

# **BROWARD COLLEGE**

## **Nursing Student Manual**



The purpose of this manual is to inform you of the rules and guidelines for the ASN program. In-class requirements and guidelines are found in your course syllabi. The syllabus is always the ruling document for theory and clinical courses.

## Welcome

Welcome to the Nursing Program at Broward College! We are happy that you are here. The following information is provided to assist you as you begin your first semester in the nursing program. This will also provide answers to questions you will have throughout your nursing education at Broward College. You are embarking on a journey that will lead to a challenging yet satisfying career in the nursing profession.

The faculty, staff, and administrators of the Associate of Science in Nursing (ASN) program are here to help you achieve your educational goals. The information presented here is just the beginning. To facilitate an easy adjustment to your role as an ASN student, and ultimately as a graduate, we have assembled this student manual containing guidelines specific to the ASN Program. These guidelines are a supplement to the general Broward College Student Handbook. Please refer to the most current Broward College Student Handbook for policies related to sexual harassment, academic dishonesty, substance abuse, student rights and responsibilities, as well as other important information.

Please read the following program information carefully. Understanding the information presented here will enable you to establish a foundation to become a committed Broward College student and a dedicated member of the nursing profession. There are other resources with which you should become familiar:

Broward College Home Page: <https://www.broward.edu/>

Broward College Nursing Webpage: <https://www.broward.edu/academics/health-sciences/nursing/index.html>

Broward College Calendar Academic/Final Exam Schedules:  
<https://www.broward.edu/registrar/term-dates.html>

Broward College Catalog: <https://students.broward.edu/resources/college-catalog/index.html>

Broward College Student Handbook: <https://students.broward.edu//resources/rights-and-responsibilities/student-handbook.html>

This program is administered on three campuses. You should take note of the phone number for the campus you are assigned:

954-201-8850 (South Campus)

954-201-2350 (North Campus)

954-201-6851 (Central Campus)

**Nursing administrators and staff communicate with students via BC email. You should check your BC email *daily*.**

You will be expected to abide by the rules and guidelines set forth by this manual, in addition to Broward College policies and procedures.

Each campus of the ASN program has an Associate Dean and there is one Dean overseeing all nursing departments and programs. Please make note of the above phone numbers and these email addresses for Associate Deans and Dean:

North Campus: Associate Dean TBA

Central and South Campus: Associate Dean Nancy Gonzalez: [ngonzale@broward.edu](mailto:ngonzale@broward.edu)

Dean, Nursing Administrator: Dean Sara Turpel: [sturpel@broward.edu](mailto:sturpel@broward.edu)

You should read this manual in its entirety and understand the contents. There may be times when you are referred to this manual. You will be asked to sign an acknowledgement of all information contained within this manual before starting NUR courses.

# *Nursing Program*

## **Nursing Program Mission Statement**

The mission of the Broward College Nursing Program is to prepare competent, compassionate, and culturally sensitive entry-level nursing graduates whose professional practice encompasses legal and ethical decision-making. The Department of Nursing is committed to providing a nursing program that is accessible to a diverse community of learners. Delivered by a dedicated Faculty, the program provides a collaborative teaching-learning environment to promote critical thinking, lifelong learning, and a positive role in a changing and global society across the lifespan. The program is committed to accomplishing this mission through the use of effective and diverse instructional methods that encompass both traditional as well as technology-based strategies.

## **Nursing Program Philosophy**

The philosophy of the Broward College Associate of Science Degree in Nursing Program is built on the foundation of the meta-paradigm concepts and constructs of human being/person, health, environment, and nurse/nursing within the associate degree program competencies of human flourishing, nursing judgment, professional identity, and spirit of inquiry which the faculty believe to be the unifying core for the profession of nursing.

## **End of Program Student Learning Outcomes**

Upon completion of this program, we expect that the student will attain these outcomes:

### ***Human Flourishing:***

The student will integrate culturally congruent care for the client and family across the lifespan, respectful of the diverse needs, values, and preferences of each.

### ***Nursing Judgment:***

The student will incorporate critical thinking skills to the decision-making process in gathering of information based on evidence-based practice, interpretation of facts, implementation of best practices, and evaluation of the outcomes of nursing care provided to the client across the lifespan.

### ***Professional Identity:***

The student will operationalize the core ethical, moral, and legal concepts relative to the professional registered nurse and to the practice of nursing

### ***Spirit of Inquiry:***

The student will utilize the evidence-based practice that promotes clinical nursing to intervene for patients, while integrating the nursing process, questioning underlying assumptions, and offering new insights to improve the quality of care for clients across the lifespan.

## *Program Progression & Course Sequence*

The ASN program follows a specific course and progression. There are three levels to this program. Each NUR course has pre and co-requisites.

