# 2023-2024
# Santa Fe College
# NURSING PROGRAMS

# Student Handbook

RN to BSN, ASN, ASN BRIDGE, PN, and NA

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Adding Value to the Lives of our Students and Enriching our Community

Santa Fe College RN to BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE)
Santa Fe College ASN and ASN Bridge Programs' accreditation status with Accreditation Commission for Education in Nursing (ACEN) pursuant to section 464.019, Florida Statutes and are not under the jurisdiction of the
Florida Board of Nursing (FBON) Santa Fe College PN and NA Programs are approved by the FBON.
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CCNE
Commission on Collegiate Nursing Education
655 K street NW, Suite 750 Washington, DC 20001
Telephone: (202) 887-6791 http://www.aacnnursing.org/CCNE

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
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Web Site: http://www.acenursing.org/

FBON
E-mail: MedicalQualityAssurance@doh.state.fl.us
Telephone: (850) 488-0595

## Message from the Academic Chair

Dr. Tracy V. Ison
Chair, SF College Nursing Programs

Dear Santa Fe College Nursing Student:

Welcome to Santa Fe (SF) College Nursing Programs! Our faculty are committed to providing you with excellent educational opportunities which will guide you to success in the nursing profession. This commitment is reflected in both the college and program missions.

The Santa Fe College Mission:
SF College, a comprehensive public institution of higher education serving North Central Florida and beyond, adds value to the lives of our students and enriches our community through excellence in teaching and learning, innovative educational programs, student services, community leadership, and service.

SF College Nursing Programs' Mission notes:
The Nursing Programs of SF College provide quality nursing education programs that are student-oriented and accessible to a diverse student population in response to the current healthcare needs of our community. We add value to the lives of our students and enrich our community through excellence in teaching and learning, innovative educational programs, student services, community leadership, and service in healthcare.

SF College Nursing Programs have adopted the Quality and Safety Education for Nurses (QSEN) Competencies as a curricular framework. These competencies include Safety, Patient-Centered Care, Quality Improvement, Teamwork and Collaboration, Evidenced-Based Practice, and Informatics. Faculty have integrated these concepts throughout the curriculum so that they are demonstrated in your nursing practice.

By being a nursing student at SF, you are making a commitment to adhere to student standards set by SF College and the SF Nursing Programs. Relevant information regarding policies and guidelines is provided in this Nursing Programs' Student Handbook. The handbook is updated annually and will be available in all of the nursing CANVAS courses. Each of you will be required to document, through a quiz in your Canvas course, that you have read and intend to comply with all SF College policies, all Nursing Program policies, and guidelines contained in this handbook. If you have any questions regarding any policy or guideline, please ask your faculty mentor.

We are all looking forward to your time spent learning and growing with us at SF College Nursing Programs and are honored that you chose us for your nursing program.

# TABLE OF CONTENTS:


Code of Ethics (ANA) ....6
Mission ....6
Values ....6-7
Conceptual Model ....7
Concept Definitions ....8
SF College Nursing Programs' Student Learning Outcomes ....9-10
SF COLLEGE NURSING PROGRAMS' POLICIES:
Americans with Disabilities Act ....10
Background Checks ....10-11
Calculator/Handheld Device Policy ....11
Calendars ....11-12
Children on Campus ....12
Code of Conduct....12
Disabilities ....12
Discrimination & Harassment ....12-13
Dishonesty, Academic ....13
Dress Code ....14-15
Electronic Devices ....15-16
Emergency Fund ....16
Food & Drink ....16
Graduation/Pinning Information .... 17
RN to BSN, ASN, ASN Bridge, & PN ....17
NA ....18
Students with Arrest Records Applying for Licensure ....18
Grievances/Complaints/Appeals ....18-19
Health Information ....19-21
HIPPA/Confidentiality……...21-22
Mentoring Program ....22
Name or Address Changes ....22-23
Nursing Lab ....23
Performance Standards for Nursing Programs ....23-24
Plagiarism ....24-25
Organizations, Athletic Teams, etc. ....25
Records ....25
Representatives ....25-26
Resources ....26
Social Media Guidelines ....27
Student Rights and Responsibilities ....27
Substance Abuse ....28-29
Threat to Health, Safety/Welfare of a Patient/Client ....29
RN-BSN Program
Attendance Policies ....29-30
Clinical Experience Guidelines and Expectations ....30
Grading Policies ....30
ASN & ASN Bridge Program
Attendance Policies ....31-34
Clinical Experience Guidelines and Expectations ....35-36
Grading Policies ....36-40
Course Progression ....40-41
PN Program
Attendance Policies ....41-43
Clinical Experience Guidelines and Expectations ....43-44

Grading Policies .....44-48
NA Program
Attendance Policies .....48-50
Clinical Experience Guidelines and Expectations .....50
Grading Policies .....51-54
Withdrawal, Planning, Returning Student Selection Criteria, & Transfer .....54-57
Organizational Structure & Communication Process .....57-59
Nursing Programs Directory .....60-61

## Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association (2015). *Code of ethics with interpretative statements.* Silver Spring, MD:

## SF College ASN/PN/NA Nursing Program Mission and Values

SFC Nursing Program Mission: The Nursing Programs of Santa Fe College provide quality nursing education programs that are student-oriented and accessible to a diverse student population in response to the current healthcare needs of our community. We add value to the lives of our students and enrich our community through excellence in teaching and learning, innovative educational programs, student services, community leadership, and service in healthcare.

## Values Definitions

**Caring** is the process through which nurses interact with individuals to promote health and wellness, find meaning in their experiences, alleviate suffering, and die with dignity. Although caring is not unique to nursing it is uniquely lived in nursing.

**Civility** is authentic respect for others which results in the other person feeling valued. It requires time, presence, engagement, and mutual respect.

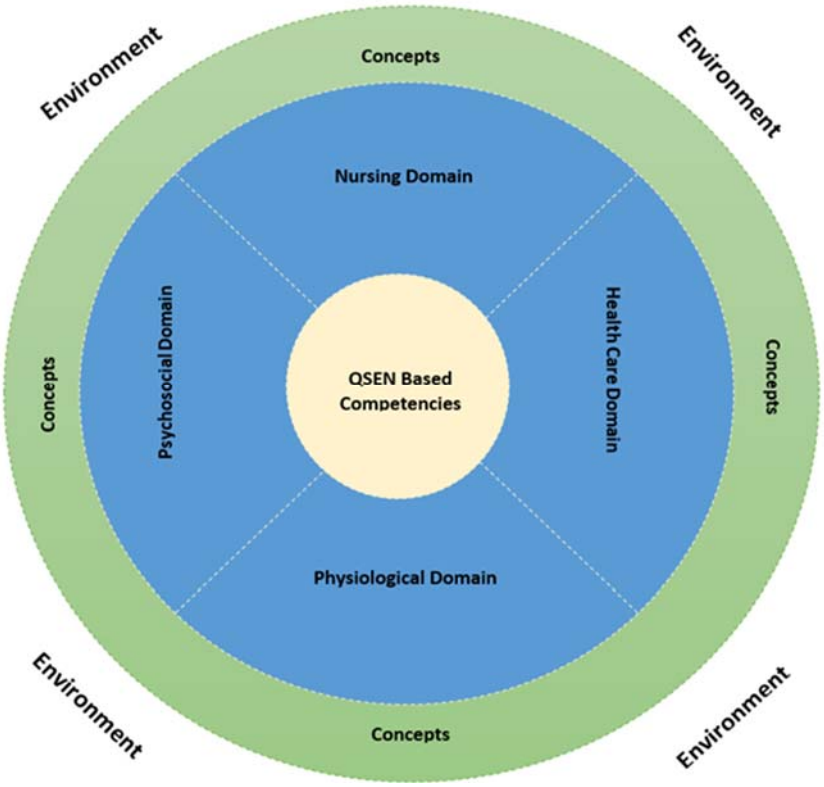
**Compassion** is the desire and ability to alleviate another's suffering through use of the art and science of nursing.

**Ethics** encompasses the principles that provide the context for professional conduct of nurses and their attitudes and actions toward individuals.

**Excellence** is a state of providing the highest quality of care through continuous improvement based on the use of recognized performance standards and evidence-based practice.

**Holism** is an approach to nursing practice that honors the totality of the human being and the interconnectedness of body, mind, and spirit.
**Integrity** is the quality of being honest and having strong moral principles.

**ASN, PN, NA Programs' Conceptual Model**
**SF College Nursing Programs Curricular Framework**




Domain Definitions

**Nursing** - Intentional, goal directed care designed to assess and respond to the holistic health related needs of the patients, families, and communities.
**Healthcare** – Those interrelated and dynamic systems that influence quality of life and health related services.
**Physiological** – Those physical, biological, and chemical processes that sustain human life through a dynamic system of continuous adaption to an ever-changing environment.
**Psychosocial** – Those aspects of individual experience that impact their ability to cope and adapt to stressors in the environment.

# Concept Definitions

| Domain | Concept | Definition |
|---|---|---|
| Nursing | Clinical Decision Making | A contextual, continuous, and evolving process in which data is gathered, interpreted, and evaluated to select an evidence-based choice of action. |
| Physiological | Cognition | Complex set of mental activities through which individuals acquire, process, store, retrieve, and apply information. |
| Psychosocial | Comfort | A person-specific overall sense of ease and well-being that can be affected by variables from the physical, psychological, spiritual, environmental, social, and cultural dimensions. |
| Nursing | Communication | Dynamic process in which individuals interact to convey thoughts, feelings and/or information. Communication can be verbal or nonverbal and includes electronic and written documentation. |
| Psychosocial | Coping | Dynamic process through which an individual applies cognitive, emotional, and behavioral strategies to manage internal and external demands that are perceived as exceeding one's own available resources. |
| Physiological | Elimination | Secretion and excretion of physiological waste products by multiple organ systems. |
| Health Care | Health Care Delivery | Providing collaborative nursing care using multiple resources from interrelated and dynamic systems that influence quality of life and health. |
| Physiological | Homeostasis | The body's ability to maintain a stable equilibrium state through acid/base, fluid, and electrolyte balance. |
| Physiological | Mobility | Ability to move and function within the environment. |
| Physiological | Oxygenation | The body's ability to supply oxygen to all cells. |
| Physiological | Perfusion | The body's ability to circulate a continuous supply of blood throughout the body. |
| Physiological | Protection | The biological defense mechanisms that the body uses to fight environmental and physiological toxins through immune and inflammatory processes. |
| Psychosocial | Psychosocial Functioning | The ability to participate in experiences that include goal setting and achievement, self-care, developmental, social, relational, occupational, and educational activities. |
| Physiological | Regulation | The biological processes which control (a) cellular replication, proliferation, and growth and (b) biochemical reactions to produce energy, repair cells, and maintain life. Regulation includes temperature control, cellular division, metabolism, nutrition, and endocrine control. |
| Physiological | Sensory Perception | Process of receiving and interpreting internal or external stimuli. |
| Psychosocial | Sexuality | An essential part of being human across the lifespan which encompasses identities and roles, sexual orientation, intimacy, and reproduction. |
| Physiological | Tissue Integrity | The ability of body tissues to regenerate and/or repair to maintain normal physiological processes. |

## SF COLLEGE OF NURSING PROGRAMS' STUDENT LEARNING OUTCOMES

The Santa Fe College BSN graduate will:

1. Safety/Quality Improvement: Demonstrate professional nursing leadership skills and competencies for complex healthcare systems and management processes to minimize risk of harm to patients and providers and ensure quality of healthcare systems.
2. Evidence-based practice/Patient-Centered Care: Integrate evidence-based practice skills to meet individual family, community, and population-based healthcare needs ensuring compassionate and coordinated care based on respect for patient's preferences, values, and needs.
3. Teamwork and collaboration: Communicate and collaborate effectively with individuals, families, populations, communities, and the interdisciplinary team as a service-oriented professional, demonstrating global-social-cultural responsibility.
4. Informatics: Demonstrate commitment to life-long learning and healthcare teaching by utilizing information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

The Santa Fe College ASN graduate will:

1. Safety/Quality Improvement: Use data to monitor the outcome of care processes and collaborate to improve care to minimize risk of harm to patients and providers.
2. Patient-Centered Care: Provide holistic and compassionate care that ensures the patient's innate rights to respect, dignity, autonomy, and self-determination.
3. Professionalism: Demonstrate behaviors consistent with the ANA Code of Ethics.
4. Teamwork and Collaboration: Function effectively within nursing and inter- professional teams, fostering open communication, mutual respect, and shared decision- making to achieve quality patient care.
5. Evidence-Based Practice/Nursing Judgment: Utilize clinical decision making based on the best evidence to deliver safe and effective outcomes.
6. Informatics: Use information and technology to make inquiries, obtain, communicate, and manage data to support safe nursing practice. 2. The graduate nurse will integrate technology safely to deliver nursing care (services).

The Santa Fe College PN graduate will:

1. Safety/Quality Improvement: Use data to monitor the outcome of care processes and collaborate to improve care to minimize the risk of harm to patients and providers.
2. Patient-Centered Care: Provide holistic and compassionate care that ensures the patient's innate rights to respect, dignity, autonomy, and self-determination.
3. Professionalism: Demonstrate professional behaviors according to legal and ethical nursing practice standards.
4. Teamwork and Collaboration: Function effectively within nursing and multidisciplinary teams fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
5. Evidence-Based Practice/Clinical Judgment: Apply clinical decision-making skills based on the best evidence to deliver safe and effective nursing care.

6. Informatics: Use information and technology to make inquiries, obtain, communicate, and manage data to support safe nursing practice.

The Santa Fe College NA graduate will:

1. Safety/Quality Improvement: Describe the basic principles, processes and practices used in the provision and safe management of care to patients in the healthcare environment while recognizing quality improvement practices.
2. Patient-centered Care: Provide basic patient care that encompasses patient preferences, values and needs while encouraging active participation in their care.
3. Teamwork and Collaboration: Recognize the roles and basic functions of all members of the multidisciplinary team and effectively communicate within the team.
4. Evidence-Based Practice: Continuously work to update skills and provide care based on evidence-based practice under the direction of the nursing team.
5. Informatics: Recognize how information technology is utilized to document and manage the quality and safety of patient care.
6. Professionalism: Demonstrate professional behaviors according to legal and ethical responsibilities specific to nurse assisting

## SF COLLEGE NURSING PROGRAMS' STUDENT POLICIES:

Nursing Program students can find SF College Student Rights & Responsibilities at the Student Affairs website: http://www.sfcollege.edu/studentaffairs/ Nursing Program students are expected to follow the college rules. Chapter 7 of the Rules Manual refers to Student Information/Fees, including the Student Conduct Code, Rule 7.23 https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf .Access the Rules Manual: https://www.sfcollege.edu/rules/

Policies apply to all Nursing Programs Except as Specified

## AMERICANS WITH DISABILITIES ACT (ADA)

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, a counselor is available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodation must be made through the disabilities resource center (DRC) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-222 for disability verification and determination of reasonable academic accommodations. For more information, see: https://www.sfcollege.edu/drc/index

## BACKGROUND CHECKS, NATIONAL & STATE for ASN, ASN Bridge, PN, & NA

A federal and state criminal Level 2 and expanded background check is used as a tool to determine a student's eligibility to enter and remain in the SF Nursing Programs. Further and/or additional clinical

screening may be required and completed by clinical agencies. Dismissal from the program may result from additional screening results.

