



INDIAN RIVER STATE COLLEGE
School of Nursing

Student Handbook
2024 – 2025

IRSC is an EA/EO educational institution.

Indian River State College
School of Nursing
Student Handbook Guidelines Verification Form

This is an acknowledgment form confirming each student has read the School of Nursing Student Handbook in its entirety and agrees to the following statements:

I agree to have my educational, health, and background records released to professional / health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student records.

I agree to have my social security number released to the Florida Board of Nursing for application for licensure and clinical facilities for clinical placement.

I understand that I may not participate in any nursing program until I have submitted and received approval of all required documentation to the School of Nursing (health requirements, CPR, annual flu shot, drug screen, background check, and health insurance). This information must be kept up-to-date, or I can be withdrawn from the program.

I understand that orientation to courses and clinical facilities is mandatory. Absence for any reason may result in my being withdrawn from the course. I understand that clinical placement may be anywhere in the four-county area.

I understand changes may be made by the School of Nursing or College guidelines at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will receive an electronic copy of the changed guidelines to keep for their records.

I understand any student found guilty of cheating and/or plagiarism may receive an "F" in the course and/or be dismissed from the program.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that information disclosed to me from the client's medical record is private and protected by state and federal law (HIPAA confidentiality). State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state, or local law.

I understand that I may be exposed to bloodborne pathogens, and/or potentially infectious diseases during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status, such as immunosuppression issues or pregnancy. If I request an accommodation, I must disclose my change in health status to the course coordinator and the School of Nursing.

I understand that I must have personal health insurance, and the policy must be active for the entire time I am enrolled. Failure to have personal health insurance while enrolled in a nursing clinical course will result in my inability to attend clinical, course failure, and/or dismissal from the School of Nursing. I will submit a copy of my current insurance card/policy at the beginning of each semester. Should my health insurance lapse, I will report it to the School of Nursing within 24 hours.

I understand health care facilities reserve the right to change health and background requirements at any time, and/or deny a student clinical placement. All required health documentation is required for clinical. Students who are unable to receive the flu vaccination will not be eligible for clinical placement. Inability to attend clinical may result in clinical failure and possible dismissal from the program.

I give the College permission to use my photograph in social media posts by the School of Nursing to promote nursing programs and increase student engagement.

By signing this document, I acknowledge I have read the IRSC Student Handbook and my specific program Part. I agree to comply with all terms and conditions. Students unable to submit this form by the due date may not be eligible for clinical and/or registration.

Signature_____

Date_____

Print Name_____

Student ID_____

For Practical Nursing Students only:

I understand it is my responsibility to meet with an Academic Advisor regarding the TABE (Test for Adult Basic Education) requirement before the first course (PRN 004 Fundamentals). I may be required to complete the TABE test during the first week of school and complete remediation. I understand it is my responsibility to meet with my assigned Nursing Faculty Mentor for Program Pre-Advisement. I am aware ALL client records are confidential and will always maintain confidentiality. Failure to do so may result in dismissal from the School of Nursing.

Initials _____

For Associate Degree Nursing Students only:

I understand it is my responsibility to meet with my assigned Nursing Faculty Mentor for Program Pre-Advisement. I will also meet with my IRSC Academic Advisor during the first nursing course to create my academic plan, ensuring I complete all A.S. Nursing degree requirements by the end of NUR 2205C Nursing Concepts 4.

Initials _____

For RN-BSN Students only:

Clinical experiences are required in some RN-BSN courses. Should a health care facility submit a request, students may be required to complete health requirements listed under Clinical Clearance (physical, immunizations, CPR, drug screen, background check, flu vaccine). These documents must be kept up to date, or I could be withdrawn from the course. I understand I may not participate in any BSN nursing course with a clinical component until I have all my records on file with the School of Nursing. I understand I must maintain an active, unencumbered Florida Registered Nurse license while enrolled in the RN-BSN program. I will also meet with my IRSC Academic Advisor during the first nursing course to create my academic plan, ensuring I complete all B.S. Nursing degree requirements

Initials _____

PREFACE

The nursing student is subject to the guidelines presented in this handbook and the IRSC Student Handbook/Planner. The College reserves the right to change any provision or requirement when such an action serves the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such an action to be in the best interest of the College.

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson

Dean Northwest Center, Equity Officer & Title IX Coordinator

IRSC Massey Campus 3209 Virginia Avenue, Fort Pierce, FL 34981 772-462-7156

ACCREDITATION

The School of Nursing at Indian River State College Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404)-975-5000.

The School of Nursing at Indian River State College Bachelors of Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404)-975-5000.

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Indian River State College.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant's project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, clinical placement, and licensure examination and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

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Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Dean of Northwest Center, Equity Officer & Title IX Coordinator IRSC Massey Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981 • 772- 462-7156

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PART I
Introduction to the School of Nursing



INDIAN RIVER STATE COLLEGE
School of Nursing

Dear River Nurses,

Congratulations on your admission to the Indian River State College School of Nursing. It is with great pleasure that I welcome you to our esteemed division. Your acceptance into our nursing school is a testament to your hard work, dedication, and passion for the field of nursing.

As you embark on this exciting journey, you are joining a community of scholars, practitioners, and leaders who are committed to excellence in nursing education, research, and practice. Our faculty and staff are here to support you every step of the way, ensuring that you receive the highest quality education and training.

Nursing is a noble and rewarding profession that requires compassion, resilience, and a commitment to lifelong learning. Throughout your time here, you will have the opportunity to develop your skills, expand your knowledge, and make lasting contributions to the health and well-being of individuals and communities. Your journey will be challenging, but it will also be incredibly fulfilling.

Once again, congratulations on your admission. We look forward to seeing all that you will accomplish during your and beyond. I invite you to read more about our mission and beliefs in the next few pages and look forward to meeting you all.

Warmest regards,

Best wishes to all of you in the year ahead,

A handwritten signature in black ink that reads "Patricia Gagliano, PhD, RN". The signature is written in a cursive, flowing style.

Patricia Gagliano, PhD, RN Dean, School of Nursing

Indian River State College School of Nursing

Vision Statement

IRSC School of Nursing (SON) aspires to be a model of excellence by transforming students through nursing education.

Purpose Statement

The School of Nursing at IRSC is committed to meeting the educational needs of future and current professional and vocational nurses within an ever-changing healthcare system. Faculty facilitates student achievement utilizing various teaching modalities. In our effort to serve the global community and its diverse cultures, we commit to:

- Develop excellence in nursing education and practice
- Provide quality, student-centered learning to promote student success
- Create multi-dimensional learning experiences
- Foster partnerships within the community that promote cultural enrichment and opportunities to strengthen involvement in local, national, and global health issues
- Support lifelong learning and ethical practice

Philosophy

We believe:

- Nursing is a humanistic, scientific discipline that encompasses evidence-based practice and critical thinking to improve the quality of the human experience.
- The art and science of nursing embodies the core values of caring, diversity, ethics, excellence, holism, integrity, and client-centeredness.
- Nursing education focuses on articulating relationships between the following concepts: context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork.
- In a culture of excellence that provides individualized, quality care for clients, families, and communities.
- In cultivating an environment of civility, professionalism, equity, and inclusivity.

PART II

Curriculum

CONCEPTUAL FRAMEWORK OF THE NURSING CURRICULUM

The framework for curriculum was developed by nursing faculty and based on six integrating concepts defined by the National League of Nursing (2010). The concepts are:

- Context and environment
- Knowledge and science
- Personal/professional development
- Quality and safety
- Relationship-centered care
- Teamwork

These concepts are basic to the understanding of nursing and the complexity of the profession.

Learning Outcomes

The six concepts are integrated throughout the program and do not stand alone. This represents the faculty's beliefs based on the three types of apprenticeship described by Patricia Benner. These apprenticeships are cognitive (knowledge, practice know-how, and ethical comportment and formation). This fits into Benner's view of the nursing metaparadigm, nursing health, situation, and person.

Nursing

"Nursing is a science that students the relationship between mind, body and human words... nursing is concerned with the social sentient body that dwells in the finite human worlds: that gets sick and recovers; that is altered during illness, pain, and suffering: and engages with the world differently upon recover" (Benner, 1999, p.315).

Health

"Health, as well-being, comes when one engages in sound self-care, cares, and feels cared for when one trusts the self, the body, and other" (Benner & Wrubel, 1989, p.161).

Situation

"The term situation is used as a subset of the more common nursing term *environment* because the former term connotes a peopled environment. Environment is a broader more neutral term, whereas situation implies a social definition and meaningfulness" (Benner & Wrubel, 1989, p80).

Person

"A self-interpreting being, that is, the person does not come into the world predefined but becomes defined in the course of living a life" (Benner & Wrubel, 1989, p41).

References

Benner, P. (1999). New leadership for the millennium: Claiming the wisdom and worth of clinical practice. *Nursing and Healthcare Perspectives*, 20 (6), 312-319.

Benner, P. & Wrubel, J. (1989). *The primacy of caring: Stress and coping in health and illness*. Menlo Park, CA: Addison Wesley.

National League for Nursing (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's practice, doctorate, and research doctorate programs in nursing*. New York, NY: National League for Nursing.

PROGRAM OUTCOMES

- Job placement
- NCLEX success
- Completion Rates

Practical Nursing End of Program Student Learning Outcomes

- Context and Environment – identify and implement environmental factors that impact the client's decisions and demonstrate competence with current technologies.
- Knowledge and Science – describe the importance of evidence-based information to modify clinical decisions and demonstrate competence with current technologies.
- Personal and Professional Development – define and recognize proposed care regime within the legal, ethical, cultural, and regulatory framework of nursing practice.
- Quality and Safety – recognize the principles of practice within a safe physical and psychosocial environment for clients.
- Relationship Centered Care – use effective therapeutic communication skills with client, family, and the healthcare team.
- Teamwork – recognizes the elements of effective team behaviors to navigate client care across various work environment.