### **Pre and Corequisites**

MTB 1370 is a co-requisite to Nursing Process I (NUR1020/NUR1020L). Students who do not successfully complete MTB1370 by the time they complete Nursing Process I (NUR1020/NUR1020L) cannot go on to Nursing Process II (NUR 1210/NUR 1210L).

Pharmacology (HSC 1149) is a pre-requisite to Health Alterations I (NUR1220/NUR1220L). Students who have not successfully completed Pharmacology will not be permitted to take Health Alterations I theory or clinical (NUR1220/NUR1220L).

### **Class and Clinical Schedules**

The nursing program offers two generic tracks, full time and part time. There is also a track for LPN to RN which is offered once a year beginning in May. All “on track” students are guaranteed a space. Classes are scheduled both morning and afternoons for full time students and evenings and weekends for part time students. Clinical rotations are 12-hour shifts and can be scheduled any day of the week including Saturdays and Sundays. **With the large number of students in the program, the classes and clinical rotations cannot be scheduled to accommodate certain work or personal schedules.** When registering for a clinical, if your first selection is full, you must select another rotation. Please do not expect the associate dean or nursing administrative coordinator to make special accommodations for your work or personal needs.

### **Graduation Requirements**

Students should see an advisor while in the first nursing course to identify what catalog they will be graduating under, and the course requirements for that catalog. It is too late at the end of the program to find out you do not have a writing credit, or you need another course. It is also the students’ responsibility to apply for all transcripts from other schools to be sent to BC, and to check that courses have been transferred. BC has many thousands of transcripts to evaluate. Make sure you follow up on your transfer courses early in the program.

While enrolled in Health Alterations II (NUR2221/NUR2221L) students must have successfully completed all nursing and general education requirements. At this time, students will need to meet with their advisor for the final graduation evaluation and pay the graduation fee. Students not cleared for graduation will not have their names sent to the Florida Board of Nursing.

The student must have an overall and degree cumulative GPA 2.5 or higher and have met all educational and institutional requirements for an Associate in Science Degree in Nursing to be eligible to graduate from Broward College.

International students retain the sole responsibility to review the Pearson Vue NCLEX-RN and the Florida Board of Nursing websites regarding the requirements for licensure and eligibility to take

the NCLEX -RN examination. Admittance and graduation from the program do not guarantee that the student will be eligible to take the NCLEX-RN examination.

*Be advised that the Broward College ASN program meets the requirements for NCLEX eligibility for the State of Florida. We do not guarantee that graduates will meet the licensure requirements for any other state. If you intend to practice in any state other than Florida, you should review the eligibility requirements for that state. Upon graduation from the Broward College ASN program, the ASN program submits graduate names to the Florida Board of Nursing and attests to completion of the program. If you choose to apply to take the NCLEX in another state, the responsibility falls on you to obtain the appropriate documents.*

### **Program Objectives**

Please make an appointment to see a Health Science Advisor (954-201-6694 or 954-201-8815) during your first term to have your PROGRAM OBJECTIVES (Major) changed, if necessary, to either 2127 (Nursing, Generic Program) or 21271 (Nursing, Transition Program). Advisement will assist you in evaluating transcripts and designating the catalog of graduation that you will need to follow. All students, regardless of catalog year, are required to have Microbiology and Microbiology Lab (MCB2010/MCB2010L) to graduate from Broward College Nursing. Students are not eligible to register for Level 3 classes (Ortho/Neuro, Cardio, and Trends) until all graduation requirements are met. For August 2021 application period, Microbiology and Microbiology Lab (MCB2010/MCB2010L) are application requirements.

### **Course Descriptions**

To view individual course descriptions, with any pre or co-requisites, you should access the current College Catalog at [www.broward.edu](http://www.broward.edu).

## *Prior to Program Start*

Prior to beginning the ASN program, you will need to have documentation that you are eligible for clinical courses and you will need specific supplies and equipment.

### **Clinical Compliance**

Clinical compliance, or eligibility to attend clinical (lab) courses is determined and monitored through American Data Bank. All students are required to register with American Databank “COMPLIO”. Students must remain in compliance with all requirements even if not currently in a clinical course. Names are submitted to the hospitals up to 4 weeks in advance of your semester for clinicals you are registered for at Broward College and, therefore, no changes can be made after that time.

Complio is the system used by our clinical affiliates to determine whether you are eligible to attend clinical experiences in their facilities. The requirements are set forth by the clinical affiliates and are subject to change by these affiliates at any time.

Please note that this eligibility is not related to a nursing students' *admission* to the program, but rather the ability to *complete* the program. The State of Florida requires that a minimum of 50% of nursing program clinical experiences are completed in the hospital/healthcare organization environment and inability to maintain clinical compliance means that you will not be able to complete the program.

Please note that there are absolutely **NO EXCEPTIONS** to this clinical compliance requirement.