Acceptance into a nursing program requires the student to remain free of disqualifying charges or face dismissal from the program. Students are obligated to notify the Academic chair and/or Associate Director of any arrests, incidents and/or charges regardless of adjudication that occur after acceptance and during enrollment in the nursing program. Failure to promptly notify the appropriate persons shall be grounds for immediate dismissal from the program.

Students that are charged and/or arrested will be required to leave the Nursing Programs until the charges are completely resolved. Students may also be required to contact the Intervention Project for Nurses (IPN) for directions regarding any charges/arrests.

Students may be subjected to additional background checks by various clinical agencies and must meet that agency requirement for clinical attendance to occur for program progression.

## CALCULATOR/HANDHELD DEVICE POLICY

Classroom Testing:

- It is important to be able to solve for one unknown, calculate ratio and proportion equations, apply appropriate conversion factors, etc. using basic math rules.
- When using a calculator, the student must demonstrate an ability to set up the problem and/or appropriate formula to solve the problem. This requirement continues throughout the program.
- Students may use the calculator on the computer or a basic calculator during any nursing exam or test. No scientific calculators (those with memory, programmable function), or cell phones will be allowed.
- It is the prerogative of the faculty member proctoring the test to replace the student's calculator with one approved by the nursing programs if the calculator brought in by the student is deemed questionable or inappropriate.

Clinical and lab Use:

- Students may only use a faculty-approved hand-held device/calculator during clinical rotations or lab. Use of cell phones for personal use is prohibited.

## CALENDARS

Santa Fe Nursing Programs has the right to reschedule any calendars due to unforeseen events. This could include rescheduling classes, labs, and clinicals during the time between A and B term. Students are encouraged not to plan any non-refundable trips or events during this time.

## CHILDREN ON CAMPUS

Due to the subject matter taught, children are not permitted in classrooms, labs, or in clinical.

## CODE OF CONDUCT

Each student in the nursing program is expected to conform to professional standards of conduct that foster an environment of honesty, trust, and respect in class, nursing lab, simulation, and in the clinical area. Students are expected to adhere to the SF College Student Conduct Code Rule 7.23: http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf and the policies listed in the Nursing Student Handbook.

Violation of the Student Conduct Code includes disruptive behaviors in the classroom that interferes with the process of learning and teaching. Review the Code of Conduct for a full list of conduct prohibited for students.

## DISABILITIES

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public.
Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to the Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollege.edu.

Florida Board of Nursing requires any graduate seeking American with Disabilities Act (ADA) exemption when sitting for State Boards (NCLEX) show documentation of diagnosis and documentation of appropriate academic adjustments (if any) given to the student throughout their enrollment in the nursing programs.

*Students with DRC accommodations for exams must re-register every mini-mester (Trad ASN) or semester (ASN and PN) with the Disabilities Resource Center to receive ongoing accommodations.*

## DISCRIMINATION/HARASSMENT POLICY

SF prohibits any form of discrimination or sexual harassment among students, faculty, and staff. Santa Fe College (SF) is committed to maintaining a work and educational environment where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual

orientation, marital status, genetic information, political opinions or affiliations, and veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and to the general public. For further information, refer to College Rule 2.8 at:
https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

## DISHONESTY, ACADEMIC

The nursing programs require that all students follow the SF Student Conduct Code: Rule 7.23: http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf. Any student found to have committed or attempted to commit any form of misconduct is subject to the sanctions outlined in the Code of Conduct.

Specific examples, in addition to those mentioned in the code, include, but are not limited to:

1. Falsifying records in the clinical area
2. Violation of HIPAA including (but not limited to) reviewing information on a patient they are not assigned, copying or saving hard copies and/or electronic records containing private patient information.
3. Copying or manipulating electronic test material in any way, at any time
4. Accessing the nursing program electronic test at any time, from any site outside of the designated site
5. accessing any other computer program or website other than assessment site during the period that the student is assigned to be taking the exam, and the exam is open.
   NOTE: Faculty may use resources such as turnitin.com to ensure academic standards. See plagiarism guidelines below and SF College Student Conduct Code Rule 7.23 for more details.

## DRESS CODE

The required uniform for nursing students in the Nursing Simulated Labs and in clinical is as follows:

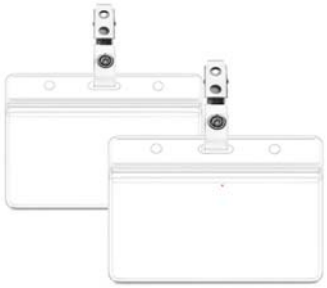
- Pewter (SF College top with patch) scrub top, and warm-up jacket (optional). The scrub top and warm up jacket must be purchased from SF College bookstore.
- Royal blue (Wonderwink royal blue) (SF College blue) pants must be purchased from SF College bookstore.
- Royal blue (Wonderwink royal blue) skirt (optional). Brand: Wonderwink. May be purchased from any scrub store.

Uniform Name Tag:

The required nametag, as diagrammed below, must measure one inch by three inches with a white background and royal blue letters. The nametags and uniforms appropriate for each nursing program are available at the SF College Bookstore. Please allow at least two weeks for delivery of the nametag.

| | |
|---|---|
| First and Last Name<br>ASN student, SF | First and Last Name<br>PN student, SF |

NA students are not required to purchase a name tag. NA students are required to display their Santa Fe ID in a horizontal clear clip-on ID holder as diagrammed below. Their Santa Fe ID can be used for both skills' lab and clinicals.



The uniform is to be non-revealing and free of additional patches or non-SF Nursing sanctioned ornamentation. The clinical/lab faculty and Associate Director will reserve the right to determine whether the student is in accordance with policy. Any deviation from dress code must have prior Academic Chair/ Associate Director approval.

- A plain solid white/grey/black short sleeved T-shirt (the short white T-shirt should not protrude below the scrub top sleeve) or long-sleeved T-shirt under the scrub top is appropriate for either the female or male uniform.
- Uniforms are available for purchase at SF College Bookstore on the NW/Main campus.
- Clean closed toe and closed heel shoes with minimal openings are required. Shoes may be white, black, grey, brown, or blue with minimal trim color. No boots allowed.

- Only the official scrub jacket with patch is allowed to be worn over the scrub top while in clinical or lab.
- Uniform and appearance should be appropriate and professional for the nursing student in the lab and clinical setting per faculty's assessment, clinical evaluation tool, and this policy guideline.
- Hair color must be maintained within the range of natural hair colors.
- Any head covering, or head band must be a solid color (preferably: grey, white, royal blue, or black).
- Hair neat, clean, and kept off shoulder of uniform.
- Beards and mustaches must be neat, clean, and trimmed short.
- Clean, short, and shaped fingernails; no artificial nails (for example: acrylic, shellac, or gel) or nail coverings allowed; clear nail polish is acceptable, if not chipped. CDC Guidelines: Health care personnel should avoid wearing artificial nails and keep natural nails less than one quarter of an inch long if they care for patients at high risk of acquiring infections (e.g., Patients in intensive care units or in transplant units).
- Clothes should be clean, wrinkle free, in good repair and appropriately fitted.
- No heavy make-up, perfume, or colognes.
- No chewing gum while on duty.
- Jewelry limited to wedding band; one pair of small stud earrings for pierced ears.
- Ear lobe gauge must be covered by band aids.
- Visible tattoos must be covered and/or removed before entering the clinical and lab setting.
- Name tag, photo ID, and watch with second hand are required for clinical and lab.
- ASN, ASN Bridge, and PN students also need bandage scissors, penlight, and stethoscope.
- Any student not in accordance with inappropriate dress, poor hygiene, or other dress code violations may be sent home from lab (unexcused) or clinical (missed day).
- Individuals should be free of offensive odors such as perspiration, foods (garlic/onions), cigarette smoke or the smell of tobacco.

RN to BSN Only:
Students are to be professionally dressed for any on-campus activities. There is not a required uniform for the RN to BSN student. Students are required to follow the applicable agency dress policy for any direct practice experience.

## ELECTRONIC DEVICES

Videotaping is NOT permitted. Audio recordings are to be for personal use only. No sharing with fellow or future classmates is allowed. Transcripts of the recording or the recording itself are not to be posted in any format. Failure to follow these rules will be considered a violation of policy and will be considered academic dishonesty and may result in dismissal from the nursing program. Santa Fe College guidance on class recordings for students can be found on the college website.

Only class lectures may be recorded per the college guidelines. Students are prohibited from recording classroom activities other than lectures, including but not limited to, student presentations (whether individually or as part of a group), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination

administrations, field trips, and private conversations between students in the class or between a student and the lecturer. The faculty have the right to ask if you are recording a lecture.

If a student has classroom accommodations that include the use of audio recording that has been approved by the student Disabilities Resource Center, and the associate director has been notified, taping may be permitted. The same guidelines regarding personal use as described above will be applied.

Cell phone usage is not permitted in the classroom, Nursing Labs, or in clinical areas, except when approved by supervising faculty.

## EMERGENCY FUNDS

Emergency funds may be available through the SF College Nursing Programs' Emergency Fund. These funds are for students in the nursing programs who are in a situation where they need immediate emergency funds (non-school related expenses). Funds, if available, are limited and given per nursing programs' criteria. Please contact the Associate Director or faculty mentor for further information. Once employed, students are expected to repay this funding. Unfortunately, emergency funds are not available to the NA students.

## FOOD AND DRINK

No food or drink is allowed in the classroom, Nursing Labs, testing area or in clinical areas.

## GRADUATION/PINNING INFORMATION

During the semester which you plan to graduate, you must complete the following requirement to graduate:

Degree Application: Must be completed by the student online. Only the student can complete the graduation application. You must apply for graduation.

- Login to your eSantaFe account
- On the left-hand side click “Records”
- Click “Graduation”
- Click on the “Application for Graduation,” click “Continue”
- Click the degree and term you are applying for, click “Submit”
- The graduation application appears last. Data required: name as desired on diploma, if you are attending the ceremony, address to where diploma should be mailed. Once complete, click “Submit”.

See due dates on the graduation page on Santa Fe's website. For additional information for to: Graduation - Registrar (sfcollege.edu)

## GRADUATION/PINNING INFORMATION FOR RN to BSN, ASN, ASN Bridge, AND PN

How to Graduate? It's Not Automatic! THINGS WHICH YOU MUST DO:
During the semester which you plan to graduate, you must complete requirements for graduation which includes filling out the two applications listed below.

Degree Application: Must be completed by the student online. Only the student can complete the graduation application. Please contact the associate director with questions.

Application for Boards: Complete and return the online application to the State Board of Nursing. Read directions and follow them EXACTLY. If you have specific questions, you need to contact the Florida Board of Nursing Education Department (850) 245-4125, extension 4.

Pinning ceremony: The pinning ceremony is part of graduation. Graduation and pinning attire will be the official regalia which is available through the bookstore.

Here is the link to the online application process: Use this link to create a "New Applicant Account". Follow the step-by-step instructions on completing an application for licensure and registration (https://floridasnursing.gov/).

NCLEX information and how to register with Pearson VUE can be found on the link below as well as the FBON. National Council of State Boards of Nursing website (https://www.ncsbn.org/index.htm).

All nursing students' applications are processed online. Applications are processed as soon as the credit card transactions are cleared from the financial institution- usually in 7 to 10 days. Unless there are special details such as criminal background history, disciplinary or health history, or missing graduation lists, the applicant could be made eligible in as little as 10 days!

Failure to take any of these steps may cause your board application to be incomplete. You will not be notified of this by the state board before the deadline.

It is your responsibility to take care of these necessary details for SF College, i.e.: Are all of your transcripts in Records and Admissions? Have you satisfied your financial obligations? Are all books returned to the library? Contact designated faculty and/or associate director for general questions about state board exams (NCLEX) or graduation.

## GRADUATION INFORMATION FOR NA

CNA (Certified Nursing Assistant) certification testing is completed by Prometric. The background/fingerprinting done at Santa Fe College cannot be transferred and a new test for Prometric application is required. Application forms may be obtained on-line.

- Review the candidate information found on the following website https://www.prometric.com/nurseaide/fl
- A Federal Bureau of Investigation background screening is required for candidates who have not lived continuously in Florida for five years and for reciprocity applicants from other states.
- All candidates are required to have an FDLE screening.
- Apply early for CNA testing, especially avoiding the holiday period.
- To sit for the CNA test, the applicant must be 18 years old.

Reimbursement

- NA (Nursing Assistant) Program graduates may be reimbursed for the course and state testing if they are employed by a Nursing Home within 12 months of completion of an approved program. (Students may need to initiate this process with their employer). Contact the District Medicaid office in your area if you have questions regarding the law.

## STUDENT WITH ARREST RECORD APPLYING FOR LICENSURE

Excerpts from FBON website: Applicants with a criminal history are encouraged to go to the FBON (http://floridasnursing.gov) website for directions.

The Board may issue a license under conditions such as probation, supervision, or additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and to sign a contract with the Intervention Project for Nurses (800-840-2720).

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license.

## GRIEVANCE/COMPLAINTS/APPEALS PROCESS

Academic grades are not appealable. Clinical and disciplinary exits may be appealed once the student is exited. The appeal procedure is on the exit form. Other grievances/complaints/appeals please see Rules Manual, Rule 7.36

(https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_36P.pdf), Student Complaint Procedure can be accessed through the following link: https://www.sfcollege.edu/studentaffairs/complaints/

## HEALTH INFORMATION

RN-BSN has specific admission requirements; some of the following may not apply. See information packet online.

It is the responsibility of the student to keep immunizations/CPR current in their student nursing file. Without the current information, students are not allowed in clinical.

Exposure Risk:
In clinical, we cannot remove the inherent risks (infections or risk for injury) involved in providing nursing care to patients in a hospital or clinic setting. As future professionals, students must do their part to stay safe. We expect students to follow CDC guidelines, the training and orientation protocols of the clinical placements, and the guidelines from faculty and/or preceptors. We ask students to carefully review the comprehensive CDC Information for Healthcare Professionals and follow the guidance on PPE, hand hygiene, and all recommendations that apply to them.

Medical Emergency:
FIRST, call (9)-911. Make sure you tell them your location because the caller ID may not indicate the accurate campus location of the call. SECONDLY, have another person call ext. 5555, and our police department will send one officer to assist you and a second officer to assist the arriving ambulance.