Associate Degree Nursing End of Program Student Learning Outcomes

- Context and Environment – examine clinical systems and apply health promotion/prevention strategies.
- Knowledge and Science – employ critical thinking to assure evidence-based care.
- Personal and Professional Development – demonstrate appropriate culturally sensitive, ethical, and professional behaviors.
- Quality and Safety – prioritize interventions to prevent potential risk factors and actual errors.
- Relationship-Centered Care – utilize effective interpersonal communication skills between client, family, and all healthcare team members.
- Teamwork – Collaborate within the interdisciplinary teams to ensure the delivery of optimal care.

National League for Nursing (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's practice doctorate, and research doctorate programs in nursing*. New York, NY: National League for Nursing.

RN-BSN End of Program Student Learning Outcomes

- Context and Environment – critique clinical systems and apply health promotions/prevention strategies.
- Knowledge and Science – cultivate critical thinking processes to assure evidence-based care.
- Personal and Professional Development – promote a culture of safety to minimize risk of harm to patients and providers.
- Quality and Safety – evaluate appropriate culturally sensitive, ethical, and professional behaviors.
- Relationship-Centered Care – coordinate care incorporating the client/family values and preferences in providing quality care.
- Teamwork – collaborate within the interdisciplinary teams to ensure delivery of optimal care.

National Patient Safety Goals

The School of Nursing at Indian River State College incorporates the National Patient Safety Goals into the curriculum. To view these standards, visit: <https://www.jointcommission.org/standards/national-patient-safety-goals/>

PART III
School of Nursing Guidelines

All IRSC School of Nursing students are expected to read and be familiar with the IRSC *Student Handbook/Planner*, (www.irsc.edu).

APPLICATION BOOKLETS / ADMISSION GUIDELINES

The Practical Nursing (PN), Associate Degree Nursing (ADN/RN), and RN-BSN programs each have application booklets on their respective web pages. Applicants will find all the necessary information for submitting a valid application and a checklist to ensure all criteria for applying to and being admitted to a nursing program are met. Application tracks, transfer requirements, readmission processes, and the Advanced Placement/Bridge program details are also outlined. Falsification of any information or documentation throughout the application and admission process may result in dismissal from the School of Nursing.

[Practical Nursing Webpage](#)

[Associate Degree Nursing Webpage](#)

[RN-BSN Webpage](#)

PROGRAM EXPENSES

All program expenses are located on the respective program web pages of the IRSC website. In addition to these costs, students should allow for room and board, transportation, and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly. Microsoft Office 365 is available for all active Indian River State College students.

INTEGRITY AND PROFESSIONAL CONDUCT

Integrity and professional conduct are vital in the college environment. Expected conduct and competencies can be located in the Student Standard of Conduct found in the IRSC Student Handbook/Planner, course syllabus, and Code of Academic and Clinical Professional Conduct Appendix C. Faculty and staff are responsible for counseling any student they have seen violating integrity or displaying unprofessional conduct. Students may discuss concerns with their instructors or the Department Chair.

Violations of integrity and professional conduct would include unprofessional behaviors such as arriving late to course/program-related activity, late or no submission or expected program-related item (such as clinical paperwork), violation of client confidentiality (HIPAA), or activities would result in a student having an unfair advantage, by copying, purchasing, distributing, and sharing copyrighted instructor resources of any kind. Additional violations of integrity include unethical behavior, falsifying documents, plagiarism, and cheating. Cheating includes purposefully giving or receiving of unapproved aid or notes on examinations, papers, or class assignments. Cheating also includes the unauthorized copying of tests, sharing test information, or sharing answers to assignments. The use of AI to complete written assignments is considered an unfair advantage equating to cheating. Furthermore, faculty do not provide permission to post or share course-related items on social media or educational websites.

Social Media sites such as Facebook, Instagram, Twitter, etc. are subject to the same professional standards related to HIPAA, FERPA, and clinical affiliation confidentiality.

First Occurrence: The violation will be discussed with the student and documented on a counseling form. Remediation may be required.

Second Occurrence: The violation will be discussed with the student and documented on a second counseling form. The student will be placed on probation and must meet with the Dean of Nursing.

Third Occurrence: The violation occurring for a third time will result in dismissal from the School of Nursing. Client information is not permitted to be shared (written or verbal) outside of the appropriate clinical setting or posted on social media websites and is considered a violation of the Integrity and Professionalism Guidelines and will result in immediate dismissal from the School of Nursing (See Confidentiality Guidelines listed above). Any student found guilty of cheating, or plagiarism will receive an “F” in the course and must meet with the Vice President of Student Affairs for disciplinary action, up to and including expulsion from the College. President of Student Affairs for disciplinary action, up to and including expulsion from the College.

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-7.24 Student Standards of Conduct – Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida. Nursing students are expected to familiarize themselves with the plagiarism tools provided by the IRSC Library.

HEALTH REQUIREMENTS

Upon provisional admission, nursing students must provide proof of a physical examination stating the student meets the Performance Standards for Admission and Progression to the School of Nursing (Appendix A). The annual physical examination must be completed by an M.D./A.P.R.N./P.A. or D.O. Nursing students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for healthcare workers than for the public. Students may not participate in clinical experiences until all health requirements are on file with the School of Nursing.

Upon provisional acceptance to a Nursing program, the student must submit:

- 10-panel drug screen.
- Level 2 NBC/FBI Background Check.
- Annual tuberculin screen (valid for one year from the test date).
- Documentation of two MMR immunizations or a positive rubella titer, rubeola titer, and mumps titer.
- Documentation of all three immunizations and surface antibody test, or positive titer for Hepatitis B vaccine; OR two immunizations for Hepatitis B vaccine; OR sign a declination waiver.
- Documentation of two varicella immunizations or a positive varicella titer.
- Recommendations for any restriction/limitation of physical activity.
- Documentation of tetanus immunization.
- Annual flu immunization during flu season (October – April).
- IRSC does not require COVID vaccinations. Healthcare facilities may ask students for COVID status/documentation of COVID vaccination. Clinical placement and eligibility are determined by the healthcare facility.

Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Department Chair and to the School of Nursing Office. To ensure compliance with the health care affiliation agreements, faculty, Department Chairs, and the Dean hold the right to request medical clearance from a health care provider. Failure to notify the School of Nursing of a change in health status may result in dismissal from the program.

After any change in health status that results in absence from class or clinical, the student must submit a statement from his/her physician stating that he/she is medically cleared for class and clinical without restrictions before returning to the program. In cases where absences caused by a change in health status interfere with a student’s

progress, the student may need to withdraw from the program. After the resolution of a health problem, the student should contact the Department Chair to provide documentation of updated health status and to discuss the student's options.

Students who have changes in their health status, who are pregnant, and/or immunocompromised must work closely with their physician to assess the risk of participating in client care/clinical experiences. Instruction on standard precautions for the control of infectious diseases is included in the curriculum. Indian River State College cannot guarantee a latex-free environment in classrooms, labs, and clinical settings. Students with a latex allergy should consult their healthcare provider.

Any student who exhibits symptoms/behaviors deeming him/her unfit for class will be removed from the classroom or clinical setting. The School of Nursing reserves the right to request clearance from a medical professional, and a drug screen, if appropriate. A student's inability to participate in clinicals may result in not passing the nursing course. IRSC regulations will be followed as outlined in the Substance Use/Abuse Regulation.

COMPLIO FROM AMERICAN DATABANK

Applicants who are provisionally accepted, or are provisional alternates, will create an account with Complio upon admission. Costs incurred are included in the Program Expenses documents on each program's webpage. Review the Essential Guide for ADN/RN Applicants for the current list of available packages for each nursing program.

LIABILITY, ACCIDENT AND HEALTH INSURANCE

Students in Practical Nursing, Associate Degree in Nursing, and Registered Nursing (R.N.) to B.S.N. programs who elect a clinical rotation must purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the program's activities. The accident policy provides coverage while the student participates in college-sponsored activities while on the premises designated by, and under the direct supervision of the College. Accident insurance is not a substitute for health insurance and does not cover illness or disease. Accident and liability insurance is paid in student fees and is incorporated into the course fees. All students are expected to register and pay for their course registration by the first day of class.

Should an accident or incident occur involving a student or a client under the care of a student, the student must complete an IRSC Accident/Incident Report form within 24 hours of the incident (faculty always carry copies of the form). Students are responsible for any expenses related to the student's treatment for accidents or injuries. Additionally, each agency usually requires the completion of its own accident/incident form.

A copy of the liability and accident policy coverage is available to students online at www.irsc.edu. Visit any Health Science program web page and scroll down to 'Additional Program Information'. Click on the blue link, 'Liability/Accident Insurance Coverage.'

HEALTH INSURANCE

All students must have health insurance coverage while in the program. If a student does not have independent health insurance coverage, he/she can obtain coverage, at their own expense, through **Insurance for College Students** (<https://insuranceforcollegestudents.com/>). Information can be obtained from the IRSC Student Wellness Center (<https://irsc.edu/student-life/health-and-wellness-center.html>).

Students must provide proof of insurance before entering the PN and ADN program and must always have proof of insurance readily available while in the program. RN-BSN students who elect to attend clinical must show proof of health insurance while enrolled in a course. Failure to provide immediate proof of health insurance upon request may result in withdrawal from the program.

Students who fail to provide proof of health insurance while enrolled in a nursing clinical course will result in their inability to attend clinical, course failure, and/or be dismissed from the program. All provisionally admitted students will upload a copy of their health insurance card to Complio.

LICENSURE REQUIREMENTS

Indian River State College offers several different degrees and certificates leading to professional licensure in the state of Florida. Some professions require both a degree and the successful completion of additional criteria, such as licensure exams, field placements, or clinical hours. Student eligibility to apply to sit for the NCLEX-RN exam in the State of Florida is defined in 464.008, F.S., and includes possession of a valid form of identification and a social security number. Please visit the Florida Board of Nursing <https://floridasnursing.gov/> to ensure your eligibility.