In addition to registering and maintaining documents in Complio, you must maintain a portfolio that contains copies of the following:

- ✓ Yearly Physical, and PPD. If PPD results are positive, proof of a Negative Chest X-Ray is required.
- ✓ You must submit proof of MMR, Varicella and Hepatitis B vaccines dated within the last 10 years, or you must submit proof of MMR titer, Varicella Titer, and Hep B titers. If any of your titers are not positive (negative or equivocal) you must submit 2 Boosters dated after your nonimmune titer(s); 3 shots total for Hep B.
- ✓ Covid-19 Vaccination (Full series and any applicable boosters). Note that there may be a waiting period after the last shot of the series.
- ✓ You must submit proof of a Tdap, or Td dated within the last 10 years
- ✓ Influenza Immunization during flu season (required for August and January admissions)
- ✓ The American Heart Association BLS (Basic life support) card, back and front
  - HIV/AIDS – 4 hours or renewal of 2 hours
- ✓ The following Continuing Education Units:
  - OSHA/TB/HEP - 6 hours or renewal of 3 hours (one hour of each)



- Domestic Violence – 2 hours or renewal of 2 hours
  - Medical Errors – 2 hours or renewal of 2 hours
  - Florida Law and the Professional Nurse – 2 hours or renewal of 2 hours.
- ✓ American Databank “Complio” will email you a completed background check and drug screening results as an attachment. The attachment is part of your portfolio.
- ✓ LPN’s only - Florida current and unencumbered LPN license

Certificates must state “Approved by the Florida Board of Nursing” with Provider #. You must show your portfolio (binder) every 8 weeks. In addition, updates must be submitted to the Nursing Office PRIOR to the beginning of each session. Every time you provide copies to the office, every page must have your name and student I.D. number at the top. Portfolios are reviewed by instructors at the beginning of each clinical. You may be dropped from your clinical if you fail to comply with the above. Students are also required to comply with all hospital policies and requirements, or they will not be permitted to begin or complete their clinical rotation.

**Please be advised that we take this very seriously, as the requirements are set forth by our clinical partners.**

### **Supplies and Equipment**

You will need to purchase uniforms and supplies prior to starting the first NUR course, NUR1020/L.

These items are available at Broward College bookstores on Central, North, and South campus, both in the physical stores and via their online system.

#### ***Supply Kit for Nursing Students only***

All nursing students must purchase a supply kit from the bookstore for use in the nursing campus lab. This **Nursing Supply Kit** has been put together specifically for our program. You can purchase the supplies individually, but we routinely monitor this, and it is more expensive to put it together from the individual supplies.

Please purchase your kit and bring the complete kit to the campus lab when instructed.

#### ***MANDATORY REQUIREMENTS***

Please keep your receipt as you will need it to purchase refill kits.

Nursing Supplies available at the Broward College Campus Bookstores (Prices subject to change). Except for those noted with \*\*, these supplies can be purchased from any uniform or medical supply vendor:

- Penlight
- Blood Pressure Machine



- ID Holder
- Stethoscope
- Bandage Scissor
- Goggles or Face Shield
- \*\*BC ASN Polo Shirt (not mandatory to purchase)
- \*\*BC ASN 2 Scrub Pants
- \*\*BC ASN 2 Scrub Tops
- \*\*BS ASN Warm Up
- Nursing 1020 Kit
- Nursing Supply Refill Kit

\*\*Indicates MUST be purchased from BC bookstore

## *Program Specific Guidelines and Requirements*

The ASN program has specific guidelines and requirements above and beyond those of Broward College. This is because we must meet the requirements of our clinical affiliates, the Florida Board of Nursing and our accrediting body, the Accreditation Commission for Education in Nursing (ACEN).

Please note that these are general guidelines and requirements for the ASN program. For each course you take, the Course Syllabus provides the specific information you need for that course.

All Broward College Nursing Students (including those seeking admission, retracking, and continuously enrolled) shall adhere to the current academic year Nursing Program Requirements and Procedures and the current catalog requirements. The provisions in the Nursing Program Requirements and Procedures are regarded as an agreement between the Student and the Nursing Program. The College reserves the right to revise and designate the effective date of revisions in requirements/procedures when deemed necessary for program content, integrity and/ or patient safety. Students will be notified of any addendum and/or revisions.

### **Dress Code:**

The dress code is specific to the nursing program and is strictly enforced.

1. ***Pants:*** BC royal blue scrub pants only. These are required for attendance in the classroom, the nursing lab, the Health Sciences Simulation Center, hospital clinicals, and any time the student is on campus or at a clinical affiliate site for program learning.
  - a. Those desiring to wear skirts instead of pants should purchase below-the-knee scrub skirts in the BC royal blue tone.
  