Latex Advisory:
There is a risk of exposure to latex/latex-based products in the health care environments such as, but not limited to, Health Sciences' classrooms and training labs, hospitals, nursing care facilities, laboratories, and clinical areas. Individuals with latex allergies should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to latex in the healthcare field.

CPR:
A current CPR certification card with expiration date (American Heart Association Course for Health Care Providers: adult and child) is required one month after orientation day for ASN and PN nursing students. Once the CPR card is acquired, it must be in effect for the duration of the nursing program. Each student must have these documents to retain their seat in the program.

HBV-HCV-HIV Exposure:
PEP line (the National Clinicians' Post Exposure Prophylaxis Hotline) is a 24-hour, 7-day-a-week consultation service for clinicians managing occupational exposures. This service is supported by the Health Resources and Services Administration Ryan White CARE Act, the AIDS Education and Training Centers, and CDC. PEP line can be contacted by phone at (888)

448-4911 (toll free). Recommendation for occupational exposure to HIV includes post-exposure prophylaxis being initiated as soon as possible. If there is an associated cost for this treatment, it is the student's responsibility.

Health and Accident Insurance:
All students are required to carry personal health insurance and are encouraged to carry accident insurance for the duration of their enrollment. SF Nursing Programs' students have "Certificate of Insurance" from Hartford Life and Accident Insurance Company. Specific and complete details with associated literature are distributed to students at the beginning of the semester. Please refer to literature and/or Associate Director for questions.

Health Status Change (including Pregnancy):
It is the student's responsibility to contact the Associate Director if their health status changes during the program. A release statement will be required from the health care provider delivering care for the health condition which states that the student may "return to or attend school without restrictions in clinical". The student must notify the Associate Director if accommodations are requested for the classroom, nursing lab, or simulation.

Pregnancy
Pregnancy is considered a health status change. Pregnancy may affect immunizations and/or other program requirements. Individuals who are pregnant should seek expert advice from their healthcare provider so that they may receive information to make an informed decision regarding their exposure to infectious diseases in the healthcare field.

Incidents/Injuries:
If a student incurs or is involved in an activity resulting in an injury or potential injury, including needle sticks, the student is responsible for notifying their immediate faculty whether in the classroom, lab, or clinical in order to follow appropriate procedures and to complete appropriate paperwork and a SF incident report. In addition, if the incident/injury occurs in the clinical area, procedures/paperwork for that clinical agency must also be completed, as well as the notification of the Associate Director at the time of the incident/accident. The SF incident report must be turned into the main nursing office the school day following the incident/injury.

Physical Examination:
The completed physical examination form (Health Sciences Programs Mandatory Physical Examination and Immunization Form) is due on the date given as a deadline in each nursing program. This includes required immunizations. Students are responsible for keeping copies of all documents turned in to the program.

Returning Students:
Students returning to a nursing program may be required to submit an updated completed physical/immunization form which complies with requirements as stated in clinical agreements. This form is due on the deadline date given by the Health Science Counseling Office. All required immunizations must remain current.

Vaccinations:

All clinical affiliates require immunizations; all students must be immunized to participate in clinical.

- Hepatitis B: The first two Hepatitis B vaccinations, in the series of three, must be completed prior to the first semester for all programs, and the third in the series must be completed on schedule and verification of completion given to the main nursing office.
- All other vaccinations and Tuberculosis testing: Must be completed prior to the beginning of the first semester in any program (Tuberculosis required annually). Tetanus must remain current through program.
- It is the responsibility of the student to submit annual Tuberculosis testing prior to the expiration of previous test.
- Clinical agencies require annual flu vaccine to be completed at the student's expense.
- Clinical agencies require COVID vaccines to be completed at the student's expense (subject to change per clinical agency).
- Documentation of immune status for certain communicable diseases is a requirement of clinical facilities prior to a student attending clinical.

## HIPAA/CONFIDENTIALITY

1. Federal Law, 45 CFR Parts 160-164, requires specialized training regarding client privacy and security. All healthcare providers must complete HIPAA privacy training. Students enrolled in the SF College nursing programs will complete initial HIPAA training prior to initial clinical rotation and will continue to receive education related to HIPAA integrated in the programs' curricula. Specific clinical sites may also require additional HIPAA training.

2. Students will have access to an online HIPAA Privacy Training course during the first nursing course. The course is followed by an exam that must be passed.
3. No client/patient data may be photocopied. For educational purposes only, students may have only written notes with no patient identifiers included.
4. Regarding HIPAA violation:
   Professional standards and norms for all health care providers include areas of:

professional behavior, confidentiality, patient's rights, informed consent, privileged communication, and health care settings standards and norms. Additionally, federal laws (including HIPAA and FERPA), state regulations, licensure requirements, and practice acts detail use of specific information related to health care settings and professional behavior. As a student in the SF College Nursing Programs, it is the student's responsibility to adhere to any and all of these standards and regulations. The relaying, discussion, transferring or use of any privileged information or knowledge of events or actions, via any verbal, written, electronic, computer, and/or other technology form(s) concerning identifying patient information, health care agency information (institution or staff), SF College faculty and staff, fellow SF College students or any other like information is strictly prohibited.

Failure to comply with this directive in any way will result in disciplinary action and may include immediate dismissal from the program. If the student has a question or concern or is unclear regarding this issue/topic they should contact their professor, refer to syllabus/course materials and referenced materials, review orientation materials of the health care agency, as applicable and contact the Associate Director and/or Academic Chair.

## MENTORING PROGRAM

The Nursing Mentoring Program provides a setting for a special nurturing relationship between students and faculty. The entering nursing student is assigned to a mentor at the beginning of the nursing program. A returning student may or may not be assigned the same mentor. Mentors make referrals to college-wide support services, help students improve their study habits, actively listen, and offer encouragement to their mentees. A mentor is available on a one-to-one basis to furnish guidance and support. Students are encouraged to email their mentor to set an appointment to seek counsel as needed.

Students are strongly advised to review tests if they receive a grade of 78% and below on a test. The course core faculty are available to review these tests. The mentor is available to help with general testing issues and refer students to appropriate resources.

## NAME OR ADDRESS CHANGES

- Students are instructed to keep current information in their college student record.
- When a change is necessary, the student is directed first to the Records Office in R-101 to make an official change to their record.
- The student next visits W-201C to get a change of information form from the nursing programs' administrative assistant.
- The administrative assistant verifies with SF Records Office that the information has been changed. (Student nursing records cannot be changed until verification is made. If verification cannot be made, it is the student's responsibility to follow up with SFC Records Office to ensure the record is changed and to notify the Nursing Programs' administrative assistant again.)
- Upon verification, the student's nursing records will be changed, and the Associate Director and faculty will be notified by the administrative assistant.

- Upon graduation, if a graduate's official name does not match their picture identification, this may result in an incorrect name being submitted to the Florida Board of Nursing and cause a delay in taking the national boards.

## NURSING LAB

NOTE: The Nursing Lab (NL) is not a Latex-Free Environment

Appointments and Referrals:

- Check your program calendar for dates and times of OPEN LAB.
- Mandatory skills' practice, media, makeup, or clinical referrals to the NL are initiated by faculty only and are coordinated between faculty and lab personnel.

Sharps:

- Sharps are to be used one time only and then are to be discarded in a red Sharps container.
- If a student is practicing with sharps, a faculty member must be present.

Supplies:

- You will receive lab kits and supplies throughout the semester.
- Some lab equipment, such as BP cuffs, is available for check-out for 24 hours. A current SF student ID must be presented for this check-out.

Usage:

- Students must be currently enrolled in a nursing program to use the lab for skills' practice. When attending open lab or mandatory practice, every student must be dressed in the Santa Fe College Nursing Uniform and be currently enrolled in a Santa Fe Nursing Program.
- If students need to bring a partner for practice, the student must bring another Santa Fe College nursing student (currently enrolled), dressed in a Santa Fe College nursing uniform as his/her partner.
- Cell phones may not be used by any student in the nursing labs, unless approved by faculty.
- Students are not allowed in the nursing labs without faculty supervision.

Open Lab:

- The NL is open to students for general skills practice during the semester. The hours of the open lab vary (These may include evening hours). Please visit the lab in WA-206 or refer to information posted in each Canvas course to see the times and dates scheduled for Open Lab.

## PERFORMANCE STANDARDS FOR NURSING PROGRAMS

Nursing Programs' applicants/students should:

Possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide patient care and safety, and the utilization of equipment in a variety of healthcare settings. Examples of performance standards for Nursing are outlined below. These are the standards used for nursing lab and clinical performance.

| ISSUE | STANDARD | EXAMPLES |
|---|---|---|
| Safety and Quality Improvement | Critical thinking is sufficient for clinical judgment that minimizes the risk of harm to patients and self. Uses data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of nursing care. | Competent assessment of patient in timely manner, correct interpretation of assessment, readily responds with appropriate interventions, treatment plans, ability to work alone, and to make correct, independent decisions as needed.<br>Ability to adhere to safety standards. |
| Teamwork and Collaboration | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.<br>Communication abilities sufficient for interaction with others (patients and families, fellow students, member of the healthcare team, and faculty) in verbal and written form.<br>Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making. | Life and death situations, working with families stressed by the condition of a loved one, working with other health care providers in stressful situations.<br>Can follow verbal and/or written instructions.<br>Functions effectively within nursing and interpersonal teams. Fosters open communication, mutual respect, and shared decision-making to achieve quality patient care.<br>Consult with other health care providers in a professional manner. |
| Patient-centered Care | Recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.<br>Integrate best current evidence with clinical expertise and patient-family preferences and values for delivery of optimal health care. | Must communicate patient response to therapy with others, documentation of therapeutic procedures performed on patient.<br>Commit to the patient being the source of control and full partner in his/her care.<br>Commit to system changes to create a patient-centered care environment and patient-centered collaborative care planning.<br>Respect the boundaries of therapeutic relationships. |
| Mobility | Physical abilities sufficient to move from room to room, and walk in hallways, maneuver in small spaces.<br>Includes the strength necessary to lift patients as needed. | Walking to and from departments to patient rooms, room to room to take care of all patients on a team, assisting in patient transport. |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective nursing care. | Perform vital signs, CPR, transporting patients, physical assessment, and manipulating equipment. |
| Hearing | Auditory ability sufficient to monitor and assess health needs. | Auscultation of BP, breath sounds, heart sounds, bowel sounds, hearing alarms in units, call bells, telephones, converse with patients, family, and staff. |
| Visual | Visual ability sufficient for observation and assessment necessary in nursing care. | Reading patient charts/flow sheet/ monitors, drawing up and administering medications, assessing patient skin color, reading thermometers. |
| Tactile | Tactile ability sufficient for physical assessment and to provide nursing intervention. | Perform palpation, giving injections, starting IVs, sterile and non-sterile dressing changes, urinary catheterization, assist patient with daily activities. |

## PLAGIARISM

According to the Santa Fe College Conduct Rule 7.23 Plagiarism is defined as, "The attempt to represent the work of another as the product of one's own thought, whether the work is published or unpublished. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. This applies to speech and electronic media as well. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distributing of term papers or other academic materials." Using one's own previous work without citation is plagiarism.

Students are expected to follow the guidelines in the Publication Manual of the American Psychological Association (APA) and appropriately use quotation marks or block quotation formatting.

Other examples of plagiarism are:

- Paraphrasing information without proper citation.
- The exact copying of information from a source without proper citation.
- Failure to properly cite and reference statistics of data.
- Self-plagiarism- using a paper from one course to satisfy the requirements of a different course. Self-plagiarism includes submitting assignments that were submitted in another course or if the student is repeating a course submitting work previously submitted.

There are special circumstances where students will be given permission by faculty to use part or all of one assignment to contribute to another. The use of one's previous work in an assignment requires prior approval from the current faculty and must be cited per APA.

The nursing program uses Turnitin as a plagiarism checking tool. Students are expected to review the report and make corrections to sections that may not be properly cited and resubmit the assignment. Your goal is to have 0% similarity. If you turn in an assignment with a high percentage of similar material- the faculty will review your submission. Depending on the circumstances you may be asked to resubmit the assignment, receive written counselling, or be referred to Student Affairs.

## ORGANIZATIONS, ATHLETIC TEAMS, ETC.

Nursing program students who are also involved with SF College student organizations, athletic teams, SF Ambassadors, etc. are to contact the Associate Director within the first week of each semester. It is the student's responsibility to obtain prior approval and/or permission to miss any lecture, lab, clinical time, assignment, and test deadline, etc.

The Nursing Programs support SF student activity resulting in expansion of students' academic, social and community areas. However, due to the professional and demanding academic standard of the nursing program, all requests may not be honored. The decision for release time, time off, etc. rests with the nursing faculty and administration. It is the student's responsibility to present all information requests, needed forms, etc. to the Associate Director within the first week of each semester and in a timely manner during the semester. If there are any questions pertaining to this nursing program policy, contact the Associate Director.

## RECORDS

- Currently enrolled students' electronic files are maintained by the Nursing Programs Administration Office for all nursing programs.
- Students are responsible for submitting their required documents as instructed.

## REPRESENTATIVES

The ASN program has student representatives for each cohort. Students select the representatives. Class representatives have the opportunity to meet with the faculty regarding student issues. Class

representatives must be of good standing academically and in the clinical area. Additionally, the NSA has student elections for officer positions.

All representatives and/or officers must perform duties/assignments in an appropriate and professional manner. Failure to do so may result in counseling and/or forfeiture of position/ office as determined by the Associate Director and/or faculty.

## RESOURCES

| Department/Program | Services Offered | Bldg/ Room |
|---|---|---|
| Center for Student Leadership & Activities | Equipment loans, free cap & gowns to eligible students, rec room | S-147 |
| Counseling Center | Free confidential counseling; licensed mental health counselors<br>Mindfulness Meditation (T- 3:30, W- 2:30)<br>Therapy Dog (T- 2:00)<br>Self-Help pages on many topics:<br>https://www.sfcollege.edu/counseling/self-help/index | R-227 |
| Disabilities Resource Center | Accommodations for students with physical, psychological, visual, hearing & speech impairments | S-229 |
| Financial Aid | Assistance with filling out Free Application for Federal Student Aid | R-122 |
| Fitness Center | Free full gym facilities, free yoga classes, intramural sports, locker room with showers | V-33 |
| Gainesville Harvest Food Pantry | Free bread & sweet bread, canned goods, and non-perishable items. M and T 9-11 | H-104 |
| Health Sciences Programs and Counseling Office | Oversees admissions to all Healthcare Science Programs | W-002 |
| Information Technology Services<br>(ITS) Help Desk | Help with Canvas or other technological issues<br>395-5999 | N/A |
| International Student Services | Advisement for current & prospective students | S-310 |
| Library | Open weekends, computer access | Y-Bldg |
| My Brother's Keeper | College referrals, weekly study hall & professional development workshops, mentoring, networking opportunities | I-049 |
| RTS Bus | SF Student ID card is a free pass | N/A |
| Saints Sharewear | $1 clothing Wed. & Thu. 11:30-1:30; free clothing voucher once per term from Admissions' Office | HA-130 |
| Student Development | Classes to reinforce student success in school, career, and daily living | S-254 |
| Student Healthcare Center | Free & reduced student healthcare; BP checks, first aid, free condoms, sex education | S-120 |
| The Learning Center (TLC)<br>Fall/Spring (M-Th 8-5, F 8-4)<br>Summer (M-F 8-4) | Study areas, computers & printers, specialized health-related materials and models, instructional media, printing abilities and reference books | W-233 |
| TEAM Health (M-F 8-1) | Peer tutors, effective learning strategies, small lending library | W-233 |
| Veteran's & Military Success Services | Resources for veterans and military students | R-101 |

## SOCIAL MEDIA GUIDELINES

Santa Fe College acknowledges that social media is an important method of communication. This policy has been set up to help guide the use of social media sites by the SF Nursing students.