Students admitted to the PN or ADN program are expected to take licensure examinations after graduation to become licensed nurses. If your plans include achieving licensure or certification, you should know requirements vary by state. For the Practical Nursing and Associate Degree Nursing program, completion of program requirements grants eligibility to apply to take the National Council Licensure Examination (NCLEX) in Florida or one of the current other nursing compact states, if you apply for a multi-state license under the enhanced Nurse Licensure Compact (NLC). A list of current compact states can be located on the National Council of State Boards of Nursing website <https://www.ncsbn.org/nurse-licensure-compact.htm>

If you are a student who may choose to reside outside of Florida, or one of the compact states after graduation, Indian River State College cannot confirm whether this degree program meets the educational requirements for professional licensure in your state. Since the ADN program at Indian River State College is nationally accredited, the curriculum should meet the requirements of other states; however, some states have requirements in addition to the program's curriculum. If you wish to take the NCLEX-RN exam in a non-compact state, please contact the Board of Nursing in the state to determine whether this degree will meet their licensure requirements. The Florida Statutes Chapter 464 and the Board of Nursing Rules 64B9, provide applicants for licensure by examination may be denied licensure in Florida for such reasons as:

- Having been convicted or found guilty, regardless of adjudication, of a crime that directly relates to the practice of nursing or the ability to practice nursing.
- Being unable to practice nursing with reasonable skill and safety because of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical conditions.
- Having been convicted of a felony and civil rights have not been restored. Such an applicant is not eligible for licensure and is not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

The Florida Legislature has also mandated criminal background checks on all applicants for licensure by examination. An arrest history, by itself, does not disqualify a person from licensure. Falsification of a document and an attempt to obtain licensure by known misrepresentation is a violation of Chapter 464 – the Nurse Practice Act.

The Florida Board of Nursing requires any nursing licensure applicant who has an arrest record must have arrest and court records of final adjudication for each offense sent to the Board at the time of licensure application. A nursing licensure application will not be considered complete until these records are received. The Florida Board of Nursing may require the candidate to appear before the Board. A graduate of the IRSC nursing program is eligible to apply for nursing licensure, but graduation does not guarantee the Board of Nursing will issue the candidate a nursing license.

Additional information is available online at myflorida.com.

BACKGROUND CHECK AND SUBSTANCE ABUSE

Students' background checks, drug screens, and health information are shared with clinical facilities before approval for clinical rotations. This information is collected upon admission, and of students who are out of the program for six months or more. Students who have a convicted offense may be subject to approval by the clinical facility and are not guaranteed clinical placement and/or completion of required coursework for program completion and state certification/licensure. The clinical facility holds the right to request additional information regarding the criminal offense and may decline the student's admission for clinical placement. All students are expected to visit the Florida Board of Nursing website <https://floridasnursing.gov/> to review the requirements for licensure.

The Florida Board of Nursing requires additional criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest history to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses (<https://floridasnursing.gov/licensing/>). As part of the licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration Florida Board rule 64 B 9-3.0.

BACKGROUND CHECK AND REQUIREMENTS

Standards for background checks were developed in conjunction with the Indian River State College School of Nursing Advisory Committees, where our clinical partners assist in determining clinical agency requirements, compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards of human resource management, and Florida Statutes on licensure requirements. Competency extends beyond technical skills to an individual's criminal history.

Level II background checks for all newly admitted nursing students are required. Students will receive directions at General Orientation on how to complete their background checks. Should a student sit out of the program for six months or more, a new background check will be required upon return.

If the background check results in denied admission to a clinical agency and or access to patients, the academic requirements for the nursing program cannot be met, and the student will be denied admission to (or will be withdrawn from) the program.

Disqualifying Background Check Results

The following histories will disqualify an individual from consideration for a clinical rotation, and thus, for admission to a School of Nursing program.

1. Offenses outlines in Florida Statutes, 435.04, 456.039, and 464.018.
2. Registered sex offenders or sex predators.
3. Health and Human Services – Office of the Inspector General
4. Felony offenses regardless of adjudication
5. Probation pending for any offense
6. Any offense not acceptable to an affiliating agency

Please visit the Florida Board of Nursing <https://floridasnursing.gov/> for a complete list of requirements, as listed in FS464.018.

Admission to a nursing program does not ensure eligibility for licensure or future employment. Clinical agencies reserve the right to deny any student placement. Clinical agencies may conduct additional background checks at their discretion. If an enrolled student is found either through self-disclosure, or public record, to be ineligible for clinical placement due to being arrested or charged with a crime, the student is not able to meet clinical learning objectives and will be withdrawn from the program, pending resolution of the situation.

Any student who is arrested while enrolled in a School of Nursing program must notify the Dean of Nursing immediately, regardless of what is stated in the disposition.

Process

Background checks will be reviewed ONLY for applicants given provisional acceptance, or provisional alternate acceptance. Results of all background checks are reviewed by the Dean of Nursing and may be reviewed by any affiliating agency. Results of all background checks become the sole property of the College and will not be available for copying or for use to meet the requirements of outside employers or other educational institutions.

DRUG SCREEN

Healthcare agencies are drug-free places of employment. All healthcare agencies require a negative drug screen before hiring a new employee. The IRSC School of Nursing has been asked by our healthcare partners to require a negative drug screen for program applicants who will be placed for clinical rotations. Applicants are required to obtain a substance abuse drug screen and may be subject to random drug screens throughout the program.

Should an applicant receive a positive drug screen, the applicant may reapply and be considered for application to a nursing program after a positive reference from a treatment team; the team should follow the applicant **for two years**, and have dealt specifically with the applicant's problem of chemical dependence.

Disqualifying Drug Screen Results

1. Tampered submissions; only the applicant's urine may be used.
2. Positive drug screen, including medical marijuana.
3. Medications for which the applicant cannot provide a prescription for from a healthcare practitioner.

STUDENT ACTIVITIES

The School of Nursing encourages our students to participate in ongoing college activities. Membership in the Florida Nursing Student Association (FNSA) is encouraged. Decisions involving FNSA activities are subject to the approval of the nursing faculty advisor (<https://www.nсна.org/>).

Student representation is sought for faculty committees. Contact your Course Coordinator, or Department Chair if you would like to serve on one of the following committees:

Evaluation Committee: Monitors the systematic evaluation of program outcomes. The committee works to ensure there is specific data, analysis, and documentation to inform decision-making for the maintenance and improvement of Program Outcomes and the End of Program Student Learning Outcomes.

Curriculum Committee: Responsible for reviewing and revising the nursing curriculum. This ongoing process ranges from developing how concepts, ideas, and activities are sequentially integrated and built upon throughout the program to ensure achievement of the End of Program Student Learning Outcomes.

Nursing Faculty Committee: Students engage in rich communication with faculty and administrators related to curriculum, protocols, accreditation, and various other topics related to our nursing programs.

STUDENT ACCESSIBILITY SERVICES

Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities that pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at 772-462-7808, 772-462-7782, or e-mail accessibilityservices@irsc.edu.

Clinical placement for students with service animals requires approval from the clinical facilities. Clinical partners have the right to refuse a student for any reason; clinical placement is not guaranteed. Accommodations for clinical rotations will be reviewed individually.

STATEMENT OF ETHICS

A code of ethics indicates a profession's acceptance of the responsibility and trust that it has been vested by society. Upon entering a healthcare profession, each healthcare professional adopts a measure of both the responsibility and trust that has shaped healthcare over the years. Healthcare professionals assume the obligation to honor the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College School of Nursing program, each student inherently agrees to accept the responsibility and trust granted to the healthcare profession. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

EMAIL/CONTACT INFORMATION

All students are required to utilize the provided IRSC RiverMail email account and check their email frequently for all communication. Emails are to be professionally written using appropriate grammar, punctuation, correct spelling, and a signature. The student must notify the School of Nursing office staff and Student Records of any contact information change.

USE OF ELECTRONIC DEVICES

Use of electronic devices (cell phones) or wearable technology such as smartwatches, smart rings, etc. is only allowed during lectures if on silent mode and kept out of sight.

Cellular phones are not to be used during class. Please keep the phones on silent inside backpacks or pockets during lectures. Phones are to be kept in backpacks and off during exams. Personal calls may only be taken while on break. Faculty reserve the right to ask a student to step out of class and or be dismissed for the day if found to be utilizing their electronic devices/cell phones in a disruptive manner and/or not engaging in the class lecture/clinical demonstration. Students using cell phones or taking pictures in the classroom, laboratory, or simulation center should ask faculty permission. Students should not have their cell phones in the clinical unit and may face disciplinary action, up to and including, permanent dismissal. Personal electronic devices and wearable technology are not permitted in the clinical setting. Under no circumstances are audio/visual recording devices to be used in the healthcare setting. Violations of this guideline include, but are not limited to, any act or failure to act which results in the following: Breach of confidentiality and/or HIPAA violation, harm, danger, or threat to a client, student, faculty member, staff member (college or professional practice experience), or any other person:

- Damage to or theft of college, clinical, or personal property. This includes the removal of documentation containing client-identifying data elements
- Any act of academic dishonesty including cheating, plagiarism, or falsification of clinical or hospital records which the student either commits, solicits, or assists another to commit

- Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites
- Unprofessional behavior
- Illegal activity

CONFIDENTIALITY STATEMENT

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or while engaged in nursing program activities, including: information related to the past, present or future, physical and/or mental health or condition of an individual and information in ANY medium – whether spoken, written, or electronically stored – including videos, photographs and x-rays. Students are expected to maintain all client information confidential, whether spoken, written or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations or any violation of the HIPAA agreement (see appendix), can result in disciplinary action such as loss of nursing student status (dismissal), fines, or imprisonment. If a disclosure of PHI is made, student may fail the clinical and course, be dismissed from the program, and be ineligible to return. Students may also face legal action with a penalty as high as a \$250,000 fine and 10-year imprisonment.

Students will not under any circumstances discuss any client, hospital, or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other IRSC faculty or department supervisor. It is illegal for students to photocopy, photograph, record, print or electronically transmit any part of the client's chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the health care setting, the student is to discuss the concerns with IRSC faculty. Healthcare agencies may require students to sign an agency confidentiality agreement before any experience in that facility.