2. ***Top:***
  - a. The BC royal blue scrub top is required for attendance in the nursing lab, the Health Sciences Simulation Center, hospital clinicals, and any time the student is on campus or at a clinical affiliate for a clinical or lab session, including practice in the nursing lab.
  - b. The BC nursing program royal blue embroidered polo is allowed in the theory classroom only. It must be worn with the BC royal blue scrub pants
  
3. ***Shoes:*** Shoes are to be closed-toe, logo free, solid white, preferably leather or leather-look, without any additional colors. This is a requirement for any time the student is on campus or at a clinical affiliate site for program learning
  
4. ***Socks:*** White socks that cover the ankle are required any time the student is on campus or at a clinical affiliate site for program learning

5. **Body art:** Body art should be covered when on campus or at a clinical affiliate site for program learning. Arms can be covered with a solid white long-sleeved t-shirt or BC logo scrub jacket. Every attempt should be made to cover body art visible outside of the areas covered by the BC uniform.
6. **Earrings:** One small earring that does not reach below the earlobe is allowed in each ear. Please remove any other earrings, bars, barbells, or piercings in other parts of the ear and/or visible body areas.
7. **Hair:** Hair must be away from the face and off the shoulders any time the student is on campus or at a clinical affiliate site for program learning.
  - a. **Hair adornments:** please do not wear headbands or other hair adornments that are loose and might fall into the work area
  - b. **Facial hair:** should be trimmed neatly and must not extend past a face mask or face shield
8. **Eyelashes:** No form of artificial eyelashes are permitted
9. **Fingernails:** Fingernails should be bare, without colored polish, gel, or acrylic covering, and should be neatly trimmed not to extend beyond the tip of the finger.
10. **Jewelry:** We strongly suggest wearing no rings to the clinical setting. Frequent handwashing and constant activity mean a high risk of jewelry loss. Avoid any jewelry other than a simple neck chain without logos. Rings with jewels should not be worn – plain bands only. This is for your protection and for the safety of the patients (even simulated patients).
11. **Jacket and/or under shirt:** If you need to have additional clothing for environment or body area coverage, please use the BC nursing student logo white scrub jacket over your scrub top and/or a long or short sleeve white shirt under your scrub top.
12. **Face covering:** A face mask or face shield may be required for participation in on campus and clinical affiliate learning opportunities.
13. **Photo ID:** You will need to always have your BC ID on while in uniform.
14. If you have specific religious requirements for personal dress, please speak with your Associate Dean to assure that you are prepared accordingly.

One of the hallmarks of our program is our professional manner and this extends to our uniform policy and dress code. These guidelines are not meant to be restrictive, but to continue to present ourselves to the faculty and to our clinical affiliates as professionals who understand and take seriously the nobility of our chosen profession.

As well, we provide these guidelines to keep the environment fair and equitable to all students. It should not be the responsibility of the faculty or leadership team to make decisions about individual dress, so we present these requirements as the standard and expect all students to adhere to the standards.

## **Enrollment, Registration and Audit**

### **Registration:**

- The student shall have registered and paid for the course (as evidenced by showing as “paid” on the class roster) to be eligible to attend class.
- Students must register for nursing courses on the location they selected and/or were assigned upon admission to the program.
- Student files, counseling, and schedules will be maintained at the initial selected/assigned Campus location.
- At the Associate Dean’s discretion, students may be required to attend subsequent nursing classes at BC locations other than the assigned location necessary for continued program course sequence.
- Nursing courses cannot be audited, including Pharmacology for Nurses (HSC 1149), and Math for the Health Professions (MTB1370).
- The student must adhere to the pre-requisites and co-requisites for each nursing course as noted on the program sheet.
- All non-nursing co-requisites must be completed prior to progressing to level three courses.

### **Concurrent Enrollment in Courses**

- Nursing courses follow a designated sequence. Nursing students will take the nursing theory course in conjunction with the co-requisite clinical course as defined in the nursing curriculum.
- Each theory-nursing course and its co-requisite clinical course must be successfully completed before progressing to the next sequenced nursing course.
- Students who withdraw from any NUR theory course must withdraw from the co-requisite NUR clinical course.

### **Transfers**

Students are to register on the campus where they intend to complete the program. Transfer requests are evaluated by the Associate Dean. The student must have a passing grade for their most recent NUR courses and demonstrate proof of residence. The Associate Dean must confirm if there is space available on the requested campus.

## **Grading Policy**

### **The theory grading scale to be utilized:**

A - 92 and above

B - 83-91

C - 73-82

D - 63-72

F - Below 63

I - Incomplete (Refer to the college catalog and college policy)

W - Withdrawal (Refer to the college catalog and college policy. Withdrawals must be before the withdrawal date.)