Students must be aware that posting certain information is illegal. Sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Violations of these regulations could lead to criminal and civil liability. In addition, the student could receive academic action ranging from written reprimand to dismissal from the program.

To maintain positive interactions and to uphold ethical standards, the following guidelines should be complied with while using Social Media websites.

1. Be clean. No swearing, pornography, or lewd speech.
2. Be nice. No threats, bullying, or abuse. Santa Fe College does not tolerate online harassment. If you feel that you are the subject of online harassment or threatening behavior, please contact the administrators or other individuals named in the applicable college policy.
3. Be respectful. No hate speech, slander, or personal attacks. Any pictures of yourself or fellow students in a SF College Nursing uniform needs to be respectful and professional. Refrain from imbibing in alcohol beverages in nursing student uniform and/or posting such pictures into social media while in nursing student uniform.
4. Be legal. Do not post written statements or pictures showcasing underage drinking and/or illegal drug use.
5. Be truthful. Do not pretend to be somebody else.
6. Be protective. Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about the college, staff, other students, clinical facilities, patients, or others you may come into contact within the role as a SF College nursing student. Do not use school marks or logos on social media sites.
7. Be smart. HIPAA guidelines must be followed at all times. Identifiable information regarding patients and clinical information MAY NOT be posted on social media websites.
8. Be forward-thinking. What you post online could exist forever. Future employers may conduct web searches to further evaluate their employees. What you post on a social media site could impede your career goals.

The Florida Board of Nursing (FBON) has posted the NCSBN "A Nurse's Guide to the Use of Social Media". Below is the web address for this document from the NCSBN:
https://www.ncsbn.org/video/social-media-guidelines-for-nurses

## STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to https://www.sfcollege.edu/studentaffairs/student-rights/

## SUBSTANCE ABUSE

- Students enrolled in the Nursing Programs are prohibited from reporting to duty in a clinical facility, class, lab, or other nursing program activity under the influence of alcohol, unauthorized narcotics, or controlled drugs. Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion and/or bizarre and unusual behavior. Faculty may identify students who display physical and/or emotional conditions which may impede clinical judgment and/or practice. Upon identification, such students will be excused from class, lab, or clinical assignment and may be required to submit to blood and/or urinalysis testing (at the student's expense) with follow-up referral to the Florida Intervention Project for Nurses (IPN).

- Nursing Programs may use random drug testing and screening (at the student's expense) during the student's attendance in the program. Acknowledgement of having read this handbook indicates the student's understanding and compliance of this rule.

- Observed impairment of a student may be evidenced and identified by many factors, including but not limited to reasonable suspicion. Reasonable suspicion is defined as a belief drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience. Indicative factors may include, but are not limited to:
    - bizarre and unusual behavior
    - repeated accidents
    - unexplained mood swings
    - an odor of alcohol on the breath
    - disheveled appearance or poor personal hygiene
    - blatant impairment of judgment
    - chronic absenteeism or tardiness
    - unsafe clinical practice to include errors of omission or commission
- Reasonable suspicion that a student is impaired will be documented by at least two faculty members, or one faculty member and a licensed or certified professional at the clinical facility where the student is assigned.
- The student will be relieved of patient care responsibilities and will be given the opportunity to discuss the behavior with the two witnesses to the behavior. Currently, it is the responsibility of the student to disclose any prescription or non-prescription medications or drugs that the student is taking or any other relevant information.
- The faculty member will then contact the Associate Director, who, in conjunction with the Academic Chair, will assess the situation and plan appropriate interventions which may include, but are not limited to, dismissal from the program, counseling, drug testing, and referral to IPN. All expenses incurred will be the responsibility of the student.
- Any student who poses an immediate threat to the health, safety or welfare of a client may be suspended and/or exited from a clinical setting/situation upon approval by the Associate Director and/or Academic Chair. Criteria are included in the clinical evaluation tool used in nursing programs. Exit from the Nursing Programs may occur per faculty and administration recommendation.

- IPN: The Intervention Project for Nurses is open to nursing students who are drug and/or alcohol dependent or have mental health problems. IPN is the recovery resource for Florida nurses. IPN was established in 1984 through legislative action to ensure public health and safety through a program that provides close monitoring of nurses who are unsafe to practice due to impairment as a result of misuse or abuse of alcohol or drugs, or both, or due to a mental or physical condition which could affect the licensee's ability to practice with skill and safety.
- If you are interested in additional information on Florida's impaired practitioner program for nurses, contact:

Intervention Project for Nurses (IPN)
Linda Smith, ARNP, MN, M.Div., CAP, Executive Director
P.O. Box 49130
Jacksonville Beach, FL 32240
Toll Free: (800) 840-2720
Telephone number (904) 270-1620
FAX (904) 270-1633
E-Mail: apark@ipnfl.org
FBON website for IPN information

## THREAT TO HEALTH, SAFETY OR WELFARE OF A PATIENT/CLIENT

Any student who poses an immediate threat to the health, safety or welfare of a patient/client and/or is involved with patient/client endangerment or harm, may be suspended and/or exited from a clinical setting/situation.

## ATTENDANCE POLICIES

These policies are presented so students will understand fully the rules governing their progress through the nursing program. Non-adherence to these policies may result in failure in a course and/or being exited from the program.

1. Nursing students must follow the appropriate nursing programs' semester calendar, which may differ from the SF college wide calendar. During a natural disaster, nursing students should follow the college's posted and/or announced schedule. Students are encouraged to sign up with SF cell phone notification system: https://www.sfcollege.edu/pd/emergency-notifications
   - If there is a critical event such as a hurricane the college will utilize the Emergency Notification System to send out messages to all students that have opted to register for the program. To register go to your eSantaFe account under "Emergency Notification Information" and "My Info 'Status". All emergency notification swill be posted to the SF College Website,
   - In the event of an emergency or critical event, students should continue to monitor emails and the Canvas course announcements for course information.

2. It is the student's responsibility to get all assignments and announcements made by the faculty and this includes checking Canvas, the learning management system (LMS) daily.

3. Please note sessions and time and class requirements may be adjusted accordingly for resources, accreditation, and/or educational standards.

4. Attendance is expected by way of participation in online course discussions as assigned. Students are expected to actively and substantively participate in the discussions throughout the work week. Participation will be measured through dates posted in the discussion. Assignments will not be accepted after Day 4 at 2359. Participation requirements are outlined in the discussion board grading rubric. Newly enrolled students are required to attend an online orientation.

## CLINICAL EXPERIENCE GUIDELINES AND EXPECTATIONS

Clinical assignment/ hours:

1. Students must complete 90 hours of clinical hours prior to graduation
2. Clinical hours can be either direct or indirect practice experience
3. Students are required to complete 45 hours of clinical practice in Community Health
4. (NUR4636C) and 45 hours of clinical practice in Population-based Health (NUR4684C)
5. Additional information regarding self-directed community–based experiences is provided in the course specific syllabus.

GRADING POLICIES (classroom, lab, and clinical)

1. The student is held responsible for learning material presented in all classes.
2. Students must satisfactorily meet all lab requirements to earn the satisfactory credit required in the Advanced Health Assessment Course.
3. Assignments and papers must be submitted to the faculty member no later than 12:00 midnight Eastern Standard Time on the date specified on the course schedule. Ten points will be deducted from the assignment's final grade for each day that it is late. Discussion posts will not be accepted past the assigned work week.
4. If a student has a personal or family emergency that prevents submission of an assignment on the due date, the student should make a written request for an alternate submission date from the course faculty member. This request MUST be made and approved by the faculty member PRIOR to the due date noted in the course schedule for submission. If the request is not made to the faculty prior to the due date, the assignment will earn a zero grade.
5. All written assignments are to be submitted in a word document. Power point assignments should be submitted through Canvas.
6. Assignments are to be submitted in APA format. Only scholarly, evidence-based research articles will be accepted as resources for discussion boards or for papers.
7. Students must earn a minimum of a 77% average to receive credit for a course. There is no rounding of the final course grade. The grading scale is as follows:

| | |
|---|---|
| A = 91.5 - 100 | C = 76.5 - 80.4 |
| B+ = 86.5 - 91.4 | D+ = 73.5 - 76.4 |
| B = 83.5 - 86.4 | D = 69.5 - 73.4 |
| C+ = 80.5 - 83.4 | F = 69.4 and below |

Please note: Due to the rounding method used by the current LMS (Canvas), the official final course grade will be entered into eSantaFe. The final course grade will not be available in the current LMS (Canvas). This applies to your current course and all upcoming courses.

# ASN & ASN Bridge Program

ATTENDANCE POLICIES

These policies are presented so students will understand fully the rules governing their progress through the nursing program. Non-adherence to these policies may result in failure in a course and/or being exited from the program.

1. Nursing students must follow the appropriate nursing programs' semester calendar, which may differ from the SF college wide calendar. During a natural disaster, nursing students should

follow the college's posted and/or announced schedule. Students are encouraged to sign up with SF cell phone notification system: https://www.sfcollege.edu/pd/emergency-notifications

- If you are in SF class or labs, and there is a critical incident, i.e., natural disaster, follow administration's directions announced in your class, and proceed accordingly. If at a clinical site doing a clinical rotation, follow faculty directions or the prepared plan of the hospital/agency. You are responsible as a nurse to provide care for your assigned patients, even during extreme emergencies.
- Contact your immediate faculty should you believe that your particular situation warrants an exception to this directive; together you can develop a plan that satisfies both the educational objectives, standards of the profession and the immediate concerns you have. You are encouraged to think about, develop alternative plans and make arrangements for any personal responsibilities you may have.

2. It is the student's responsibility to get all assignments and announcements made by the faculty and this includes checking Canvas, the learning management system (LMS), and Santa Fe email daily.

3. Attendance in class is expected.

4. Attendance is required in all assigned Nursing Lab experiences. If a student is absent from a scheduled nursing lab, he/she must notify the faculty, or the nursing lab staff prior to the scheduled lab start time. The student must obtain the name of the person to whom they reported their absence.
    - Absences must be made up by the last scheduled open nursing lab.
    - If a student is more than 15 minutes late for lab, they may stay for the remainder of the lab but will be required to complete an additional 1 hour of practice in Open Lab. The student must make up all the time missed in lab in hour increments.
    - If a student misses more than 1 hour of lab, they will be sent home.
    - If a student is unprepared for lab or has an unexcused absence, the student will be required to complete an additional 1 hour in Open Lab completing selected modules from SF College Academic Success Coaching, Student Lingo. Being unprepared includes not bringing required documents, not bringing completed required homework, not completing assigned readings, or not watching assigned videos before attending lab.
    - Students may reschedule a mandatory referral once per course.
    - Every time a student no shows and no calls for a mandatory referral, the student will receive a 1% grade reduction on one-unit exam.
    - Students that do not make up their mandatory lab classes by the last Open lab of the course will earn an incomplete for the course. Any incomplete lab must be made up before attending clinical/clinical activities in the succeeding semester.

5. Students are required to attend all clinical and simulation experiences.
    - Students 1-29 minutes late to clinical will get a "U" for the clinical day but remain in clinical. If 30 or more minutes late to clinical, students will receive a "U" for the day. These students will stay in clinical and will be required to attend clinical make-up.

- If a student is sick and leaves clinical early, they will be required to make up the missed time in clinical make up (see policy below related to number of missed clinical days).
- When a student is unprepared for a clinical experience and is not allowed to participate in patient care, this is considered an absence.
- If a student is going to be absent from clinical, they must call the faculty and the clinical area one hour prior to the scheduled time. The student MUST obtain the name of the person to whom they reported their absence. Emails, texts and telling a friend is NOT an acceptable form of reporting an absence.
- One clinical absence is permitted per course, with attendance at clinical make-up required for that missed day. If there are additional days missed, the Nursing Programs management team will determine student progression in the program. More than one missed clinical day may result in course failure. See clinical make up (#6) below for specifics.
- Students who are more than 15 minutes late to simulation in:
    - Fundamentals, Med-Surg 1, 2, 3, transition code and pharmacology will be directed to leave and attend simulation make up.
    - PN program, MIN, OA, Pediatrics, and Psych will stay for the remainder of the sim and make up the time missed (in hour increments) as directed by faculty.
    - Any student arriving unprepared (not bringing homework) to simulation will either be asked to leave, and attend make up, OR receive a mandatory referral. Refer to each course syllabus for simulation guidelines.

6. Clinical and Simulation make up.
    - Clinical is composed of clinical activity in agency settings and clinical simulation. Clinical simulation is treated as clinical.
    - All students are required to attend simulation on the assigned day. Any student absent from simulation will attend Clinical Simulation Make up to make up the missed time as directed by faculty. Clinical Simulation does not count towards missed days of clinical because it must be made up.
    - If a student must miss clinical, the first missed day will be made up in the Nursing Lab or clinical facility. This includes any missed routinely scheduled weekend clinical in the agencies.
    - If a second clinical day is missed, documentation needs to be provided to the ASN Facilitator. The nursing management team will make the decision regarding time missed.
    - In a ten-day clinical [more than two days (20%) of missed clinical] and in an eight-day clinical [more than two days (25%)] will require exiting the course and returning at the next offering (space available) regardless of the circumstances. Any part of a third clinical day missed and/or more days the student will have to exit the course and return at the next offering (space available).
    - In a 24-hour clinical specialty, if any one day is missed of the clinical time (33%), the student will be required to go to clinical make up as scheduled during finals' week. Any part of a second day clinical day missed and/or more days and the student may have to exit the course and return at the next offering.
    - If the clinical faculty is ill, the students will not be held liable for missing clinical time and all efforts will be made to arrange for makeup of the clinical time.