COMPUTER REQUIREMENTS

Students are required to have a laptop computer (not iPads or tablets) for completion of course-related assignments and examinations. The laptop computer should be less than three years old and have the ability to connect to Wi-Fi. It must have a built-in microphone and speakers with a port for earbuds/headphones. The laptop should have a minimum of one USB port. Microsoft Office 365 software can be downloaded for free through MyPioneerPortal.

Using an IRSC computer to access materials of a sexual or derogatory nature violates the College policy on non-harassment, which assures a positive learning environment. Violation will result in disciplinary action.

POST-EXPOSURE PROTOCOL

Should a student be involved in an accident or injury to self or to a client at a healthcare facility, a college incident report and agency report must be completed and signed by the student and clinical instructor within 24 hours of the incident. Students exposed to infectious bodily fluids in the clinical area during a medical procedure or classroom practice must immediately report to the instructor. The source person and exposed individual may be requested to submit baseline testing for HBV, HIV, PPD, and RPR as appropriate. If at a clinical site, the health care agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the IRSC Student Wellness Center via the instructor and the *College Post Exposure Protocol* will be discussed with the student.

Refer to the IRSC website at www.irsc.edu. Visit any Health Science program web page and scroll down to 'Additional Program Information.' Click on the blue link, 'Post Exposure Protocol.'

STUDENT PARKING REGULATION

IRSC parking and traffic regulations apply to everyone operating a motor vehicle on property owned by IRSC. Parking regulations are enforced by Campus Safety. All students parking their vehicles on campus must display an IRSC

parking decal. Decals are available at no charge in the Student Affairs Office in the KSU Building at the Massey Campus or from the Student Success Center on other campuses. Parking spaces marked “Reserved” or “Faculty Only” parking lots are not for student use. Students parking in a “Reserved” space may be ticketed and/or towed by a private towing service.

STUDENT PHOTO I.D.

Students must wear their IRSC Student Nurse photo I.D., visible in class and clinical. All I.D.s provided by a clinical facility must be returned at the semester’s end. Failure to return clinical I.D. badges may result in an incomplete grade for the course, and a hold preventing future registration and/or program completion. Students who are dismissed from the School of Nursing are expected to submit their IRSC Student Nurse photo ID badge. RN-BSN courses are offered online. Should an RN-BSN student choose to complete face-to-face clinicals a student photo ID will be required.

CEREMONIES, HONORS, and AWARDS

The annual IRSC Awards Ceremony is held during the Spring semester of each school year to honor students who have excelled in some manner during their study at IRSC. The awards offered are listed in the IRSC Student Handbook/Planner. Commencement ceremonies are held each year on the dates specified in the IRSC College Catalog. Caps and gowns to be worn at commencement are obtained from the IRSC RiverShop. Graduating students are recognized at the Commencement ceremony for high academic achievement.

SEVERE WEATHER ALERTS

As hurricanes are a possibility in our area, students are advised to monitor the IRSC website at www.irsc.edu, Facebook, Twitter, and WQCS 88.9 FM for information regarding IRSC classes and activities in the case of a hurricane or other emergency. If the college is closed, some classes and/or clinical rotations may have to be rescheduled, and/or additional days may be added. Students should keep their emergency contact information current by logging in to MyPioneerPortal and update their phone number.

CLASS CANCELLATION

Classes may be canceled in severe weather or an emergency. Students are advised to monitor the IRSC website www.irsc.edu, and to listen to local radio stations for official information on any college-wide closings/class cancellations.

SAFETY PRECAUTIONS

Students are expected to be cognizant of these basic security precautions while on an IRSC Campus, or at a clinical site:

- Always be safety conscious. Be aware of your surroundings.
- Stay in well-lit areas. Make it a point to walk in the main walkways with other students and use the “buddy system” whenever possible.
- Do not enter elevators with someone who looks out of place or behaves suspiciously.
- Do not go into stairwells alone.
- Keep your keys in your hand while you walk to your car. Always make sure your car is locked and check the back seat before entering the vehicle.
- Keep the door locked if you are in a room alone. If someone knocks, ask who it is before opening the door.
- Make sure a friend or relative knows where you are going and when you are expected back.
- If you feel like you are being followed or threatened, go immediately to a place where there are other people.

- All suspicious persons and activities should be immediately reported. Students should immediately speak with their instructor, or report to Campus Security.

Students may also use the Code Blue Telephones located at the Massey Campus in Fort Pierce, the Chastain Campus in Stuart, and the Pruitt Campus in Port Saint Lucie.

SOCIAL MEDIA

Social media sites, such as Facebook, Instagram, Twitter, etc., are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations like this will be subject to the same disciplinary action as a violation of the Statement of Ethics.

COMPLAINT GUIDELINES

A suggested process for resolving complaints within the School of Nursing is as follows: **A student should always discuss the issue with the parties involved, e.g., the Instructor/Department Chair and Dean.** Academic and disciplinary decisions may be appealed. All IRSC students can request a formal review of their complaint following the “Student Grievance Procedure” outlined in the *IRSC Student Handbook/Planner*.

PART IV

Program Performance Standards for Progression

Nursing, as defined by the American Nurse Association (ANA), is “a caring-based practice that integrates the art and science of caring, and focuses on the protection, promotion, and optimization of health and human services. It also includes prevention of illness and injury, facilitation of healing, and alleviation of suffering through compassionate presence.” (ANA, 2021).

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following skills and behaviors listed on the Performance Standards for Admission and Progression Table (Appendix A). A health care provider must confirm applicants meet these standards before beginning a program track and the student is expected to comply with these standards.

Faculty will also evaluate the following areas of competency in the classroom, laboratory, and clinical settings: emotional, perceptual, cognitive, functional, and physical. In courses containing a clinical component, students must receive a passing grade in both theory and clinical, to pass the course.

GRADING/PROGRAM PROGRESSION

Progression Guidelines

Grading practices and policies of the School of Nursing reflect the elevated level of competence required for the nursing profession. Students in all nursing programs are subject to the rules and regulations outlined in the Indian River State College (IRSC) College Catalog, School of Nursing Student Handbook, and course syllabi. In addition to general education requirements, nursing students must meet the academic requirements for progression for individual vocational certificates or degrees.

Students are expected to review their Academic Progress Reports with their Nursing Academic Advisor to ensure the timely completion of all program and course requirements. Students who have failed the clinical learning experience part of any nursing course (at IRSC or another institution), by placing the health and safety of clients in jeopardy will not be admitted/readmitted/transferred into the School of Nursing.

Grading Regulations for Progression Practical Nursing (PN) and Associate Degree Nursing (ADN)/RN

Programs:

1. Students must achieve a minimum of “C” for the final grade in all “NUR” or “PRN” courses that are required for completion of the nursing program/degree/certificate. See the Indian River State College Catalog for a list of required courses for program completion.
2. Students must complete satisfactory performance standards in laboratory, simulation, and or in the clinical setting, before progressing to the next level of academia. Please review the Performance Standards for Admission and Progression (Appendix A) Evaluation of Clinical Competency (Course Syllabi), and course syllabi for clinical requirements.
3. Clinical facilities may change students’ placement requirements as well as deny a student for their criminal history as noted on their background screening.
4. A student may only register for a nursing course twice.
5. Two-course failures, two-course withdrawals, or one-course failure and one-course withdrawal will result in the student’s dismissal from the program.

6. Students may request a grade of “Incomplete” if more than 75% of the course has been successfully completed. An “I” grade means incomplete work. The student must plan with their instructor to complete the course within one semester from the time the “I” was earned. Otherwise, the “I” will convert to an “F”. Incomplete grades are given case-by-case at the instructor's discretion. A course withdrawal, with an average grade below 76% is considered a course failure if the student has completed 75% of the course (after the withdrawal date).
7. Students who are on leave from a nursing program for **six months or longer**, will be required to:
 - a. Submit a new background check and drug screen, at the student’s expense.
 - b. Pass a skills assessment before registering for classes. A cost may be incurred.
 - c. May be required to update medical records with the School of Nursing for clinical clearance (physical, TB screen, influenza (during flu season), CPR)
 - d. May be required to purchase a Complio 6-month extension package.
8. Students who have been out of the nursing program for **two or more years** are dismissed from the program. Please contact the Department Chair for eligibility.
9. DROP – a drop must be completed by the date listed on the IRSC Academic Calendar.
10. WITHDRAWALS - withdrawals must be completed by the date listed on the IRSC Academic Calendar. Students are expected to meet with the Department Chair **before** initiating the withdrawal.
11. FAILURE – failing a course may have a significant impact on a student’s GPA. Failing the first course in the PN or ADN/RN programs will result in the student being dismissed from the program. Students are expected to meet with the Course Coordinator after failing a course.

Return to course after a course failure, an “I” Incomplete, or course withdrawal is dependent upon:

- Space availability
- Updated health requirements, a new background and drug screen, and possible skills demonstration for clinical clearance.
- Meeting with the program Department Chair to create a readmission plan
 - PN Dept. Chair – Wendy Wisniewski wwisniew@irsc.edu
 - ADN/RN Dept. Chair – Rosemarie Mason rmason@irsc.edu

*Students with Integrity Violations will **not** be granted readmission to the School of Nursing.

Dismissal Guidelines for the Practical Nursing (PN) and Associate Degree Nursing Programs (ADN)

Dismissal from the School of Nursing is a final decision. The following instances may result in dismissal:

- Deemed unsafe in laboratory, simulation, or clinical.
- Two nursing course failures (<76%)
- Two nursing course withdrawals
- One nursing course withdrawal and one nursing course failure (<76%)
- Students who have been on leave from the nursing programs for two years or more.
- Students who have three Integrity and Professional Conduct violations or violated client confidentiality (HIPAA breach).
- PN students who drop/withdraw/fail PRN0004C, or ADN/RN students who drop/withdraw/fail NUR1021C:

- Students may only apply and be accepted into the PN and ADN/RN programs **twice**. Two withdrawals, two-course failures, or one-course failure, and one-course withdrawal (for PRN 004C or NUR 1021C) will result in the student's inability to reapply and be admitted into the PN and/or ADN/RN programs.
- Students who are dismissed from the program are not eligible to return.
- ADN students are not eligible to challenge the NCLEX-PN exam.