### **The Clinical Grading Scale to be utilized**

S - Satisfactory

U - Unsatisfactory

I - Incomplete

W - Withdrawal

## **Complaint/grievance/Grade Appeal Policy**

The Broward College Grade Appeal policy (# 6Hx2-4.19)

[https://www.broward.edu/legal/policies-and-procedures/\\_docs/policy/6hx2-4.19.pdf](https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-4.19.pdf)

Student Handbook: <https://students.broward.edu/resources/rights-and-responsibilities/student-handbook.html>

Grades and Grade Appeal and complaint policy (#6Hx2-5.23) Complaint Process are described in the Broward College Student Handbook.

- A student should always discuss the concerns and issues with the instructor and then the Associate Dean for Nursing before initiating the process.

## **Attendance**

- Theory course attendance expectations will be stated in the course syllabus.
- Attendance is mandatory for ALL clinical lab experiences.
- Experiences may include the skills lab, campus lab, simulation lab, hospital, and other assigned patient care areas as designated by the nursing faculty.
- Absences and tardiness are addressed in each course syllabus.
- Missing the mandatory clinical orientation and clinical agency orientation may require a student to withdraw from clinical and co-requisite theory course.

## **Guidelines for Retracking, Remediation and Dismissal**

A nursing student who fails a course and wants to retake the course is considered to be *retracking*. We welcome all students who fail or withdraw from a course to retake the course, within the policy set forth by Broward College. Students may attempt a course up to 3 (three) times. Per BC policy, the third attempt is taken at the out-of-state tuition rate.

The nursing student shall seek retracking through the office of the Associate Dean of Nursing on the campus currently or last enrolled to discuss retracking status based on the following:

- Student eligibility
- Program space
- Course availability

Eligibility for retracking is not automatic. Students approved for retracking will be required to complete remediation and submit documents, if necessary, under current requirements by the required deadline dates to remain eligible for retracking.

The nursing student with an unsuccessful nursing course attempt (Failure, which is indicated by a “D” or “F” or Withdrawal “W”) is no longer eligible to continue in the nursing program until all remediation requirements are successfully completed. If you were not successful with any nursing course and wish to retrack, please contact your campus office.

North Campus (954) 201-2350 or email [SGuptar@broward.edu](mailto:SGuptar@broward.edu)

Central Campus (954) 201-6851 or email [TAbrams@broward.edu](mailto:TAbrams@broward.edu)

South Campus (954) 201-8850 or email [KNasca@broward.edu](mailto:KNasca@broward.edu)

A Nursing Skills Review Class (level appropriate) is required before your return to the clinical/hospital if it has been 12 weeks or longer since the last successful clinical. Please note that there is no cost to take this skills review and it is not intended as a punitive measure, but rather validation that you have retained the skills you have learned prior to moving on in the program. The class needs to be taken the session before you return to the hospital. Upon contacting your campus office with your intent to return, you will be emailed instructions on how to access the course through D2L along with the date and time of the mandatory orientation.

If you are repeating your clinical course, the Nursing Skills Review will need to be taken before you repeat the clinical.

If you are repeating theory only, the Nursing Skills Review will need to be taken during the session you are repeating theory, not before.

NUR1020L - Nursing Process I Lab – if you have not successfully completed your clinical course, you do not need to take the Nursing Skills Review.

The remediation process is subject to change and students are required to adhere to the current policies in place at the time of the unsuccessful attempt.

### **Periods of Non-Enrollment**

The nursing student who has not been enrolled in any Broward College course for two major terms (Fall and Winter) or more must complete a college re-entry form (available at admissions).

Students, who have not been enrolled in nursing courses and left the program in good standing, whether they have taken other college courses or not, must:

- Meet all current college and program requirements and all unsuccessful course attempt requirements as applicable.
- Placement in the appropriate nursing course is dependent on space availability.

Students who been out of the nursing program for less than two years MAY be eligible to return if they complete the appropriate remediation for re-tracking. Students out of the program for over 2 years are not eligible to return.

### **Channels of Communication**

Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is your first and best resource. The following guidelines should prove helpful.

1. All faculty maintain office hours to confer with students. You will find that scheduling an appointment will be most helpful.
2. You are encouraged to communicate with the instructor whenever this is perceived, as necessary.
3. If you and the instructor cannot successfully resolve an issue, the next line in the chain of command is the Associate Dean.
4. If all previous steps have been taken without resolution, then the Dean of Nursing is the next individual to be consulted in the channel of communication.
5. To summarize, you are encouraged to use the following channels of communication in their respective order:
  - First, Course Faculty (lecture class and/or clinical courses)
  - Second, Associate Dean
  - Third, Dean of Nursing



## *Participation in Clinical (Lab) Courses and the Nursing Lab*

The ASN program views participation in any clinical experiences, whether in the nursing lab, the Health Sciences Simulation Center, hospital, or other healthcare organization, or via remote delivery, the same. The requirements for participating in any of these settings are the same.