7. Zoom Etiquette Classroom Guidelines
    - Appropriate classroom behavior is expected.
    - Log into your class or meeting from a distraction-free, quiet environment. To participate, you must be seated at a dedicated workspace (table/desk). Do not walk around during class. A moving vehicle is not acceptable. A quiet and private environment is required.
    - Let all household members know when and where you will be in class and ask them not to disturb you. Refrain from conversations with household members off-camera.
    - We recognize that it may be difficult, but to ensure the best classroom environment experience for all students, we ask that the presence of other non-students is minimized.
    - A stable internet connection is needed. Please arrange for a study space ahead of time in the library at SF if internet connectivity is a concern at home.
    - Make sure your full name shows up appropriately.
    - Be on time for class. Communicate with your instructor (via SFC outlook email) if you will be late or lose your internet connection during class.
    - Not all synchronous zooms will be recorded; attendance is mandatory for the entire class to receive credit for graded in-class assignments. To be considered as "in attendance" you cannot be at your place of employment.
    - During Zoom sessions it is preferred that your video is on so your instructor and peers can interact with you.
    - For small group graded assignments, your video must be on so your instructor and peers can interact with you
    - Please keep your audio on mute until you want to speak. This will help to limit background noise.
    - If you would like to speak or answer a question, use the “Raise Hand” feature if requested by professor.
    - If you would like to use the chat box, remember that it is public, and a record of the chat is kept and archived. Only post chat messages relevant to the lessons.
    - Be mindful of your background lighting and environment.
    - Please take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) before entering a Zoom classroom.
    - Clothing should be appropriate and professional for the student nurse.
    - Do not take screenshots, cell phone pictures, or otherwise record the meeting, your classmates, or your instructor without express permission to do so.
    - Do your best to stay engaged with the class. Avoid texting, social media, work from other classes, or other distractions while in class.

8. Virtual Lab/Sim/Clinical Guidelines, In addition to the zoom classroom guidelines while in virtual lab/Sim/Clinical:
    - Wear SFC student nurse uniform
    - This is a clinical experience. Children or other friends/family members are not permitted to be on camera during clinical.
    - Food and snacks should be enjoyed during scheduled breaks.
    - Non-alcoholic drinks are acceptable during the zoom session.
    - Your video must be on so your instructor and peers can interact with you. A guide on how to change your background can be found at https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#:~:text=While%20in%20a%20Zoom%20meeting,background%20will%20be%20automatically%20applied

## CLINICAL EXPERIENCE GUIDELINES AND EXPECTATIONS

1. Clinical assignment: The time, date, and place of each clinical assignment will be determined by the program and published on the Learning Management System (LMS). Students may not attend additional clinical experiences without prior approval of the Associate Director. Due to limited clinical sites, requests are not entertained. A student may never represent themselves as a SF nursing student in a non-assigned clinical experience. Failure to follow these guidelines may result in dismissal from the program.

2. Clinical may be provided in a virtual/online format and follow the below clinical guidelines. Virtual debriefing sessions are mandatory and part of the clinical hours.

3. Clinical hours: Will vary based upon the clinical situation; occurring anytime from Monday through Sunday. Clinical times are subject to change related to institutional needs and clinical situation. Students' clinical rotations may be days or evenings. Due to the extensiveness of the various agencies' orientations and having to comply with these orientations up to a semester in advance, requests for specific clinical rotations and units will not be entertained. While some students and faculty will remain in the same agency, unit, and shift for two or more mini-mesters in a row, students and faculty's clinical rotations are based on availability of faculty and clinical units; thus, clinical units and/or faculty may change from mini-mester to mini-mester.

4. A student is expected to:
    - Report on time to assigned unit in appropriate dress.
    - Check posting assignment and be prepared for appropriate nursing care on arrival to unit.
    - Utilize proper channels of receiving reports on assigned patients.
    - Be responsible for taking assignments from and checking new orders on the chart before beginning to care for your patients.
    - Be responsible for charting all assigned patients in collaboration with primary nurse, preceptor, or faculty, as instructed.
    - Be aware of assigned patient's status at all times.
    - Utilize proper channels of reporting changes in patient's status.
    - Be directly and personally responsible for reporting off to your primary care nurse or next shift before leaving the unit.
    - Have reviewed and practiced skills from each prior semester through the current semester. Nursing knowledge is based on accumulation of knowledge throughout the Nursing Programs from one semester to the next semester.
    - Be responsible for learning material presented in all classes and be able to utilize this information in the clinical area. Inability to do so may result in an unsatisfactory evaluation for that day's clinical experience.
    - Refrain from imbibing alcohol beverages in nursing student uniform and/or posting such pictures into social media while in nursing student uniform.

5. Clinical Evaluation Tool (CET):
    - Will be based upon your ability to meet the course and clinical objectives.

- Is found in each LMS course.
- Requirements need to be reviewed by students before each clinical rotation.
- Students are expected to actively seek out faculty for conferences. Individual conferences will be scheduled as the need arises and may be initiated by the student or faculty.

6. The clinical faculty may reserve the right to require that the student obtain permission from the faculty prior to the staff R.N. observing a particular skill.

7. No medication is to be administered without the faculty or the faculty having authorized the RN staff observing the student using patient identifiers at the bedside.

GRADING POLICIES (classroom, lab, and clinical)

1. The student is held responsible for learning material presented in all classes and being able to utilize this information in the nursing lab, simulation, and clinical area.

2. Reading assignments for class are expected to be done prior to class time.

3. Students must satisfactorily meet all lab requirements to earn the satisfactory credit required in various courses.

4. The clinical grade is based on demonstrated competence in the clinical area evaluated by clinical faculty. Elements of evaluation include clinical objectives, assignments, performance standards, professional behavior, and attendance. The grade is either satisfactory (met) or unsatisfactory (not met). Unsatisfactory clinical evaluation results in failure of the course. Unsatisfactory would be if the student did not meet the guidelines of the student learning outcomes (SLOs) on the clinical evaluation tool. It would be unsafe if the student not only did not meet the guidelines of the SLOs, but additionally performed an activity, behavior, or action that could harm the patient if the student had not been stopped prior to this activity/behavior/action. The activity, behavior, or action that was unsafe, would be expected by any other nursing student in that semester to be performed safely as a standard of care.

5. All non-graded and graded clinical activities must be completed and satisfactory to receive a receive a "met" in the clinical rotation. All graded clinical assignments are subject to the late assignment guidelines (see #7 below).

6. APA format will be required for selected papers/assignments in each Nursing course. http://www.apastyle.org/ and https://sfcollege.libguides.com/apa.

7. If any graded assignment is late~~,~~ without prior faculty contact for an excused lateness, 5 points will be deducted per day (for a maximum of 5 days). After 5 days, a zero will be given. Any mandatory assignment must be completed to pass the course.

8. For any course assignments that are non-graded but mandatory for course completion (i.e. Institute for Healthcare Improvement Patient Safety Modules), a 5-classroom day opportunity

for late submission will be allowed without penalty. If this extension is missed, the grade will be decreased by 1%. This could result in course failure (see grading scale). The module(s) must be submitted for satisfactory course completion. If there are two modules assigned for a course, 1% will be subtracted for each module extension missed. The 1% exam grade reductions will continue until the assignment is submitted.

9. For any other deadlines that are mandatory for the course that are missed, one warning will be given with another due date. Failure to meet that deadline will result in a 1% deduction from a course exam. Examples include, but are not limited to, any required deadline and/or documents for clinical or not registering by a deadline as required by a course such as Kaplan, that are missed.

10. Attendance is expected for all in-class graded assignments. If due to extenuating circumstances a student is absent, he/she must notify core faculty prior to the missed assignment. Any student with an unexcused absence will receive a zero. If the absence is excused (documentation required: for example, a funeral or illness), an equivalent make-up will be assigned. Attendance is mandatory for the entire class to receive full credit for graded in-class assignments.

11. Exams:
    - Evaluations and quizzes may be offered in different modalities. No one will be allowed to retake a scheduled exam. Students are expected to take the exam on the scheduled day. If a student is going to miss an exam, they must notify faculty prior to the missed exam. If there is a problem (i.e., death in family, illness severe enough to have doctor's excuse), a different exam will be given at a specific time and place within one week of the date originally scheduled. If arrangements to take a missed exam are not made within one week following this scheduled exam, a score of "0" will be given for that exam.
    - Regular course exams will be timed for 70 minutes plus 5 minutes for review. Correct answers will only be available during the last 5 minutes of the exam in the Testing Center, after you have submitted your exam**.**
    - Faculty are unable to answer questions about exam questions or answers in the Testing Center.
    - Any absence from an exam may result in an 8-point deduction from that specific exam. If a student is absent from an exam, he or she must present written documentation to the course facilitator explaining the absence. Students are allowed to miss one excused (see above) exam per course. If students miss more than one exam in a course, 8 points will be deducted from each additional missed exam, regardless of the reason for the missed exam.
    - It is required to take the final exam for each course as scheduled to be successful in the course.

For on campus testing:

- Students who arrive up to ten (10) minutes late to the exam have 2 choices:
    1. They can elect to stay and take the exam. However, they will not be given any additional time. The exam will end at the same time for all students. Students who are

late for the exam may not have time to review correct exam answers if the total testing time (75 minutes) has expired.

2. They can choose to take a make-up exam later.

- Students who arrive more than ten (10) minutes late will take a make-up exam.
- For electronic tests, students are responsible for ensuring that the password for their account is working.
- For students who have password or access difficulty during testing: All reasonable attempts should be made by students and faculty to retrieve a new password when a student cannot log into a test.
    - If the access issue is resolved within 10 minutes the student can take the exam, they will not be given any additional time.
    - If the password/access takes longer than ten (10) minutes the same exam may be given if rescheduled on the same day. If the student wants to take the exam right then, contact the canvas/webmaster to see if she can reset the students' exam before they start the test. Once a student starts a test it cannot be reset, even by Canvas staff.
- All finals will be taken as scheduled. Please do not plan any type of trip, event, etc. until after the final exam as posted on your course calendar(s).

- Exam reviews will be offered to students who receive an exam grade of 78% or less. The review of an exam (78% or lower) must be completed prior to the next scheduled exam. Final exams are never reviewed. Remediation and review are available in Kaplan.

- ExamSoft Course testing
    - Students will take regular Nursing (ASN and PN) course exams via ExamSoft, using the Examplify "app".
    - Students will be provided access to ExamSoft testing software and resources, such as Examplify and Exam ID.
    - Examplify will be used for exam taking and secure exam review and can be accessed during the exam session at Santa Fe College.
    - ExamSoft Exam taker website for resources: https://help.examsoft.com/s/
    - Informational only: Examplify will only be used with computers at Santa Fe College. The following details are informational only:
    - https://examsoft.com/resources/examplify-minimum-system-requirements
    - Examplify can be used on Mac, Windows, and iPad operating systems.
    - Examplify will not run on Chromebook, Android, or Linux operating systems.

- Student testing rules for the Testing Center N216:
    - No food or drinks at the computers.
    - All students will wait outside the testing center building until called in by faculty.
    - Enter quietly: Other students may be testing.
    - Use the bathroom before testing.
    - Backpacks will be left against the wall. Try to minimize bringing anything extra to N-216.
    - Phones turned off in the backpack--not on mute.
    - Students will bring Florida ID to the test; the ID only is to be worn or placed on the exam desk during all exams.

- Faculty are unable to answer questions about exam questions or answers in the Testing Center.
- The exam will be timed for 70 minutes plus 5 minutes for review. Correct answers will only be available during the review time (last 5 minutes of the exam) in the BOL after you have submitted your exam.
- Students who are late for the exam may not have time to review if the testing time (75 minutes) has expired. You do not get additional time to review because you were late.
- Correct answers will not be shown during make-up exams.
- Instead of Scrap paper each student can bring one small dry erase board (no larger than 12" X 16") with eraser and marker.
- No other websites can be opened on your computer except Canvas & calculator within Canvas or the computer. You may also have a simple handheld calculator.
- No talking, writing, or using the computer or any electronic device is allowed. Talking assumes you are discussing the test which is prohibited.
- Only foam ear plugs or DRC approved headphones are allowed.
- No electronics including wrist wear, including all watches, scientific calculators or wearing of ball cap hats are allowed.
- After reviewing the test close all tabs immediately and erase your whiteboard.
- When the exam is completed, faculty proctors will look for a blank whiteboard. Once everyone's whiteboard is checked, the class will be excused from the testing center as a group.
- Students stay for the entire exam timeframe in the TC, they may bring a non-nursing book/magazine to read after their test has been submitted (Placed on top of computer tower).
- Students may leave after completing the Kaplan diagnostic exam given at the end of the program in the transition course.

- General On-line/virtual testing rules
    - Follow vendor requirements for exam access.
    - Make sure that you have a source of reliable, steady internet for testing.
    - Be in a quiet, secure room where you will not be interrupted. If anyone enters the room during testing
    - your exam will become invalid.
    - You must conduct a room scan.
    - Have a desktop or laptop computer with a webcam that will allow you to show a 360 view/scan of your testing room.
    - Have a hand mirror available during the room scan so that you can reflect your computer screen to verify that the screen is free of any post-it notes.
    - Ensure that you have your I.D. present (either your SF Student I.D. or driver's license). You will need this to enter the exam.
    - Scrap paper will no longer be used. Each student will need to have one small dry erase board (no larger than 12" X 16") with an eraser and marker.
    - For students who need to keep a phone near their computer to use as a hotspot, you may do so, but the phone should be on silent and cannot be used during the exam or the exam will become invalid.
    - Cell phones, tablets, laptops, smart watches, scientific calculators, or any other electronic devices are NOT PERMITTED

- Your desk/table should be free of any other papers, textbooks, books, or miscellaneous objects
- You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS.
- You may NOT OPEN any other web browser or document on your computer.
- Failing to follow these instructions could result in VIOLATION. A violation could include loss of points on the exam and/or referral for academic dishonesty.
- Due to security concerns, you will only receive your grade at the end of the exam. You will not have the opportunity to review questions at the end of the exam.

12. Students must have a 77% average to receive credit for the course. Grading scale is as follows:

| | |
|---|---|
| *A= 92-100* | *B+ = 88-91* |
| *B = 84-87* | *C+ = 81-83* |
| *C = 77-80* | *D+ = 74-76* |
| *D = 70-73* | *F = Below 70* |

Example: Criteria for rounding final grade: 0.5 and higher is rounded up, 0.49 and below is rounded down. (i.e., 76.5% =77% and 76.4%=76%). Individual test/assignment grades are not rounded. Only the final grade is rounded.

13. Clinical evaluations are found in each LMS course. Students must demonstrate satisfactory clinical performance or meets all criteria to receive credit for the course. If a student receives "not met" for one or more of the criteria on their clinical evaluation tool (up until the second to last week of clinical) they will be required to convert the "not met" status to a "met" status. If this is not accomplished the student will fail the course. If the student receives "not met" for one or more of the criteria during their final week of clinical, the faculty and associate director will review the infringement and determine whether the student will be allowed to continue.