RN-BSN

Students who choose not to enroll in the RN-BSN program and wish to return must submit a new application after two years. Note: residency must be renewed every two years.

CLASSROOM, LABORATORY, AND SIMULATION STANDARDS

Failure to adhere to any of these standards may result in a violation of the Integrity and Professionalism Guidelines and/or dismissal from the program.

1. Class orientation is mandatory. Absence may result in course withdrawal.
2. Prompt and regular attendance is expected on all class and laboratory days. Accurate records of attendance are kept for class and clinicals. Attendance also includes being prepared to learn, meaning students must bring supplies (stethoscope, med cards, etc.) to class and laboratory. Missed classroom, laboratory, simulation, and clinical time is required to be made up. The student is expected to contact their instructor to set up make-up time.
3. If absent, students must notify the Course Coordinator at least 30 minutes before class or lab activities start. Failure to notify instructors before an absence may result in counseling, probation, or dismissal from the program. Repeat occurrences of absences will result in a meeting with the Department Chair and the possible requirement to make up time.
4. Students making poor progress in a course with irregular attendance will be given written notice of unsatisfactory progress and may be required to meet with the Department Chair.
5. Course withdrawals or total withdrawals must occur before the deadline date noted on the academic calendar.
6. Students are asked to provide appropriate family members, friends, schools, babysitters, etc. with a detailed schedule, in case of emergency. The School of Nursing will not handle routine calls and messages for students. Please direct emergency contacts to only call the School of Nursing in a true emergency.
7. Children and other family members are not allowed in the class, laboratory, simulation, and/or clinical settings.
8. No gum chewing is allowed.
9. Students are to be cognizant of students in other classrooms and should not loiter in the hallways as it may be disruptive to other classes in session.
10. Students must adhere to the concept of confidentiality regarding nursing tests/examinations. Information about the nature of, or items on any exam may not be shared with other individuals.

11. The use of any IRSC computer to access ethnically, or sexually derogatory materials is in violation of the College sexual harassment policy and will result in disciplinary action.
12. Students are expected to maintain current health requirements for the nursing programs. A full list of requirements may be found on pages 16 - 17. Failure to maintain these requirements may cause an inability to attend clinical, and a course Incomplete (I) or Failure (F).
13. Exams are administered on computer software. Laptop computers are available for students to borrow for course exams.
14. Students are expected to maintain a work-life balance permitting time for studying, class, laboratory, simulation, and clinical attendance.
15. Students are expected to study and be prepared with coursework and assignments. Faculty reserves the right to dismiss unprepared students from class, lab, or simulation.
16. Students who receive an unsatisfactory exam grade must complete a test review with the course faculty. Students are expected to contact their instructor via email to set up a meeting to review the exam and to discuss study skills.
17. Cellular phones and other electronic devices (except a laptop) are not permitted in the classroom, laboratory, simulation, and or clinical settings. All devices are expected to be shut off and put away.

DRESS CODE STANDARDS (ALL PROGRAMS)

- Proper personal hygiene, including mouth care, must be practiced. Decorative dental appliances must be removed.
- Hair is to be neat, clean, and of a natural color, and should not touch the shoulders. Hair below shoulder length must be both back, and up. White headbands may be worn; conservative barrettes are acceptable.
- Nails should be no more than ¼" and natural. No artificial nails or nail products may be worn.
- Conservative makeup may be worn. No artificial eyelashes are permitted.
- No colognes or perfumes may be worn. No smoking odors should be noticeable.
- Shoes must be kept clean and white.
- Uniforms must be kept mended and laundered.
- Men should be clean-shaven or have neatly trimmed facial hair. If students elect to have facial hair, they must provide suitable infection control barriers at their own expense. When working with sterile materials and when caring for clients, masks and other appropriate infection control barriers will be determined by the clinical instructor.
- Undergarments must be worn and must provide full coverage of the buttocks. No prints are to be worn.
- No body art or tattoos may be visible. Students may wear white or blue "sleeves" to hide tattoos.
- Uniform tops are to be of a length sufficient to cover buttocks.
- White scrub hats may be worn in the laboratory and clinical settings. No head coverings are permitted in class unless religiously required. See Section V for program specific uniform requirements.
- Scrub tops with the IRSC School of Nursing logo are available for purchase in the RiverShop Bookstore. Purchasing an IRSC logo patch and attaching it to a scrub top purchased elsewhere is not permitted.

CLINICAL STANDARDS

Students are mandated to adhere to the policies and procedures of each institution according to the contractual agreement between the College and the health care institution. All health care facilities are tobacco-free and drug-free.

Students must be cleared for clinical before they may attend Clinical Orientation. Program-specific requirements are outlined in program application booklets found on the respective program web pages.

Students who are unable to receive All of the required health requirements may not be eligible for clinical placement (pages 16 - 17). The inability to participate in experiential clinical may result in clinical failure.

Students should have transportation to and be willing to attend clinics in any facility within the four-county area (Indian River, Okeechobee, St. Lucie, Martin). There is no guarantee students will be assigned to a facility close to their home. Clinical assignments are provided by the designated faculty Clinical Coordinator for each course.

Health care facilities may change clinical requirements at any time and do reserve the right to deny students placement for any reason. Students who do not submit health requirements by the provided due dates will not be eligible for clinical placement. Inability to attend clinical may result in clinical failure and dismissal from the School of Nursing.

1. Orientation to clinical is mandatory, even if it is on a different day than your scheduled weekly clinical rotation. Absence for ANY reason may result in course failure and/or dismissal from the School of Nursing.
2. Students must be well-rested prior to beginning a clinical shift. Students who work in a hospital, or other 24-hour facility, are not to work the night before a morning student clinical rotation, or the day of a night clinical rotation (23:00 – 07:00).
3. Students must arrive on time and be prepared to care for their clients. This may include a visit to the clinical facility the night before a rotation to obtain assignments. Those who are tardy and/or not prepared to care for their client will be sent home and required to make up the clinical day later. Make-up days are at the discretion of faculty availability and facility availability. A cost will be incurred.
4. Students who miss two or more clinical days must meet with their Department Chair.
5. Instructors must be notified if leaving the assigned unit; students are not permitted to leave the clinical facility during the clinical day. Students may not remain in the clinical facility once the shift has ended, and the clinical instructor has left the facility.
6. Students are required to adhere to the policies and procedures of each institution according to the contractual agreement between the College and health care institution. Agencies have the right to refuse a student.
7. Clinical dress code standards are mandatory for all students when in a clinical facility as a student. Student ID badge must be visible, or facility ID badge, if applicable. All facility badges must be returned at the end of the clinical rotation.
8. Absence from clinical must be communicated to the clinical instructor no less than 30 minutes before clinical rotation starts. Failure to notify faculty of an absence will result in counseling and probation, and possible failure from the program. Students must speak with the clinical instructor directly. Make-up days are at the discretion

of faculty availability and facility availability. Students will incur a fee for each make-up day. Clinical absences must be made up within the same course/rotation. Any assigned written work must be submitted by the designated due date, or an unsatisfactory grade will be earned.

9. Cell phones, recording devices, and smart technology are not permitted in clinical. Students may not receive personal calls at the facility.
10. Students are encouraged to take a few personal items inside the clinical facility. Belongings are to be stored in the designated places provided.
11. Students may only interact with clients to which they have been assigned by faculty.
12. Students must adhere to the concept of confidentiality regarding clients and client records. Information about clients may not be shared with other people, nor with staff who are not assigned to the client's case. Hospital records may not be photocopied. Students are not to access client records other than those to whom the student is assigned.
13. Students and faculty follow the communication protocol of the clinical facility and may not serve as translators.
14. A verbal report must be given to the charge nurse, team leader, or primary nurse before leaving the unit. All necessary client care documentation must be completed by the student before leaving the unit.
15. Throughout the course, faculty will provide informal and formal feedback to students as clinical performance is evaluated. When the course concludes, a formal evaluation will take place with a faculty member. Instructors may confer with the health care agency staff on student progress. Written objectives for each course are shared with agency staff upon request.
16. Faculty provides students with course/instructor, laboratory, clinical experience, and clinical site evaluations. A student is to bring the completed evaluations to the nursing office.
17. Should a student be involved in an accident or injury to self or to a client at a healthcare facility, a college incident report and agency report must be completed and signed by the student and clinical instructor within 24 hours of the incident. If the incident involves possible exposure to a bloodborne pathogen, the Clinical Instructor must be notified immediately.
18. Students employed at the clinical facility they are assigned to may not use their employee login during their student rotation.
19. Students may not provide medical care for any relatives, IRSC faculty, or staff.
20. Students may not bring children or other family members to clinical sites.
21. Students are requested to provide appropriate family members, friends, schools, babysitters, etc. with a detailed accounting of their schedules, including course names, room numbers, assigned facility, etc. in case of an emergency. The School of Nursing cannot, and will not, handle routine calls and messages for students. Please direct your family members, etc. not to call the College except for a true emergency.

22. The following standards regarding nursing practice are to be followed:
- a. No verbal or telephone orders are to be taken by students from physicians or physician designees.
 - b. Students will be supervised in dispensing medications and may only proceed independently after satisfactory performance and with the clinical instructor's approval.
 - c. Insulin, Digoxin, and anticoagulants are to be checked by the instructor (or designated preceptor with permission of the instructor) before administration by a student.
 - d. *Associate Degree Nursing Students: No I.V. medications are to be administered, or I.V. starts are to be performed without the supervision of their clinical instructor and/or preceptor. Practical Nursing and Associate Degree Nursing Students will be responsible for assessing solution order, amount rate of infusion, I.V. site, reviewing hanging hydrating fluids to ensure accuracy, calculating hydrating drip rates, and discontinuing I.V.s as ordered.
 - e. No blood hanging or cosigning for blood may be done by a student.
 - f. No student may participate in controlled substance count.
 - g. Triple-lumen catheter care is not within the scope of the practical nursing student.