Please note that many of these requirements are set forth by clinical affiliates. Specifically, the physical requirements and clinical compliance (Complio) requirements are determined by clinical affiliates and are subject to change and review by those affiliates at any time. The College contracts with clinical affiliates so that we can provide the clinical hours required by the Florida Board of Nursing in a hospital or healthcare institution. *Clinical affiliates have the right to deny any student the opportunity to enter their facility for clinical experiences.*

There are physical mental requirements to attend clinical (lab) courses in the ASN program. *These physical and mental requirements are set forth by clinical affiliates and the clinical affiliates maintain the right to determine if a student is physically able to attend clinical experiences in their organization.*

### **1. Technical/motor skills**

- The student must possess gross and fine motor abilities sufficient to provide safe and effective nursing care including the ability to assist with positioning of clients, standing and walking for extended periods of time, and physical abilities sufficient to move from room to room and maneuver in client rooms, work, and treatment areas.
- The motor skills of stooping, kneeling, crouching, crawling, reaching, handling, and fingering may all be required in providing safe, effective nursing care.
- Medium work is defined as lifting 50 pound maximum with frequent lifting or carrying of objects weighing up to 25 pounds. The student must possess fine motor fingering abilities sufficient to calibrate and use equipment.

### **2. Sensory**

- Auditory ability sufficient to monitor and assess health care needs including but not limited to hearing monitor alarms, emergency signals, auscultatory sounds, and verbal communication.
- Visual ability sufficient for assessing and observing the client and environment including near and far acuity, depth perception, visual fields, and color vision.
- Tactile ability sufficient for physical assessment such as temperature, texture, size and shape. The ability to perform therapeutic interventions with equipment.

### **3. Communication**

- The student must possess sufficient communication skills to interact effectively with others in verbal and written form.

- The students must be able to explain treatment procedures, provide health teaching, assess and plan nursing care.

#### **4. Interpersonal Relationships**

- The student must possess sufficient interpersonal relationship skills to establish rapport with clients, families, and colleagues from a variety of social, economic, cultural, and intellectual backgrounds.

#### **5. Critical Thinking**

- The student must be able to identify cause-effect relationship to make judgments and set priorities in clinical situations.

If you have any concerns about meeting any of these requirements, meet with an Associate Dean to discuss.

#### **Clinical Compliance**

The clinical compliance (Complio) requirements were discussed at the beginning of this manual. As a reminder, there are health criteria that must be met in order to participate in clinical activities. There are no exceptions to these.

#### **Student Health**

The required health and hospital orientation documentations are to be uploaded and labeled in the Complio database system by the student. The documents are also, submitted to the nursing office.

Students are responsible to maintain copies within their respective portfolios. Admission and subsequent continuation in the nursing program is contingent upon the status of the data from the health assessment and physical examination remaining in compliance. Documents are accessible through the Broward College web site at <https://www.broward.edu/admissions/docs/nursing.pdf>

#### **All students in nursing courses must meet the following requirements:**

Health assessment and physical exam:

- Must state that "the student can participate in all clinical activities with no restrictions".
- An annual health assessment and physical examination is required to remain in the program.
  - Proof of medical certification of immunizations, vaccinations, and verifications that the student is free from contagious disease within the last 10 years.

- Such evidence shall include, but not limited to, verification of a negative tuberculosis test (TB) or in the case of a positive TB test result, verification from a chest x-ray along with an attestation that the student is free of any symptoms of pulmonary disease.
- The student will provide evidence of immunity. Students are to obtain blood titers for the following:
  - Rubella (German Measles), Rubeola (Measles), Mumps (MMR)
  - Varicella (Chicken pox)
  - Hepatitis B

Titers that indicate a lack of immunity or a value of equivocal will require that the student undergo additional inoculation.

- 2 MMR boosters no less than 28 days apart
- 2 Varicella boosters no less than 28 days apart
- Hepatitis B - 1st dose and 2nd doses are to be 28 days apart. The 3rd dose must be 5-6 months from the first dose.
- Student may sign a declination form for the Hep B vaccine
- ALL evidence of compliance is required prior to attending any clinical experience. Students who are not compliant WILL NOT be allowed to participate in clinical.
- Students with any questions regarding these requirements will address their specific concerns to the Associate Dean directly.
- The students are responsible to notify the course faculty/ Associate Dean of any change in their physical or psychosocial wellness.
- Faculty and the Associate Dean may request an updated medical clearance from students at any time.

Broward College Health Science Program admission is not determined by the ability of a student to receive vaccines and/or immunizations, but those unable to receive vaccines/immunizations may be unable to meet the clinical requirements of a health science program. Requirements for vaccines/immunizations are set forth by clinical site organizations and Broward College is obliged to comply with any guidelines set forth by clinical site organizations.