14. If there are multiple content areas that include theory, lab, and clinical, the student must earn a 77% or higher theory grade in each individual content area and must also earn a satisfactory in each lab and clinical content area. If the student is passing theory but fails Nursing Lab and/or clinical, the student will earn a grade of D+. If the student is failing theory and failing Nursing Lab and/or clinical, the student will earn a grade of D

## COURSE PROGRESSION

1. To progress through the ASN program, note that:
    - HUN1201 is a prerequisite to enter NUR2212C Medical-Surgical Nursing 1
    - DEP2004 is a prerequisite to enter NUR2310C Pediatric Nursing
    - Humanities must be taken to ultimately graduate the ASN program

2. If a student receives an “I” (incomplete) for a course, students must convert the “I” to a letter grade within 2 weeks of the subsequent course. If the “I” is not converted to a letter grade within 2 weeks of the following course, the student will not be allowed to progress in the program. Per college rule, the student has until the end of the next major semester to convert the “I: to a letter grade, if not, the student will receive an “F.

# PN Program

## ATTENDANCE POLICIES

These policies are presented so students will understand fully the rules governing their progress through the nursing program. Non-adherence to these policies may result in failure in a course and/or being exited from the program.

1. Nursing students must follow the appropriate nursing programs’ semester calendar which may differ from the SF college wide calendar. During a natural disaster, nursing students should follow the college’s posted and/or announced schedule. Students are encouraged to sign up with SF cell phone notification system: https://www.sfcollege.edu/pd/emergency-notifications
    - If you are in SF class or labs, and there is a critical incident, e.g., natural disaster, follow administration’s directions announced in your class, and proceed accordingly. If at a clinical site doing a clinical rotation, follow faculty directions or the prepared plan of the hospital/agency. Your responsibility as a nurse is to provide care for your assigned patients, even during extreme emergencies.
    - Contact your immediate faculty should you believe that your situation warrants an exception to this directive; together you can develop a plan that satisfies both the educational objectives, standards of the profession and the immediate concerns you have.

You are encouraged to think about, develop alternative plans and make arrangements for any personal responsibilities you may have.

2. It is the student's responsibility to get all assignments and announcements made by the faculty and this includes checking Canvas, the learning management system (LMS), and Santa Fe email daily.

3. Please note that times noted on course calendars may be adjusted and announced via the LMS.

4. The PN program is 1350 clock hour program. Students can only miss up to 10% of the 1350 hours, which is equal to 135 hours.
    - Class and TLC time cannot be made up.
    - Attendance is taken at the beginning of each hour. If students are not in class at the beginning of each hour, they will be marked absent for that hour.
    - Clinical, lab, and simulation are mandatory, and any missed time must be made up. Any additional practice time in Open lab (mandatory or self-scheduled) does not count towards total hours.

5. Attendance is required in all assigned Nursing Lab experiences. If a student is absent from a scheduled nursing lab, he/she must notify the faculty, or the nursing lab staff PRIOR to the scheduled lab start time. Students must obtain the name of the person to whom they reported their absence.
    - Absences must be made up by the last scheduled open nursing lab.
    - If a student is late for lab, he/she may stay for the remainder of the lab and be required to complete an additional 1 hour of practice in Open Lab. The student must make up missed lab time in one-hour increments.
    - If a student misses more than 1 hour of lab, he/she will be sent home and must make up missed lab time in the Open lab.
    - If a student is unprepared for lab or has an unexcused absence, the student will be required to complete an additional 1 hour of practice in Open Lab. Being unprepared includes not bringing required documents/supplies, not bringing completed required homework, not completing assigned readings, or not watching assigned videos before attending lab.
    - Students may reschedule a mandatory referral once per course.
    - Every time a student no shows and no calls for a mandatory referral, the student will receive a 1-point reduction on one-unit exam.
    - Students that fail to make up their mandatory lab classes by the last Open lab of the course will earn a failing score for the course.

6. Students are required to attend all clinical and simulation experiences.
    - Students 1-29 minutes late to clinical will receive a “U” for the clinical day AND stay in clinical.
    - Students 30 or more minutes late to clinical will receive a “U” for the day, stay in clinical, AND required to attend clinical make-up for the entire scheduled shift.
    - If a student is going to be absent from clinical, they must contact their clinical instructor and/or the course facilitator before the scheduled time

- One clinical absence is permitted per course, with attendance at clinical make-up required for that missed day. If there are additional days missed, the Nursing Programs management team will determine student progression in the program. More than one missed clinical day may result in course failure. See Clinical Make-Up policy below.
- Students who are late to simulation in any PN course will stay for the remainder of the sim and make up missed time in one-hour increments as directed by faculty.

7. Clinical and Simulation Make-Up:
    - All students are required to attend clinical and simulation.
    - If a student must miss clinical, the first missed day will be made up at the clinical facility or in the Nursing Lab during the clinical makeup scheduled during finals' week. This includes any missed routinely scheduled weekend clinical in the agencies.
    - If a second clinical day is missed, documentation needs to be provided to the PN Facilitator. The nursing management team will make the decision on student progression.
    - If a student misses 20% or more of clinical, the student will be required to exit the course and return at the next offering (space available) regardless of circumstances.
    - If a student is absent from simulation, he/she will attend clinical simulation make up or Open Lab to make up the missed time as directed by faculty.

## CLINICAL EXPERIENCE GUIDELINES AND EXPECTATIONS

1. Clinical assignment(s): The time, date, and place of each clinical assignment will be determined by the nursing program and published on the Learning Management System (LMS). Students may not attend additional clinical experiences without prior approval of the Associate Director. A student may never represent themselves as a SF nursing student in a non-assigned clinical experience. Failure to follow these guidelines may result in dismissal from the program.

2. Clinical hours: Will vary based upon the clinical situation; occurring anytime from Monday through Sunday. Clinical times are subject to change related to institutional needs and clinical situation. Students' clinical rotations may be days or evenings. Due to the extensiveness of the various agencies' orientations and having to comply with these orientations up to a semester in advance, requests for specific clinical rotations and units will not be entertained. While some students and faculty will remain in the same agency, unit and shift for two or more semesters in a row, students and faculty's clinical rotations are based on availability of faculty and clinical units.

3. A student is expected to:
    - Report on time to assigned unit in appropriate dress.
    - Check posting assignment and be prepared for appropriate nursing care on arrival to unit.
    - Utilize proper channels of receiving reports on assigned patients.
    - Be responsible for receiving reports and checking new orders on the chart before beginning to care for your patients.
    - Be responsible for charting all assigned patients in collaboration with primary care nurse, preceptor, or faculty, as instructed.
    - Be aware of assigned patient's status at all times.

- Utilize proper channels of reporting changes in patient's status.
- Be directly and personally responsible for reporting off to your primary care nurse or next shift before leaving the unit.
- Review and practice skills from each prior semester through the current semester. Nursing knowledge is based on accumulation of knowledge throughout the Nursing Programs from one semester to the next semester.
- Be responsible for learning material presented in all classes and being able to utilize this information in the clinical area. Inability to do so may result in an unsatisfactory evaluation for that day's clinical experience.
- Refrain from imbibing alcohol beverages in nursing student uniform and/or posting such pictures into social media while in nursing student uniform.

4. Clinical Evaluation Tool (CET):
    - Will be based upon your ability to meet the course and clinical objectives.
    - Is found in each LMS course.
    - Requirements need to be reviewed by students before each clinical rotation.
    - The student is responsible for submitting the clinical evaluation per faculty direction.
    - Students are expected to actively seek out faculty for conferences.
    - Individual conferences will be scheduled as the need arises and may be initiated by either the student or the faculty.

5. The clinical faculty reserves the right to require that a student obtain permission from faculty prior to the nurse observing a particular skill.

6. The PN Program requires that students administer medications ONLY with faculty. The exception is during the students' transition experience. Students may administer medications with approved nursing staff.

7. Clinical simulation is considered clinical, and students must follow clinical guidelines.

## GRADING POLICIES (classroom, lab, and clinical)

1. The student is held responsible for learning material presented in all classes and being able to utilize this information in the clinical area.

2. Reading assignments for class are expected to be done PRIOR to class time.

3. Students must satisfactorily meet all lab requirements to earn the satisfactory credit required in the course in which the labs occur.

4. The clinical grade is based on demonstrated competence in the clinical area evaluated by clinical faculty.
    - Elements of evaluation include clinical objectives, assignments, performance standards and attendance.
    - The grade is either satisfactory or unsatisfactory.

- Unsatisfactory clinical evaluation results in failure of the course.
- Unsatisfactory would be if the student did not meet the guidelines of the student learning outcomes (SLOs) on the clinical evaluation tool. Unsafe would be if the student did not meet the guidelines of the SLOs, and additionally performed an activity, behavior or action that could harm the patient if the student had not been stopped prior to this activity/behavior/action. The activity, behavior or action that was unsafe would be expected by any other nursing student in that semester to be performed safely as a standard of care.

5. If an assignment is late, 5 points will be deducted per day (for a maximum of 5 days). After 5 days, a zero will be given. Any mandatory assignment, non-graded and graded, must be completed in order to pass the course. All non-graded and graded clinical activities must be completed and satisfactory to receive a receive a "met" in the clinical rotation. All graded clinical assignments are subject to the late assignment guidelines.

6. For any other deadlines that are mandatory for the course that are missed, one warning will be given with another due date. Failure to meet that deadline will result in a 1-point deduction from a course exam. Examples include, but are not limited to, any required deadline and/or documents for clinical or not registering by a deadline as required by a course such as Kaplan, that are missed.

7. Exams:

- Evaluations and quizzes may be offered in different modalities.
- It is expected that all students will take the exam on the scheduled day.
- If a student must miss an exam (i.e., death in family, illness severe enough to have doctor's excuse), he/she must notify faculty prior to the scheduled exam and present written documentation to the course facilitator explaining the absence.
- A different exam will be given at a specific time and place within one week of the date originally scheduled, may have up to 10 fill in the blank questions, and may result in an 8-point deduction from that specific exam.
- If arrangements to take the missed exam are not made within one week following the scheduled exam, a score of "0" will be given for that exam.
- If a student misses more than one exam in a course, 8 points will be deducted from each additional missed exam, regardless of the reason for the missed exam.
- A pop quiz can be given at any time during the semester. If a student is absent for the pop quiz, he/she will receive a "0", and no make-up is given. The only exceptions for a make- up quiz are extenuating circumstances (documented jury duty, death, illness by Health Care Provider).
- Students who arrive late for an exam and the password has been distributed will be considered absent and not able to begin the exam. Students will be asked to document their arrival time and sign the attendance sheet. Students will take a make-up exam (see make up guidelines above).
- Regular course exams will be timed for 70 minutes plus 5 minutes for review. Correct answers will only be available during the last 5 minutes of the exam in the Testing Center (TC), after the exam has been submitted.
- Correct answers will not be shown during the make-up exams.
- For electronic tests, students are responsible for ensuring passwords are working.

- When a student cannot log into an exam and/or has access difficulty, all reasonable attempts will be made by student and faculty to retrieve a new password.
- If the access issue is resolved within 10 minutes, the student can take the exam and will NOT be given any additional time to complete the exam.
- If the log in attempt/access takes longer than 10 minutes, faculty will contact the canvas webmaster to see if the student's exam can be reset BEFORE the test is started. Once a student starts the exam, it cannot be reset, even by canvas staff. Therefore, the time to complete the exam cannot be changed/extended.
- Students who begin their exam late due to log in issues may not have time to review correct answers if the total testing time (75 minutes) has expired.

• General Online/virtual testing rules:
  - Follow vendor requirements for exam access.
  - Make sure that you have a source of reliable, steady internet for testing.
  - Be in a quiet, secure room where you will not be interrupted. If anyone enters the room during testing, your exam will be invalid.
  - You must conduct a room scan.
  - Have a desktop or laptop computer with a webcam that will allow you to show a 360 view/scan of your testing room.
  - Have a hand mirror available during the room scan so that you can reflect your computer screen to verify that the screen is free of any post-it-notes.
  - Ensure that you have your ID present (SF Student ID or driver's license). You will need this to enter the exam.
  - Scrap paper will no longer be used. Each student will need to have one small dry erase board (no larger than 12"x16") with an eraser and marker.
  - For students who need to keep a phone near their computer to use as a hotspot, you may do so, but the phone should be on silent and cannot be used during the exam or the exam will become invalid.
  - Cell phones, laptops, smart watches, scientific calculators, or any other electronic devices are NOT PERMITTED for use during the exam.
  - Your desk/table should be free of any other papers, textbooks, books, or miscellaneous objects.
  - You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS.
  - You may NOT OPEN any other web browser or document on your computer.
  - Failing to follow these instructions could result in a VIOLATION. A violation could include loss of points on the exam and/or referral for academic dishonesty.
  - Due to security concerns, you will only receive your grade at the end of the exam. You will have the opportunity to review questions at the end of the exam.
  - <u>ExamSoft Course testing</u>
    - Students will take regular Nursing exams via ExamSoft, using the Examplify "app".
    - Students will be provided access to ExamSoft testing software and resources, such as Examplify and Exam ID.
    - Examplify will be used for exam taking and secure exam review and can be accessed during the exam session at Santa Fe College.
    - ExamSoft Exam taker website for resources: <u>https://help.examsoft.com/s/</u>
  - Informational only: Examplify will only be used with computers at Santa Fe College. The following details are informational only at this time:

- https://examsoft.com/resources/examplify-minimum-system-requirements
- Examplify can be used on Mac, Windows, and iPad operating systems.
- Examplify will not run on Chromebook, Android, or Linux operating systems.

- Student testing rules for the testing center, N-216:
  - No food or drinks at the computers.
  - All students will wait **outside** the testing center building until called in by nursing faculty.
  - Enter quietly: Other students may be testing.
  - Use the bathroom before testing.
  - Backpacks will be left against the wall.
  - Phones turned off in the backpack--not on mute.
  - Students must bring student or Florida ID to the test; the ID is to be worn or placed on the exam desk during all exams. Students will not be permitted to take the exam without proper identification.
  - Scrap paper will no longer be used. Each student will need to have one small dry erase board (no larger than 12" X 16") with an eraser and marker.
  - No other websites can be opened on your computer except Examplify. You may also have a simple handheld calculator.
  - No talking, writing, or using the computer or any electronic device is allowed. Talking assumes you are discussing the test which is prohibited.
  - Only foam ear plugs or DRC approved headphones are allowed.
  - No electronics including wrist wear, including all watches, scientific calculators or wearing ball cap hats are allowed.
  - After reviewing the test, close all tabs immediately and erase your whiteboard.
  - When the exam is completed, faculty proctors will look for a blank whiteboard. Once everyone's whiteboard is checked, the class will be excused from the testing center as a group.
  - Students stay for the entire exam time frame in the TC, they may bring a non-nursing book/magazine to read after their test has been submitted.
  - Students may leave after completing the Kaplan diagnostic exam course given at the end of PN3.