ADVANCED PLACEMENT – TRACK TWO ADN/RN STUDENTS

1. Students must maintain a valid, unencumbered, active Florida PN license while enrolled in the ADN/RN program.

RN-BSN STUDENTS

1. Students are to communicate with their assigned faculty regarding their plan and completion of experiential clinical experience hours. It is the student's responsibility to maintain accurate records of time and tasks completed.
2. Students must complete the required clinical/ learning experience hours in NUR 3065C Nursing Assessment, NUR 4636C Community, and NUR 4827 Leadership.
3. Students must maintain a valid, unencumbered, active Florida RN License while enrolled in the RN-BSN program.
4. Students will identify a clinical facility for their clinical learning experience (in-person clinical). The facility must be approved by the course faculty member, and it must have a current contract with IRSC. Should a site/contract not be established, other accommodations may be necessary.

PHARMACOLOGY AND DRUG CALCULATIONS

The ability to correctly calculate and administer various medications is a required competency of all nurses. Students must have a thorough knowledge of pharmacology and be able to solve medication dosage problems involving ratios and proportions and utilizing various systems of measurement. This requires that the student correctly manipulate fractions, decimals, and percentages. A medical dosage calculation book will help study for the course's Math Proficiency Test. Students are encouraged to pre-test math competency via the TABE. Tutoring for all students is available at the Tutoring Center. <https://irsc.libguides.com/TutoringCenters>

A math calculation exam will be administered in each Practical Nursing and Associate Degree Nursing (PRN and NUR) course. Students must score a minimum of 90% on this exam to progress in the course. Students who score <90% will be referred to the Tutoring Center for remediation and will be required to retest. In each course, students will have three attempts to pass this test before beginning clinical. Students who cannot pass the math calculation exam on the third attempt must withdraw from the course, as they will not be permitted to progress into clinical. No student may administer medications without successful completion of a drug calculations exam with a minimum score of 90%, as they have not demonstrated safety in administering medications.

Pharmacology will be included throughout the program curriculum. Faculty will present the students with a list of drugs that are appropriate for the course. Students are responsible for researching those medications using a drug guide recommended in Fundamentals. Additionally, pharmacology will be discussed in lecture. Where appropriate, up to 20% of each course exam will consist of pharmacology questions, including drug calculations. Students must pass a comprehensive pharmacology exam before starting their clinical practicum experience.

Safe administration of medication is a requirement for all courses. If a medication error or variance occurs, the following Medication Variance Guidelines will be implemented, and remediation required:

MEDICATION VARIANCE GUIDELINES

Variances: may include any of the following actual occurrences or may include situations in which the student would have committed the error had the student not been stopped/interrupted by the instructor.

Level One:

- Medications not charted properly
- Does not have medication cards/information pertinent to the assigned client in clinical
- Does not check MAR/Kardex and original orders if necessary for accuracy before asking the instructor or practicum preceptor (Nurse 4) to supervise medication administration.

Level Two:

- Medication not administered at the correct time
- Not checking with the instructor to review meds before administration
- Medication is given on the incorrect date
- Incorrect rate
- Incorrect dose
- Extra dose
- Omission of medication
- Incorrect route
- Not following guidelines as outlined in the student handbook and/or institutional guidelines.

Level Three:

- Incorrect client
- Gave unordered medication
- Medication given to client after stated allergy to the medication
- Error results in client harm
- Failure to report controlled substance discrepancy
- Accessing controlled substances without reason or without the supervision of an instructor/licensed nurse.

Suggested Action for Variances (see Clinical Retention Algorithm):

These are the minimal repercussions for medication errors, and may include probation based on the judgment of the clinical instructor:

Level One Medication Variance:

- Complete the clinical counseling form

Level Two Medication Variance:

- Notify primary health care provider and charge nurse
- Complete the Medication Variance form for the facility
- Complete the clinical counseling form
- Student will not administer medication until there is a successful completion of clinical competency testing
- The student is also required to complete a root cause analysis of the variance and view assigned multi-media regarding medication administration

Level Three Medication Variance:

- Notify primary health care provider and charge nurse
- Complete the Medication Variation form for the facility
- Complete the clinical counseling form
- Students may be dismissed from the clinical day at the clinical instructor's discretion
- Student will not administer medication until there is a successful completion of clinical competency testing
- Student is required to complete a root cause analysis of the variance and view assigned multi-media regarding medication administration
- Counseling session is scheduled with the student, clinical instructor, course coordinator, Department Chair, and Dean

EVALUATION OF CLINICAL COMPETENCY

Clinical Progress and Evolution

As you progress through the nursing programs, you will be expected to exhibit knowledge of content, organizational ability, enthusiasm and initiative, communication and social skills, presentation skills, and commitment to purpose as you proceed through the program. Your efforts should be directed toward the development of these qualities.

At the end of each rotation, you will receive an evaluation of your clinical performance. Areas to be evaluated include Data Collection, Planning, Implementation, Evaluation, and Professional Characteristics. Criteria describing the expected level of performance of each competency are as follows:

Independent: Performance is safe and accurate; achieves the purpose with appropriate manner and demeanor; is proficient; coordinated and confident; focuses on the client, not the skill; and is performed primarily without supporting cues.

Supervised: Performance is safe and accurate; achieves the purpose with appropriate manner and demeanor; is proficient; coordinated and confident; focuses on the client but complex skills may shift focus; and is performed with occasional supporting and infrequent directing cues.

Assisted: Performance is safe and accurate, achieves the purpose with appropriate manner and demeanor most of the time; skillful in parts of performance; inefficient; uncoordinated; expends excess energy; and within a delayed time period; focuses on the skill/self, rather than the client; requires frequent cueing, both verbal and physical.

Marginal: Performance is at risk to client, student, or others, or safe only with direct supervision, is not always accurate; achieves desired purpose and manner only occasionally; unskilled; inefficient; and expends considerable energy with marked delay in completion time; anxiety is pronounced or may be masked; and required continual cueing.

Students who have five or more marginal performances in any one area may result in clinical failure. Two or more marginal performances accumulative in all areas will result in clinical probation. Clinical probation must be cleared with meeting of required competencies before the end of the next clinical rotation; inability to meet this requirement will result in clinical failure. Students found to demonstrate unsafe practice will be removed from clinical and may result in clinical failure.

Dependent: Performance is unsafe, and the student is unable to demonstrate the behavior. This will result in clinical failure.

Definition of Safe Practice: Safe practice is defined as the application of scientific principles in performing nursing care. Care is provided in a reasonable and prudent manner, providing for the welfare, and protecting the well-being of the client. Safe practice implies that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the client. A student will be dismissed from clinical anytime if deemed unsafe by clinical faculty.

Under the law, given a level of preparation and assignments consistent with the preparation, the student is bound to perform at the same level as the profession. The “standard of care” given by the student nurse will be equal to the “standard of care” provided by the Practical Nurse, or Registered Nurse.

Criteria for Satisfactory Completion of Clinical Courses

Ordinary progression to the next clinical course will necessitate that all competencies be at the predetermined Independent, Supervised, or Assisted levels (adapted from: Bondy, K.N., (1983). Criterion-referenced definitions for rating scales in clinical evaluations. *Journal of Nursing Education*, 22(9), 376-382).

Clinical probation must be cleared by the designation of student conference. If competencies are not cleared as per clinical conference deadline, the student must be evaluated by another clinical faculty member prior to clinical failure.

Self-Evaluation Form: To assist students, the Criteria for Clinical Evaluation chart (page) may serve as a reference.

CLINICAL PROBATION

Clinical probation is based on the student's performance in relationship to course outcomes and expected behaviors and attitudes consistent with those of a professional nurse. Persistent behaviors related to unprofessional conduct may result in clinical probation for one or more of the following actions:

- Initiating interventions or actions without appropriate supervision or approval of the supervisor
- Absence from mandatory clinical or course meetings
- Consistent difficulties in applying theory/best practices to the clinical setting, including National Patient Safety Goals
- Incomplete clinical assignments or logs
- Negligence in client care
- Unprofessional behavior
- Unsatisfactory performance
- Personal conduct which adversely affects the work environment
- No call/no show for clinical shift
- Initiating clinical experiences without a contract
- Failure to follow College and/or School of Nursing regulations

- Incivility to faculty, peers, and/or others
- Inability to function adequately with members of the healthcare team

A Counseling Form detailing the requirements the student must complete, and a Probation Contract will be completed by the student; remediation requires approval by the Faculty/Department Chair and will be placed in the student's file. The Clinical Instructor will notify the Course Coordinator, the Department Chair, and the Dean, of any student demonstrating areas of weakness as the basis for clinical probation.

The student must complete the probation requirements before starting the next nursing course. If the student displays satisfactory progress in improving performance and meeting course objectives, the faculty member will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure. The first two occurrences of probation result in an additional instance of integrity breach. Each subsequent occurrence of the probation will result in an additional instance of a break of academic integrity. Three occurrences of academic integrity will result in dismissal from the program. Additional clinicals may be required at an additional cost to the student. Students may not register for nursing courses during an active probation period.

Students may also receive violations in the Integrity and Professional Behavior due to clinical performance. See Appendix for Code of Academic and Professional Conduct Appendix C.

PART V

Practical Nursing

INTRODUCTION

Licensed Practical Nurses (L.P.N.s) are trained to work under the direction of doctors and registered nurses to assist with examining and treating clients; measure and record client vital signs; prepare and administer injections; dress wounds; assist clients with bathing, dressing, and eating; and record the progress of clients.

ADMISSION

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations.

Attainment of the Vocational Certificate for Practical Nursing consists of completing 1,350 clock- hours, throughout the 22-month program. See the College Catalog for a list of completion requirements. Meeting admission criteria does not guarantee acceptance into the Practical Nursing program. All application requirements must be received by the application deadline, or your application may not be considered. Applicants are expected to attend one virtual information session before applying (see webpage for dates and times). Applicants should meet with a Student Success Coach to determine if admission requirements are met. If general education courses are being transferred from another institution, it is the applicant's responsibility to ensure they are all received. Only final, official transcripts submitted to Student Records records@irsc.edu by the application deadline will be evaluated.