### **Criminal Background Check and Drug Testing**

Procedure Manual (A6Hx2-5.01) <https://www.broward.edu/legal/policies-and-procedures/docs/procedure/a6hx2-5.01.pdf>

In accordance with standards/requirements of our clinical affiliates, students enrolled in any health science program that requires clinical experience in a hospital or other health care facility, must submit to a Level II criminal background check, including an FBI check. The background screening is required for all health science students at the time of preadmission and may be repeated one year after the initial check. All students are required to complete criminal Background Checks and Drug Screening if they are out of the nursing program for more than 1 year.

Graduation from a health science program does not automatically qualify a student to sit for the certification examination or obtain licensure.

**Please Note:**

- Students with criminal backgrounds may not be eligible for clinical agency placement.
- Students with criminal backgrounds may not be eligible to take the Florida NCLEX-RN for licensure.

The Florida Licensure Board reviews the students' backgrounds and determines eligibility directly. It is the responsibility of each student to verify their status regarding eligibility for NCLEX-RN with the Florida Licensure Board.

- Students are required to disclose any legal/criminal infractions incurred during the program immediately following said incident to the Associate Dean.
- The student understands that infractions or failure to report may result in expulsion from the program. Student may also be dismissed from the nursing program if the incident occurs during an eligible period of non-enrollment or enrollment.
- Broward College currently has a zero-tolerance drug testing policy. Any positive result without the student having produced a legitimate prescription for the medication is not accepted and will disqualify the student from acceptance into the nursing program. No retesting is allowed.

**Substance Abuse Policy and Procedure**

Florida Statute requires the College to establish policies to maintain a drug-free educational setting and workplace. The College policies related to substance abuse can be found in the current Broward College Student Handbook. A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients because of use of alcohol, drugs, narcotics, chemicals, or any other type materials shall be required to follow policy and procedure.

A faculty member who has reasonable cause to suspect impairment will proceed as follows:

1. Ensure student safety.
2. Remove the student from patient care area.
3. Notify the Associate Dean.
4. Note: Students may be subjected to additional drug and health screenings. These will be at the cost to the student. Failure to comply with a request for additional drug screen or medical clearance will result in dismissal from the program.

## **Exposure to Environmental Hazards and Infectious Diseases**

Clinical experiences are provided in health care settings with real humans experiencing a wide range of illnesses and injuries. There is equipment in the health care setting that may contribute to environmental hazards, such as exposure to chemicals or gasses. Students will handle medications and substances necessary for patient care. Students will care for patients with infectious diseases, including but not limited to Covid-19, Tuberculosis, Hepatitis B, and HIV. Being a nursing student means accepting that risk, while also taking all necessary precautions to mitigate the risk.

## **Administration of Medications**

Students will give real medications to real humans in the clinical setting. Students must adhere to all medication administration policies set forth by the clinical instructors, including accurate calculation of dosages and medication safety practices. Nursing students are never to give medications without the direct and express approval of the clinical instructor. Administering medications without the direct and express approval of the clinical instructor will result in dismissal from the program.

## **Contact with Clinical Affiliates**

All communication with clinical affiliates is to go through the nursing program. You are never to contact a clinical affiliate (hospital or health care organization) and represent Broward College or present yourself as a Broward College nursing student. This is a violation of our Code of Conduct. This is applicable even if you are an employee of the organization. You must keep the two role – employee and student – separate.

## **Nursing Lab Participation**

The nursing labs on South, Central, and North campuses are to be considered clinical sites and your behavior in the nursing labs should mirror your behavior in the clinical setting.

There are specific rules, however, to follow in the nursing labs.

### ***Lab Attendance:***

1. Only Broward College nursing students are allowed in the lab.
2. Broward College Student ID must be visible while in the lab.
3. Students must sign in/out of the appropriate binder or computer when entering and leaving the lab.
4. Students are not permitted to sign in or out for other students.
5. Full uniforms are always to be worn while in the lab.
6. COME PREPARED – Bring all necessary supplies, skills book, and appropriate paperwork. Review skills before coming to the lab for practice.
7. Students are not permitted in the lab during the time their theory/clinical class meets without approval from the theory/clinical instructor.
8. For 1:1 instruction or for clinical assignments requiring the assistance of a lab instructor, 15-minute appointments can be made through the lab coordinator if scheduled 24 hours in advance.

***Lab Etiquette:***

1. No students are allowed in the supply closet, cabinets, or faculty office without permission.
2. No eating, drinking, or loud talking in the lab.
3. Cell phones, iPads, Laptops, and other electronic devices are not permitted in the nursing lab.
4. NO STUDYING IN THE LAB (lab is to practice skills).
5. All lab equipment, including beds, must be assigned prior to use. Use of Computers and Audio/Visual material:
  1. Bring your own personal earphones for audio materials (inexpensive sets are available for purchase at bookstore).
  2. The computers are to be used for your educational needs. Checking emails, personal surfing on web, playing games, etc. is prohibited.