8. Students must have a 77% average to receive credit for the course. Grading scale is as follows:

| | |
|---|---|
| A = 92-100 | B+ = 88-91 |
| B = 84-87 | C+ = 81-83 |
| C = 77-80 | D+ = 74-76 |
| D = 70-73 | F = Below 70 |

   Example: Criteria for rounding final grade: 0.5 and higher is rounded up, 0.49 and below is rounded down. (i.e.: 76.5% = 77% and 76.4% = 76%). Individual tests and assignment grades are not rounded. Only the final grade is rounded.

9. Clinical evaluations are found in each LMS course. Students must demonstrate satisfactory clinical performance to receive credit for the course.

10. All paperwork and assignments must be received by faculty and graded as passing and/or satisfactory for the student to sit for the last exams of the semester. No paperwork will be accepted during the last week before the last/final exam.

# NA Program

## ATTENDANCE POLICIES

These policies are presented so students will understand fully the rules governing their progress through the nursing program. Non-adherence to these policies may result in failure in a course and/or being exited from the program.

- Nursing students must follow the appropriate nursing programs' semester calendar, which may differ from the SF college wide calendar. During a natural disaster, nursing students should follow the college's posted and/or announced schedule. Students are encouraged to sign up with SF cell phone notification system: https://www.sfcollege.edu/pd/emergency-notifications
- If you are in SF class or labs, and there is a critical incident, i.e., natural disaster, follow administration's directions announced in your class, and proceed accordingly. If at a clinical site doing a clinical rotation, follow faculty directions or the prepared plan of the hospital/agency. Your responsibility as a nurse is to provide care for your assigned patients, even during extreme emergencies.
- Contact your immediate faculty should you believe that your particular situation warrants an exception to this directive; together you can develop a plan that satisfies both the educational objectives, standards of the profession and the immediate concerns you have. You are encouraged to think about, develop alternative plans and make arrangements for any personal responsibilities you may have.

- It is the student's responsibility to get all assignments and announcements made by the faculty and this includes checking Canvas, the learning management system (LMS), and Santa Fe email daily.

- The NA program is 165 clock hour program. Students may only miss up to 10% of the 165 hours, which is equal to 16.5 hours.
    - Class and TLC time cannot be made up.
    - If a student is more than 10 minutes late to class or TLC, they will be marked as absent for that hour (refer to attendance policy).
    - Clinical and lab are mandatory, and the time must be made up (refer to attendance policies).
    - Any additional practice time in Open lab (mandatory or self-scheduled) does not count towards total hours.

- Please note that times noted on course calendars may be adjusted and announced via the LMS.

- Attendance is required in all assigned Nursing Lab experiences. If a student is absent from a scheduled nursing lab, he/she must notify the faculty or nursing lab staff before the scheduled lab start time. The student must obtain the name of the person to whom they reported their absence.

- Absences must be made up by the last scheduled open nursing lab.

- If a student is more than 15 minutes late for lab, they may stay for the remainder of the lab but will be required to complete an additional 1 hour of practice in Open Lab. The student must make up all the time missed in lab in hour increments.

- If a student misses more than 1 hour of lab, they will be sent home.

- If a student is unprepared for lab or has an unexcused absence, the student will be required to complete an additional 1 hour of practice in Open Lab. Being unprepared includes not bringing required documents, not bringing completed required homework, not completing assigned readings, or not watching assigned videos before attending lab.

- Students may reschedule a mandatory referral once per course.

- Every time a student no shows and no calls for a mandatory referral, the student will receive a 1% grade reduction on one-unit exam.

- Students that fail to make up their mandatory lab classes by the last Open lab of the course will earn a failing score for the course. Students are required to attend all clinical experiences.

- Students 1-29 minutes late to clinical will get a "U" for the clinical day.

- If 30 or more minutes late to clinical, students will receive a "U" for the day. These students will stay in clinical and will be required to attend clinical make-up.

- If a student is sick and leaves clinical early, they will be required to make up the missed time in clinical make up (see policy below related to number of missed clinical days).

- When a student is unprepared for a clinical experience and is not allowed to participate in patient care, this is considered an absence.

- In order to attend the first week of clinical, a student must complete a minimum of 15 hours of lab to be considered safe.

- If a student is going to be absent from clinical, he/she must call the faculty one hour before the scheduled time. The student MUST obtain the name of the faculty they reported their absence. Emails, texts and telling a friend is NOT an acceptable form of reporting an absence.

- The first day of missed clinical will be made up in the Nursing Simulated Lab (NSL) or an assigned clinical facility. This includes any missed routinely scheduled weekend clinical in the agencies. Up to 6 hours of missed clinical time may be made up.
- If a second clinical day is missed, documentation needs to be provided to the NA Facilitator. The nursing management team will make the decision on student progression.
- If a student misses 20% or more of clinical, the student will be required to exit the course and return at the next offering (space available) regardless of circumstances.

- If the clinical faculty is ill, the students will not be held liable for missing clinical time and all efforts will be made to arrange for makeup of the clinical time.

## CLINICAL EXPERIENCE GUIDELINES AND EXPECTATIONS

1. Clinical assignment:
   The time, date, and place of each clinical assignment will be determined by the nursing program and published on the Learning Management System (LMS). Students may not attend additional clinical experiences without prior approval of the Associate Director. A student may never represent themselves as a SF nursing student in a non-assigned clinical experience. Failure to follow these guidelines may result in dismissal from the program.

2. Clinical hours:
   Will vary based upon the clinical situation, occurring anytime from Monday through Sunday. Clinical times are subject to change related to institutional needs and clinical situation. Students' clinical rotations may be days or evenings.

3. Clinical performance and understanding of theory are evaluated daily using criteria detailed on an evaluation tool. Any areas needing improvement will be noted and brought to your attention, prior to the next clinical assignment.

4. An unsatisfactory (NOT MET) overall clinical evaluation, as evaluated by your professor, will result in failure of the course.

## GRADING POLICIES (classroom, lab, and clinical)

1. The student is held responsible for learning material presented in all classes and being able to utilize this information in the clinical area.

2. Reading assignments for class are expected to be done prior to class time.

3. If any assignment is late, without prior faculty contact for an excused lateness, 5 points will be deducted per day (for a maximum of 5 days). After 5 days, a zero will be given for that assignment. Any mandatory assignment must be completed to pass the course.

4. All non-graded and graded clinical activities must be completed and satisfactory in order to receive a receive a "met" in the clinical rotation. All graded clinical assignments are subject to the late assignment guidelines.

5. Students must satisfactorily meet all lab requirements to earn the satisfactory credit required in the course.

6. The clinical grade is based on demonstrated competence in the clinical area evaluated by clinical faculty. Elements of evaluation include clinical objectives, assignments, performance standards and attendance. The grade is either met or not met. Unsatisfactory clinical evaluation results in failure of the course. Unsatisfactory would be if the student did not meet the guidelines of the student learning outcomes (SLOs) on the clinical evaluation
tool. Unsafe would be if the student not only did not meet the guidelines of the SLOs, but additionally performed an activity or behavior or action that could harm the patient if the student had not been stopped prior to this activity/behavior/action. The activity or behavior or action that was unsafe, would be expected by any other nursing student in that semester to be performed safely as a standard of care.

7. The pop quiz can be given at any time during the semester. If a student is absent, they will receive a "0", no make-up is given. The only exceptions for a make-up quiz are extenuating circumstances (documented jury duty, death, illness {by Health Care Provider}).

8. Skills Check Off: During the course, each student will be required to demonstrate Mastery (meets all criteria) of 3 randomly selected skills from a list of 9 skills that could be selected. If a student does not Master a skill (meet all the criteria), that student will be referred for mandatory remediation in the NSL. After remediation, the student will be given two more opportunities to master the same skill on Retake Day. Students not successful in mastering a skill will be counseled.

    - A student needs to meet all criteria of each skill in order to Master the skill. A "not met" for any step in a skill will result in failure of that skill.
    - Two skills will be tested on Check Off Day #1.
    - One skill will be tested on Check Off Day #2.

- A student may retest 1, 2, or all 3 skills on the Check Off Retake Day. Refer to course calendar for Check Off Dates and times.

9. Exams:
    - Evaluations and quizzes may be offered in different modalities. No one will be allowed to retake a scheduled exam. It is expected that students will take the exam on the day scheduled. If a student is going to miss an exam, they must notify faculty prior to the missed exam. If there is a problem (i.e., death in family, illness severe enough to have doctor's excuse), a different exam will be given at a specific time and place within one week of the date originally scheduled. If arrangements to take a missed exam are not made within one week following this scheduled exam, a score of "0" will be given for that exam.
    - Any absence from an exam may result in an 8-point deduction from that specific exam. If a student is absent from an exam, he or she must present written documentation to the course facilitator explaining the absence. Students are allowed to miss one excused (see above) exam per course. If students miss more than one exam in a course, 8 points will be deducted from each additional missed exam, regardless of the reason for the missed exam.
    - For electronic tests, students are responsible for ensuring that the password for their account is working.
    - Once the test begins (the distribution of the computer password) no student will be able to enter the classroom and will be considered absent.
    - All finals will be taken as scheduled. Please do not plan any type of trip, event, etc. until after the final exam as posted on your course calendar(s).

Student testing center (TC) rules:

- No food or drinks at the computers.
- All students will wait outside the testing center building until called in by nursing faculty.
- Enter quietly: Other students may be testing.
- Use the bathroom before testing.
- Backpacks will be left against the wall.
- Phones turned off in the backpack--not on mute.
- Students will bring a student or Florida ID to the test; the ID is to be worn or placed on the exam desk during all exams.
- Scrap paper will no longer be used. Each student will need to have one small dry erase board (no larger than 12" X 16") with eraser and marker.
- No other websites can be opened on your computer except Canvas & calculator within Canvas or the computer. You may also have a simple handheld calculator.
- After reviewing the test close all tabs immediately and erase your whiteboard.
- When the exam is completed, faculty proctors will look for a blank whiteboard. Once everyone's whiteboard is checked, the class will be excused from the testing center as a group.
- No talking, writing, or using the computer or any electronic device is allowed. Talking assumes you are discussing the test which is prohibited.

- No electronic wristwear, including all watches, scientific calculators or wearing ball cap hats are allowed.
- Students stay for the entire exam time frame in the TC, they may bring a non-nursing book/magazine to read after their test has been submitted (placed on top of computer tower).

General On-line/virtual testing rules

- Follow vendor requirements for exam access.
- Make sure that you have a source of reliable, steady internet for testing.
- Be in a quiet, secure room where you will not be interrupted. If anyone enters the room during testing your exam will become invalid.
- You must conduct a room scan.
- Have a desktop or laptop computer with a webcam that will allow you to show a 360 view/scan of your testing room.
- Have a hand mirror available during the room scan so that you can reflect your computer screen to verify that the screen is free of any post-it notes.
- Ensure that you have your I.D. present (either your SF Student I.D. or driver's license). You will need this to enter the exam.
- Scrap paper will no longer be used. Each student will need to have one small dry erase board (no larger than 12" X 16") with eraser and marker.
- For students who need to keep a phone near their computer to use as a hotspot, you may do so, but the phone should be on silent and cannot be used during the exam or the exam will become invalid.
- Cell phones, tablets, laptops, smart watches, scientific calculators, or any other electronic devices are NOT PERMITTED
- Your desk/table should be free of any other papers, textbooks, books, or miscellaneous objects
- You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS.
- You may NOT OPEN any other web browser or document on your computer.
- Failing to follow these instructions could result in a VIOLATION. A violation could include loss of points on the exam and/or referral for academic dishonesty.

- Exam reviews will be offered to students who receive an exam grade of 78% or less. Final Exams are never reviewed.

10. Students must have a 77% average in order to receive credit for the course. Grading scale is as follows:

A = 92-100 B+ = 88-91 B = 84-87 C+ = 81-83 C = 77-80
D+ = 74-76 D = 70-73 F = Below 70

Example: Criteria for rounding final grade: 0.5 and higher is rounded up, 0.49 and below is rounded down. (i.e., 76.5% =77% and 76.4%=76%). Individual test/assignment grades are not rounded. The final grade is rounded.

11. Clinical evaluations are found in each LMS course. Students must demonstrate satisfactory clinical performance or meet all criteria to receive credit for the course. If a student receives "not met" for one or more of the criteria on their clinical evaluation tool (up until the second to last week of clinical) they will be required to convert the "not met" status to a "met" status. If this is not accomplished the student will fail the course. If the student receives "not met" for one or more of the criteria during their final week of clinical, the faculty and associate director will review the infringement and determine whether the student will be allowed to continue.

12. If there are multiple content areas that include theory, lab, and clinical, the student must earn a 77% or higher theory grade in each individual content area and must also earn a satisfactory in each lab and clinical content area. If the student is passing theory but fails Nursing Lab and/or clinical, the student will earn a grade of D+. If the student is failing theory and failing Nursing Lab and/or clinical, the student will earn a grade of D.

## WITHDRAWAL, PLANNING, REPETITION, RETURNING STUDENT SELECTION CRITERIA AND TRANSFER

RN to BSN students only:

Withdrawal:

- A student who withdraws from the program may return beginning in the course sequence from which they left based on space available. According to SFC policy, starting fall term 1997, Florida law requires that any college credit course that has been repeated and taken for the third time should be regarded as the final attempt. Third attempts of course are paid at out-of-state tuition.
- It is the student's responsibility to withdraw themselves from the course.
- SF College withdrawal guidelines and procedures can be found at https://ss2.sfcollege.edu/vghtml/help.html#wd

Exit:

- At the completion of a course, faculty will notify students if they have not passed the didactic portion of a nursing course. The students will need to email the BSN Facilitator, Teresa Goodman, within 24 hours of this notification.

- If a student is unsuccessful due to a disciplinary or clinical concern, the Associate Director will notify the student and will schedule an appointment with the student. The student must attend a planning meeting with the Associate Director in order to be considered for reapplying or returning to the nursing program.

Returning Students:

- The student may reenter the appropriate nursing course no more than one year from their most recent exit. If expected reentry is more than one academic year from the previous exit, the student must reapply to the SF College Nursing Programs as a NEW PREVIOUS PROGRAM STUDENT. Returning BSN students must have

approval from the Program FACILITATOR for return if it has been more than five years since their previous BSN class. Students returning after five years may be required to start from the beginning of the program.

ASN, ASN Bridge, PN, & NA:

- SF College withdrawal guidelines and procedures can be found at https://ss2.sfcollege.edu/vghtml/help.html#wd
- If the student fails to comply with the withdrawal and exit procedures, the student must reapply as a NEW STUDENT through regular admission procedures.
- ASN, PN, And NA Returning Students:
  The student may be registered to reenter the next appropriate nursing course depending on seat availability (see Returning Student Selection Criteria). If reentry is more than one academic year from the previous exit, the student must reapply to the SF College Nursing Programs as a NEW PREVIOUS PROGRAM STUDENT.

