the entity unless otherwise agreed upon by administration. A log will be maintained by each student for practicum hours. Acceptable activities for practicum hours will be reviewed in detail by the instructor for each course.

### EMERGENCY / ILLNESS / INJURY DURING PRACTICUM

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NO DIRECT PATIENT CARE IS TO BE PERFORMED DURING THE PRACTICUM EXPERIENCES IN THE LEADERSHIP AND COMMUNITY COURSES. If the RN-BSN student is ill or injured at any off-site location, the student should follow the policies of the host agency with the understanding that the student will 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

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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 is unable to act in their own behalf, in an urgent situation, 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 his/her own 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, 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

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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.

## CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

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Criminal background checks and fingerprinting are not required of RN-BSN students given the fact that they already hold an active RN license. At times, practicum sites may ask for these items. In the event this occurs, the Director of Nursing & Health Sciences will assist with the process. Any required background checks are at the expense of the student.

## BLS (CPR) CERTIFICATION

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BLS is not a program requirement for RN-BSN students given the fact that they already hold an active RN license. No direct patient care will be conducted during the program; however, some practicum sites may ask for proof of active BLS certification.

# GRADUATION REQUIREMENTS

## BS IN NURSING DEGREE REQUIREMENTS

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- 1) Associate of Science in Nursing Degree transfer credits (60 credits)
- 2) General Education (30 credits) including the following core courses:
  - ENC 1101 English Composition (3)
  - PSY 2012 General Psychology (3)
  - MAC 1105 College Algebra (3) or STA 2023 Introduction to Probability and Statistics (3)
  - BSC 1085 & 1085L Anatomy and Physiology I (4)
  - BSC 1086 & 1086L Anatomy and Physiology II (4)
  - DEP 2004 Human Growth and Development (3)
  - CHM 1033 Chemistry for Health Science (3)
  - MCB 2010 and MCB 2010L Microbiology (4)
  - PHI 2010 Introduction to Philosophy (3)
- 3) Nursing Credits (30 credits): Validated Nursing Credit- Upon successful completion of the first upper level nursing courses 30 credits of core Nursing classes will be awarded based on holding an active and clear RN License.

## FOREIGN LANGUAGE REQUIREMENT

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Prior to completion of the Bachelor of Science in Nursing (B.S.N.) at the College, students must demonstrate foreign language competence by providing evidence that documents the successful completion of two (2) credits of sequential high school foreign language instruction, or by passing the

second level of foreign language at the college level. Students may demonstrate equivalent foreign language competence via the alternative methods specified by the Florida Department of Education including established minimum College Level Examination Program (CLEP) scores, or other methods as determined by the College. The College reserves the right to validate the foreign language competence of any student prior to awarding the Associate in Arts Degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods determined by the College that are designed to assess the foreign language competencies outlined in Rule 6A– 10.02412 of the Florida Administrative Code. Some majors and universities require additional foreign language competencies. Please consult an advisor regarding your foreign language transfer requirements.

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

**Students must submit a completed graduation application to the College by the deadline listed in the semester schedule.**

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.

## 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 that are used. Students are expected to participate in this evaluation process for each course. 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. The department of Nursing will also send out surveys to employers of graduates to determine their satisfaction with CFK graduates. Graduating students can help in this process by keeping current contact information on file with the College and department of Nursing.

## STUDENT ACKNOWLEDGEMENT OF RN TO BSN HANDBOOK CONTENTS

**Initial and sign below:**

\_\_\_\_\_ I have read and understand the RN-BSN Student Handbook.

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

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