**Maintain Skills Lab in orderly condition:**

1. Return chairs under tables.
2. Return all lab supplies used for practice to appropriate location. Clean lab equipment if necessary. Leave no equipment at the bedside.
3. Return textbooks/videos to lab instructor prior to leaving.
4. Keep IV pumps plugged in.
5. Return bed to low position with bedside table over the foot of the bed.

***Care of Manikins:***

1. SIM MAN manikin and other simulation models are to be utilized only with instructor guidance.
2. Speak to the lab instructor before moving manikins.
3. No betadine, pens, or markers are permitted near the manikins.
4. Absolutely, no tape can be used on manikins.
5. Remember Universal Precautions, use gloves while at the bedside

## *Use of Personal Electronic Devices in Nursing Classes*

Each of your instructors will have specific rules and guidelines for use of personal electronic devices, such as cell phones and tablets, in their individual classes. You will be expected to adhere to all rules and guidelines, regardless of your personal viewpoint.

We suggest that you give the phone number to the nursing department on your campus to your family and/or family caregivers. If you have a family emergency that requires your attention, they can notify the nursing department. The nursing department will make sure that you are contacted through your clinical instructor right away.

Communicating proactively with your instructors and with your family members and/or family caregivers is key. We are all human and understand that students occasionally have extenuating circumstances. However, communication after the fact rarely helps the situation. Be open, honest, and proactive in your communications with your instructors. Offer no excuses, just facts, and be amenable to their proposed solutions. Nursing students graduated successfully from nursing programs long before electronic devices were available and prevalent and there is always a way to work around obstacles.

## *Code of Conduct for Nursing Students*

In addition to the Broward Code of Conduct, we expect that you will follow all rules and guidelines provided in this manual and in your theory and clinical courses. We also expect that you will follow the American Nurses Association Code of Ethics for Nurses.

### **ANA Code of Ethics for Nurses**

The ANA (American Nurses Association) Code of Ethics outlines principles of professional nursing behavior. Policies, procedures, and programs are in place to support and assure adherence to the Code of Ethics.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.



5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA (2015). Code of ethics for nurses.

Available at <http://www.nursingworld.org/codeofethics>

## **Acknowledgements**

You are required to sign and submit the acknowledgements on this and the following pages.

### **Student Confidentiality Statement**

As a student enrolled in a Broward College health care program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me during my studies. Such information is protected and confidential under applicable federal and state laws and affiliation agreements between the College and affiliating health care agencies.

I will not reveal any patient information to any third party. I will not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to the College during my studies. I will only discuss patient information or a patient's medical condition at the affiliating agency in settings away from the public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting I will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

I agree to comply with all patient information privacy policies and procedures of Broward College and the affiliating agency. I understand that violating this Confidentiality Statement can result in course failure and/or program dismissal and may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

Student Name (Print): \_\_\_\_\_

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

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

## Model Release

For and in consideration of my engagement as a model by BROWARD COLLEGE, hereafter referred to as the videographer/photographer, on terms or fee hereinafter stated, I hereby give the videographer/photographer, videographer/photographer is acting, and those acting with his permission, or his employees, the right and permission to copyright and/or use, reuse and/or his employees, the right and permission to copyright and/or use, reuse and/or broadcast and republish video type recordings, photographs of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by the videographer/photographer at his studio or elsewhere, for any purpose whatsoever, including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished videotape, photograph, soundtrack, or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release, discharge, and agree to save harmless the videographer/photographer, his representatives, assigns, employees or any person or persons, corporation, or corporations, acting under his permission or authority, or any person, persons, corporation, or corporations, for whom he might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, blurring, or alteration, optical illusions, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication, distribution, or broadcast of the same ever should the same subject me to ridicule, scandal, reproach, scorn, or indignity.

I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof. I understand that I will not be compensated for this.

Student Name (Print): \_\_\_\_\_

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

Address: \_\_\_\_\_

Witness Name (Print): \_\_\_\_\_

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

## Informed Consent

I, \_\_\_\_\_ understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases including, but not limited to Covid-19, Tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility. Neither Broward College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance.

I further understand that I shall have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee is automatically included each year when I enroll in a clinical course.

I understand and assume responsibility for the practices, objectives, course requirements and inherent risk involved in the education of Health Science students at Broward College.

I acknowledge receipt of and consent to all of the guidelines, rules, and regulations set forth in this ASN Nursing Student Manual.

Student Name (Print): \_\_\_\_\_

Student ID# \_\_\_\_\_

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

Date: \_\_\_\_\_

I have read, understand, and agree to comply with the practices, procedures, and requirements of the Broward College Nursing Program.

I have received copies of the practices, procedures, and requirements below:

1. Informed Consent
2. Model Release
3. Acknowledgements (Student Confidentiality Statement)
4. Program Guidelines & Requirements, Retracking, Remediation and Dismissal

By signing below, I agree to comply with all procedures, practices and requirements listed above

Student Name (Print): \_\_\_\_\_

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

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_