PROGRAM EXPENSES

All program expenses are located on the respective program web pages of the IRSC website. In addition to these costs, students should allow for room and board, transportation, and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

GRADING

The School of Nursing uses letter grades of A, B, C, D, and F. An Incomplete (I), may be given in exceptional circumstances when at least 75% of the course objectives have been met and the student's average is at least 76.0%.

Letter grades range:

A	90-100	(4 quality points/semester hour)
B	80-89	(3 quality points/semester hour)
C	76-79	(2 quality points/semester hour)
D	70-75	(1 quality point/semester hour)
F	<70.0	(0 quality points/semester hour)

Calculated grades will not be rounded to the next whole number. The minimum satisfactory grade for all nursing courses is 76.0%. HESI test scores are used in the PN program. Course syllabi will specify which score will be used when calculating final course grades.

A math exam will be administered in each course in the PN program. Students must score 90% on this exam to progress in the course. Students will be given an opportunity to remediate their math skills and retake the exam. In each course, students will have three attempts to pass this math exam prior to clinical. Students who cannot pass the math calculation exam on the third attempt must withdraw from the course, as they will not be permitted to progress too clinical.

MANDATORY FOR ADMISSION AND CLINICAL CLEARANCE

Details regarding requirements for submission of medical records will be provided at General Orientation for accepted students (see website for dates). Please note: Failure to submit any requirement may cause the applicant to forfeit their seat. See pages 16 – 17 for a list of requirements.

DRESS CODE STANDARDS

The personal hygiene and demeanor of the nursing students at IRSC reflect the College and the School of Nursing standards and are indicative of the student's interest and pride in the profession. Students are required to adhere to uniform dress code standards for all activities. Students must always appear neat and professional.

Dress Code Standards

- Proper personal hygiene, including mouth care, must be practiced. Decorative dental appliances must be removed.
- Hair is to be neat, clean, of a natural color, and should not touch the shoulders. Hair below shoulder length must be both back, and up. White headbands may be worn; conservative barrettes are acceptable.
- Nails should be no more than ¼" and natural. No artificial nails or nail products may be worn.
- Conservative makeup may be worn. No artificial eyelashes are permitted.
- No colognes or perfumes may be worn. No smoking odors should be noticeable.
- Shoes must be kept clean and white.
- Uniforms must be kept mended and laundered. Students are expected to comply with clinical facility dress code guidelines.
- Men should be clean-shaven or have neatly trimmed facial hair. If students elect to have facial hair, they must provide suitable infection control barriers at their own expense. When working with sterile materials, and when caring for clients, masks and other appropriate infection control barriers will be determined by the clinical instructor.
- Undergarments must be worn and must provide full coverage of the buttocks. No prints are to be worn.
- No body art, or tattoos may be visible. Students may wear white or blue "sleeves" to hide tattoos.
- Uniform tops are to be of a length sufficient to cover buttocks.
- Uniform dresses are to be hemmed below the knee and worn with hose.
- No hats are to be worn when in School of Nursing uniform on or off campus. White scrub hats may be worn in the laboratory and clinical settings. No head coverings are permitted in class unless religiously required.
- Jewelry worn with the uniform must be limited. Should a student have a piercing that cannot be removed, the student must find a reasonable means of covering the piercing.
 - Students may wear:
 - A solid wedding band (if applicable)
 - wristwatch
 - One set of stud earrings, no larger than 1/8" diameter; white or yellow metal, or pearls.
 - Students may NOT wear:
 - Nose rings, and other visible piercings, including tongue piercings
 - Necklace
 - Bracelets
- The IRSC and/or School of Nursing logo may not be added or embroidered to clothing purchased at locations other than the RiverShop.

Required PN Uniform:

- White scrub top with IRSC School of Nursing logo on left chest
- Tan scrub pants (no joggers, no tapered ankles)
- Tan professional skirt with white hose
- Tan uniform nursing dress with white hose
- White regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)
- ¾ length white lab coat with insignia on the left arm

Optional Uniform Options:

- Lab jacket with IRSC School of Nursing logo on left chest
- ¾ length white lab coat with IRSC ADN patch on left sleeve
- White (matching scrub pants) undershirts may be worn under scrub shirt
- Uniform dresses (must be hemmed to a length below the knee)
- White sweaters may be worn if not in conflict with institutional guidelines (clinical)

Student Photo I.D.

Students must wear a photo I.D., visible in class and clinical. All I.D.s created by a clinical facility must be returned at the semester's end. Failure to return clinical I.D. badges may result in an incomplete grade for the course.

Supply List

- bandage scissors
- watch with second hand
- dual head stethoscope
- hemostats
- blood pressure cuff
- calipers
- basic calculator
- earbuds/headphones
- healthcare goggles
- pen light
- laptop

PART VI

Associate Degree Nursing/Registered Nursing

INTRODUCTION

Attainment of the A.S. Nursing includes 42 credits in nursing courses and 30 credits in general education courses. See College Catalog for a complete list of degree requirements

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations.

ADMISSION

Applicants should meet with a Student Success Coach to determine if course requirements are met. If general education courses are being transferred from another institution, it is the applicant's responsibility to ensure they are all received. Only final, official transcripts submitted to Student Records records@irsc.edu by the application deadline will be evaluated. Once the drug screen **and** background check are accepted by the School of Nursing, provisional applicants may begin uploading requirements to Complio, a third-party platform used to store student health records and clinical rotations. Instructions for creating a user account are included with provisional acceptance and provisional alternate letters.

Meeting admission criteria does not guarantee acceptance into the Associate Degree Nursing program. All application requirements must be received by the application deadline, or your application may not be considered. Applicants are expected to attend one virtual information session before submitting an application (see webpage for dates and times).

Applicants should meet with a Student Success Coach to determine if course requirements are met. If general education courses are being transferred from another institution, it is the applicant's responsibility to ensure they are all received. Only final, official transcripts submitted to Student Records records@irsc.edu by the application deadline will be evaluated.

TRACK ONE: TRADITIONAL OPTION

Students complete four semesters of nursing courses and general education courses. Applicants must meet all application and admission criteria.

TRACK TWO: ADVANCED PLACEMENT/BRIDGE OPTION

Upon successful admission of the Associate Degree Nursing program, students who are Licensed Practical Nurses, Registered Respiratory Therapists, or Licensed Paramedics may be eligible for advanced placement. Applicants may only apply for Track Two once. Students dismissed from the program for academic failure in the first nursing course are not eligible for advanced placement in future admissions.

MANDATORY HEALTH REQUIREMENTS FOR ADMISSION AND CLINICAL CLEARANCE

Details regarding requirements for submission of medical records will be provided at General Orientation for accepted students (see website for dates). Please note: Failure to submit any requirement may cause the applicant to forfeit their seat. See pages 16 – 17 for a list of requirements.

DRESS CODE STANDARDS

The personal hygiene and demeanor of the nursing students at IRSC reflect the College and the School of Nursing standards and are indicative of the student's interest and pride in the profession. Students are required to adhere to uniform dress code standards for all activities. Students must always appear neat and professional.

Dress Code Standards

- Proper personal hygiene, including mouth care, must be practiced. Decorative dental appliances must be removed.
- Hair is to be neat, clean, of a natural color, and should not touch the shoulders. Hair below shoulder length must be both back, and up. White headbands may be worn; conservative barrettes are acceptable.
- Nails should be no more than $\frac{1}{4}$ " and natural. No artificial nails or nail products may be worn.
- Conservative makeup may be worn. No artificial eyelashes are permitted.
- No colognes or perfumes may be worn. No smoking odors should be noticeable.
- Shoes must be kept clean and white.
- Uniforms must be kept mended and laundered. Students are expected to comply with clinical facility dress code guidelines.
- Men should be clean shaven or have neatly trimmed facial hair. If students elect to have facial hair, they must provide suitable infection control barriers at their own expense. When working with sterile materials, and when caring for clients, masks and other appropriate infection control barriers will be determined by the clinical instructor.
- Undergarments must be worn and must provide full coverage of buttocks. No prints are to be worn.
- No body art, or tattoos may be visible. Students may wear white or blue "sleeves" to hide tattoos.
- Uniform tops are to be of a length sufficient to cover buttocks.
- Uniform dresses are to be hemmed below the knee and worn with hose.
- No hats are to be worn when in School of Nursing uniform on or off campus. White scrub hats may be worn in the laboratory and clinical settings. No head coverings are permitted in class unless religiously required.
- Jewelry worn with the uniform must be limited. Should a student have a piercing that cannot be removed, the student must find a reasonable means of covering the piercing.
 - Students may wear:
 - A solid wedding band (if applicable)
 - wristwatch
 - One set of stud earrings, no larger than $\frac{1}{8}$ " diameter; white or yellow metal, or pearls.
 - Students may NOT wear:
 - Nose rings, and other visible piercings, including tongue piercings
 - Necklace
 - Bracelets
- The IRSC and/or School of Nursing logo may not be added or embroidered to clothing purchased at locations other than the RiverShop.

Required ADN Uniform:

- White scrub top with IRSC School of Nursing logo on left chest
- Royal blue scrub pants (no joggers, no tapered ankles)
- White regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)

Optional Uniform Options:

- Lab jacket with IRSC School of Nursing logo on left chest
- ¾ length white lab coat with IRSC ADN patch on left sleeve
- White or royal blue (matching scrub pants) undershirts may be worn under scrub shirt
- Uniform dresses (must be hemmed to a length below the knee)
- White sweaters may be worn if not in conflict with institutional guidelines (clinical)

Student Photo I.D.

Students must wear a photo I.D., visible in class and clinical. All I.D.s created by a clinical facility must be returned at the semester's end. Failure to return clinical I.D. badges may result in an incomplete grade for the course. Upon direction from the School of Nursing, provisional applicants may begin uploading requirements to Complio, a third-party platform used to store student health records and clinical rotations. Instructions for creating a user account are included with provisional acceptance and provisional alternate letters.