Withdrawal:

- A student requesting a withdrawal from the Nursing Programs (ASN, PN, NA) must meet with the Associate Director for a planning meeting.
- A student who withdraws from the program may return beginning in the course from which they left based on space available. NA will retake course.
- It is the student's responsibility to withdraw themselves from the course.

Exit:

- A student who fails academically will receive a return email from the Associate Director detailing instructions for return and a due date for the return of the planning/exit form. If the student misses the due date, they will relinquish their seat in the program. A detailed letter with instructions and requirements will be emailed to the student via Santa Fe email. To return to the Nursing Programs, the student must read, download, sign, reload, and send to the Associate Director via Santa Fe email by the due date noted on the form.
- A student who fails clinically must attend a planning interview with the Associate Director when exiting from a course.

Readmission as a returning student:

A student has two program attempts.

- If a student fails a course at any point in the Program, this counts as one Program attempt. Subsequent failures count as additional Program attempts. For any failure, the student is exited from the cohort and the failed course(s) must be passed before the student can continue forward in the Program. Note: If two courses are taken concurrently, one course failure counts as one Program attempt; both course failures also count as one Program attempt.
- Each professional nursing course is a separate entity, however, 3 credit courses that are taken in the same mini-mester are considered one program attempt. For example, failing:

- NUR2020c is considered one program attempt
- NUR1280c and/or NUR2140c is considered one program attempt
- NUR2210c is considered one program attempt
- NUR2212c is considered one program attempt
- NUR2420c and/or NUR2310c is considered one program attempt
- NUR2265c is considered one program attempt
- NUR2520c and/or NUR2943 is considered one program attempt

- A withdrawal is deemed a failed attempt.
- A student may be readmitted to the Nursing Programs as a returning student only once. For example, admitted to the NUR2020C, withdraws (first admission) and re- enters NUR2020C (1st re-admission), and fails. The student has had two program attempts and may not be readmitted as a returning student. Readmission is based on space available and is not guaranteed.
- If a student chooses not to re-enter at the program prescribed time, this may be considered the second and final attempt.
- After a period of two years, a student who has failed two program attempts (described above) may reapply to the same program. If the student is selected as a program candidate, a re-admission committee will review the student's application and determine whether or not they can be re-admitted as a new student into the same program.
- If the student is re-admitted as a new student into the same program, and experiences two program or course failures and exited from the program, they will not be allowed to apply to the same program after any period of time.

If a student is not successful in a program after having been admitted as a new student twice, they may apply to a different Santa Fe Health Science limited access program. However, if they fail two program or course attempts in the second health science program, they will not be allowed to apply as a new student in any Santa Fe Health Science limited access program

Returning Student Selection Criteria:

In the event that there are more students returning than available seats, the following point criteria will be used to determine seat selection:

A. Reason for withdrawal/exit

3 points: Personal

2 points: Academic failure or withdrawal due to failing grades

1 point: Exit based on not meeting Clinical Course Learning Outcomes

B. Completion of Remediation Plan through TEAM as detailed on exit form
1 point: yes

0 points: no

C. Tie Breaker, if needed: Nursing GPA exclusive of course exited or not successful in. Preference given to student with highest nursing GPA

Transfer Students:

Santa Fe ASN, PN, and NA Nursing Programs do not accept transfer students.

## ORGANIZATIONAL STRUCTURE AND COMMUNICATION PROCESS

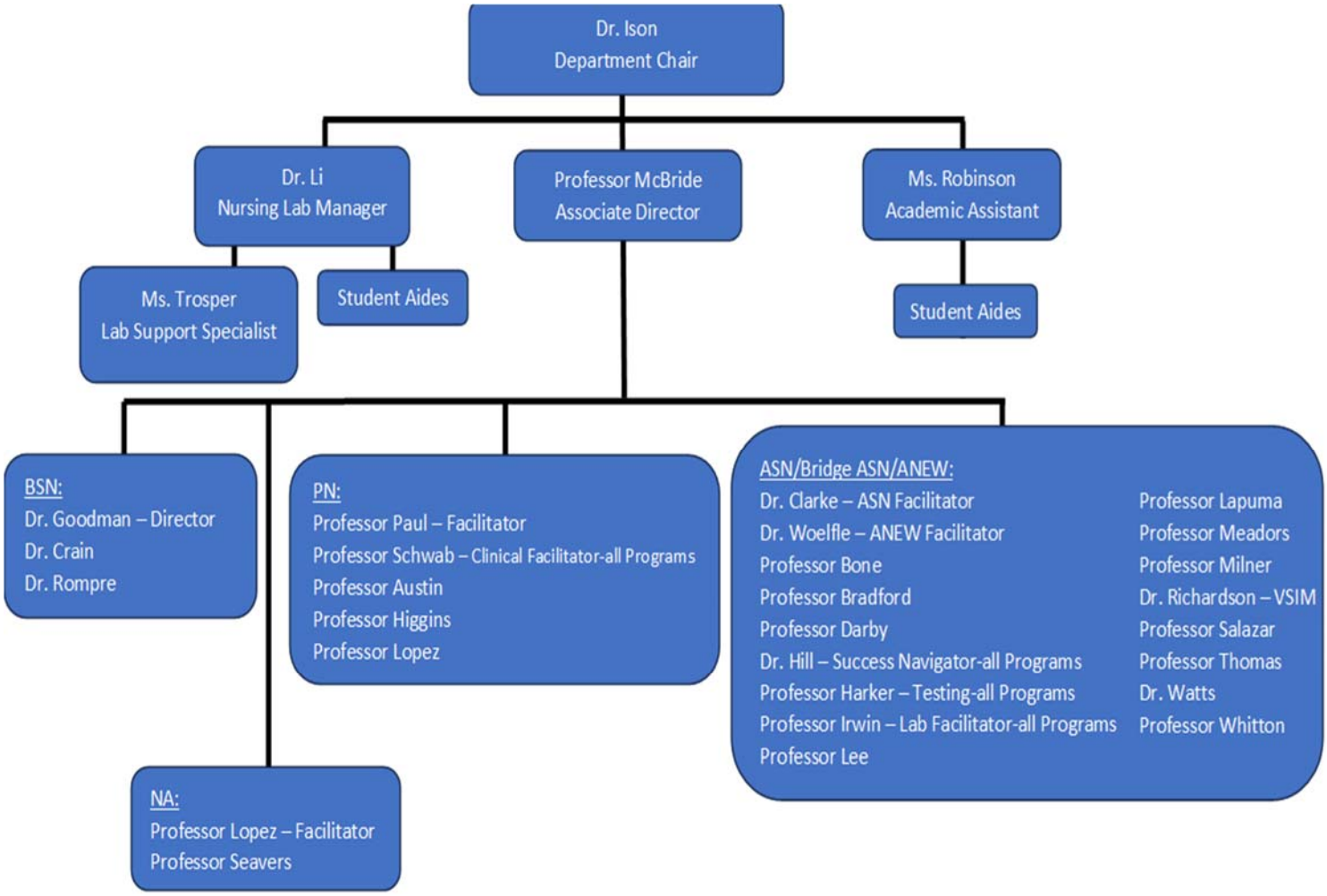
We are interested in you and your educational goals and encourage you to communicate your needs and concerns as a SF College nursing student. SF College and the Nursing Programs' policies are in place to assist you in your educational endeavor. It is essential to utilize the communication process at the most immediate level. Continue the communication process, as needed, through the organizational chart.

All faculty have Santa Fe College e-mail, phone mail on their office phones and have posted office hours. Phone numbers for faculty are listed in each online syllabus.

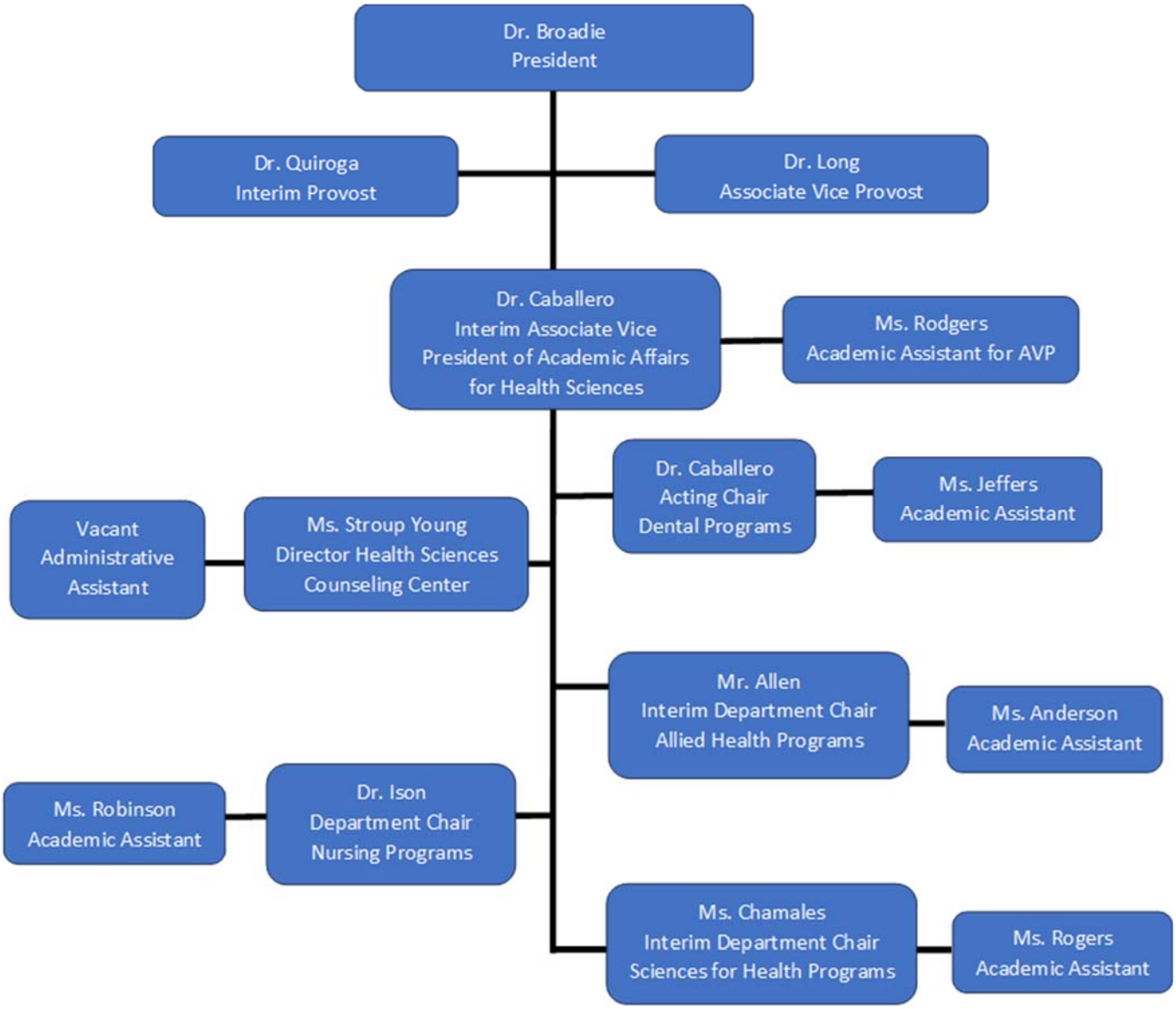
The director of the nursing programs is the direct administrator of the nursing programs. Administration is committed to the students and to the educational process. If you feel your situation warrants the attention of the Academic Director, please make an appointment can be made by contacting her administrative assistant by calling 395-5731.

Please note the following schematics:

# SF College Nursing Programs Organizational Structure



# Health Sciences Administration



## SF Nursing Programs Faculty Directory

| Program | Faculty Last, First Name | Office Extension (352) 395 - | Office Room # | SF e-mail address |
|---|---|---|---|---|
| PN Lab Faculty | Austin, Amanda | 5728 | W/257 | amanda.austin@sfcollege.edu |
| ASN | Bone, Vickie | 5749 | W/258 | vickie.bone@sfcollege.edu |
| ASN | Bradford, Linda | 5729 | W/253 | linda.bradford@sfcollege.edu |
| ASN Facilitator | Clarke, Trisha | 5737 | W/262 | trisha.clarke@sfcollege.edu |
| BSN | Crain, Loree | NA | NA | loree.crain@sfcollege.edu |
| ASN Lab Faculty | Darby, Devon | 5742 | W/260 | devon.darby@sfcollege.edu |
| BSN Director | Goodman, Teresa | NA | NA | teresa.goodman@sfcollege.edu |
| ASN Testing-Webmaster | Harker, Kelli | 5747 | W/252 | kelli.harker@sfcollege.edu |
| ASN | Higgins, Lindsay | 5743 | W/272 | lindsay.higgins@sfcollege.edu |
| ASN Student Success Navigator | Hill, Mary | 5748 | W/251 | mary.hill@sfcollege.edu |
| ASN Lab Facilitator | Irwin, Melissa | 5739 | W/264 | melissa.irwin@sfcollege.edu |
| Department Chair | Ison, Tracy | 5755 | W/201-B | tracy.ison@sfcollege.edu |
| ASN | LaPuma, Bridgette | 5729 | W/259 | brigitte.lapuma@sfcollege.edu |
| ASN | Lee, Sheryl | 5709 | W/246 | sheryl.lee@sfcollege.edu |
| ASN | Leon, Ethel | 5736 | W/247 | ethel.leon@sfcollege.edu |
| NA Facilitator | Lopez, Nilda | 5735 | W/271 | nilda.lopez@sfcollege.edu |
| Associate Director | McBride, Johanna | 5751 | W/266 | johanna.sunkett-mcbride@sfcollege.edu |
| ASN | Meadors, Anesa | 5736 | W/263 | anesa.meadors@sfcollege.edu |
| ASN | Milner, Sandra | 5725 | W/273 | sandra.milner@sfcollege.edu |
| PN Facilitator | Paul, Deloris | 5970 | W/256 | deloris.paul@sfcollege.edu |
| ASN VSIM | Richardson, Heather | 5746 | W/269 | heather.richardson@sfcollege.edu |
| BSN | Rompre, Robin | NA | NA | robin.rompre@sfcollege.edu |
| ASN | Salazar, Megan | 5744 | W/255 | megan.salazar1@sfcollege.edu |

| | | | | |
|---|---|---|---|---|
| PN<br>Clinical Facilitator | Schwab, Jessica | 5741 | W/274 | jessica.schwab@sfcollege.edu |
| NA | Seavers, Natasha | 5732 | W/268 | natasha.seavers@sfcollege.edu |
| ASN | Thomas, Ranson | 5752 | W/248 | ranson.n.thomas@sfcollege.edu |
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