Supply List:

- bandage scissors
- watch with second hand
- dual head stethoscope
- hemostats
- blood pressure cuff
- calipers
- basic calculator
- earbuds/headphones
- healthcare goggles
- pen light
- laptop

GRADING

The School of Nursing uses letter grades of A, B, C, D, and F. An Incomplete (I), may be given in exceptional circumstances when at least 75% of the course objectives have been met and the student's average is at least 76.0%.

Letter grades range

A	90-100	(4 quality points/semester hour)
B	80-89	(3 quality points/semester hour)
C	76-79	(2 quality points/semester hour)
D	70-75	(1 quality point/semester hour)
F	<70.0	(0 quality points/semester hour)

Calculated grades will not be rounded to the next whole number. The minimum satisfactory grade for all nursing courses is 76.0%.

GRADUATION

To qualify for graduation, the ADN student must have:

- Earned a minimum letter grade of “C” in all courses of the A.S. Degree
- Successfully completed the A.S. Nursing degree requirements listed in the College Catalog
- Submit the commencement application. <https://irsc.edu/students/graduation.html>

Upon graduation from the College, the ADN student will be:

- Granted an Associate Degree in Science from Indian River State College School of Nursing
- Eligible to apply for the National Council Licensure Examination (NCLEX) to become a Registered Nurse

Students enrolled in the Associate Degree Nursing program at IRSC are not eligible for the Practical Nursing exam with the Florida Board of Nursing.

PART VII

RN-BSN Handbook

INTRODUCTION

The RN-BSN program is designed for Registered Nurses who want to expand their foundation of leadership, evidence-based practice, community, research, and theory. The Bachelor's in Nursing Degree consists of 121 credits, including 31 credits of upper-level Nursing (NUR) courses and General Education courses outlined in the IRSC Course Catalog. The nursing curriculum includes 10 courses with asynchronous online lectures along with clinical learning experiences in three courses.

ADMISSION

Individuals interested in the RN-BSN program can find information from Student Services at any IRSC campus and/or the program website. The BSN is appropriate for graduates of an accredited Diploma, Associate of Science Degree or Associate of Arts and Science Degree in Nursing program who desire to continue their education to the Baccalaureate level. Applicants must possess an active, unencumbered, valid Florida Registered Nursing license, who desire to continue their education to the Baccalaureate level.

Students will need the following requirements to qualify: A diploma, AAS Degree, or AS Degree in Nursing; an active, unencumbered, valid Florida RN license; minimum cumulative GPA of 2.5; and completion of MAC 1105 College Algebra OR MGF 1130 Mathematical Thinking, STATS?? with a minimum grade of "C." Falsification of information in the application process may result in rejection or invalidation of the application.

PROGRAM EXPENSES

All program expenses are located on the respective program web pages of the IRSC website. In addition to these costs, students should allow for room and board, transportation, and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

GRADING

The School of Nursing uses letter grades of A, B, C, D, and F. An Incomplete (I), may be given in exceptional circumstances when at least 75% of the course objectives have been met and the student's average is at least 76.0%.

Letter grades range

A	90-100	(4 quality points/semester hour)
B	80-89	(3 quality points/semester hour)
C	70-79	(2 quality points/semester hour)
D	60-69	(1 quality point/semester hour)
F	<60.0	(0 quality points/semester hour)

GRADUATION

To qualify for graduation, the RN-BSN student must have:

- Earned a minimum letter grade of "C" in all courses of the B.S. Nursing degree
- Completed the B.S. Nursing degree requirements listed in the College Catalog
- Submit the commencement application. <https://irsc.edu/students/graduation.html>

Upon graduation from the College, the RN-BSN student will receive a Bachelor of Science degree.

DRESS CODE STANDARDS

The personal hygiene and demeanor of the nursing students at IRSC reflect the College and the School of Nursing standards and are indicative of the student's interest and pride in the profession.

Students are required to adhere to uniform dress code standards for all activities. Students must always appear neat and professional; students will not be permitted at community agencies, client care areas, or observational experiences unless they are in proper attire.

Required RN-BSN Uniform:

- scrub top
- scrub pants (no joggers, no tapered ankles)
- regulation uniform shoes (no clogs, no backless shoes, no slingbacks, no sandals)
- laboratory coats with a name tag

Optional Uniform Options:

- Undershirts may be worn under scrub shirt
- Uniform dresses (must be hemmed to a length below the knee)
- Sweaters may be worn if not in conflict with facility guidelines

RN-BSN CLINICAL OPTIONS

There are three courses with clinical components in the RN-BSN curriculum: NUR 3065C, NUR 4636C, NUR 4827. These clinical pieces are mandatory for the completion of this degree.

Should an RN-BSN student wish to complete a clinical rotation at a facility, the student will be subject to the Clinical Standards and Dress Code Standards outlined in this Handbook. Please email IRSCSONRNbsn@IRSC.EDU to ask about completing a clinical rotation as part of your Baccalaureate degree. The uniform for the RN-BSN program clinical experiences is professional dress, as noted in the facility dress code guidelines.

APPENDIX A

PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION*

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following abilities without accommodations. Successful completion of nursing courses requires students to attend a didactic lecture, laboratory, and inpatient clinical. Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) Guidelines for Nursing Program. *Latex is in all clinical facilities as well as classroom, laboratory and simulation.

Issue	Standard	Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations; develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Ability to cope with stress. High degree of flexibility.	Establish rapport with patients/ clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/ fear/hostility of others in a calm manner.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and to maneuver in small spaces. High degree of flexibility.	Move around in patient rooms, work spaces and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses. Accurately prepare and administer medication.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, insert a catheter.
Strength/Stamina	Sufficient stamina to provide patient care in the clinical setting and related responsibilities for extended periods of time (8-12 hrs). Ability to lift/manipulate/ move at least 50 lbs. Transfer clients to chairs/stretchers, tables/move and manipulate equipment.	Adapt to shift work. Lift without restrictions, from standing position. Students with weight restrictions cannot be accepted into clinical courses.
Occupational Exposure	Ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids, toxic substances.	May be required to perform procedures and/or come in contact with patients/clients with communicable diseases. Provide total care using standard precautions.
Personal Behavior	Emotional health sufficient for full utilization of intellectual abilities, effective functioning during stressful situations, ability to adhere to professional boundaries, Code of Ethics for Nursing-American Nurses Association.	Demonstrate honesty, integrity and accountability, perform multiple responsibilities concurrently; handle strong emotion. Adapt to changing patient/client care situations, respect patient/client rights and avoid criminal behaviors such as chemical dependency and abuse. Maintain professional boundaries.

APPENDIX B

ACADEMIC RETENTION ALGORITHM

All Students:

- Step 1–Acceptance into Nursing Program
- Step 2–Learning Styles Assessment
- Step 3–Pre-advising with Nursing Faculty Member
- Step 4–Meet with Academic Advisor to create Academic Plan
- Step 5–Assess academic performance

If no academic distress after exams:

- Step 5–Reassess after each semester
- Step 6–Diagnostic Practice Testing
- Step 7- Recommend NCLEX Review Course
- Step 8–Follow up with the Academic Advisor
- Step 9–Licensure

If exam scores are below 76 at any point in the program:

- Step 5–Return to Nursing Faculty Member for Advisement for Counseling.
- Step 6–Counseling Support Process may include any or all of the following:
 - Individual Counseling
 - Review exam or exam content
 - Attending all lectures/classes
 - Study group
 - Study skills class
 - Refer to ASC
- Step 7–Reassess performance after each semester
- Step 8–Send Reach Out

CLINICAL/LAB RETENTION ALGORITHM

Step 1–Clinical/Lab Instructor identifies clinical weakness – Marginal or Unsafe

Marginal Clinical Practice Identified (as defined in Student Clinical Evaluation)

Step 2–Student Conference Form initiated by Instructor. May be placed on probation.

Step 3–Instructor will:

- Have a plan of action identified on conference form R/T areas of concern
- Notify Course & Lab Coordinator/Department Chair/ Dean of Nursing

Step 4–Student will make appointment with Course Coordinator for action plan remediation & Lab Coordinator to schedule.

Step 5–Course Coordinator will: Review remediation database regarding the number of past remedial hours to establish need for fee. Review action plan. Possible Clinical Probation.

Step 6–Remediation Occurs – Successful or Unsuccessful?

Successful:

Step 7–Student remains in Clinical

Unsuccessful:

Step 7–Lab Coordinator Notifies Instructor, Course Coordinator, Department Chair

Step 8–Student makes appointment with Department Chair/ Dean of Nursing. Student may fail nursing course or be dismissed if unable to successfully remediate and return to clinical with the timeframe identified.

Unsafe Clinical Practice Identified (as defined in Student Clinical Evaluation)

Step 2–Student Conference Form initiated by Instructor.

Step 3–Instructor will:

- Notify student they are unable to return to clinical setting.
- Notify Course/Lab Coordinator/Department Chair/ Dean of Nursing

Step 4–Student will:

- Make an appointment with Lab/Course Coordinator for remediation
- Make an appointment to see the Department Chair, Course Coordinator and/or Dean.
- Meeting will identify dismissal, course failure, clinical probation and if remediation is an option.

Step 5–Course/Lab Coordinator will:

- Review remediation data base regarding number of past remedial hours to establish need for fee (if appropriate) and review action plan.

Step 6–Student completes Clinical Competency Testing

Successful Testing:

Step 7- Student remains in Clinical if applicable

Unsuccessful Testing (Continues to demonstrate unsafe practice):

Step 7- Course/Lab Coordinator notifies Instructor/Course Coordinator/Department Chair/Dean of Nursing

Step 8– Student makes appointment with Course Coordinator and Department Chair. Student may fail nursing course or be dismissed from the Nursing program.

APPENDIX C

Code of Academic and Clinical Professional Conduct*

As an IRSC Nursing Student, I pledge to:

1. Actively promote and encourage the highest level of legal and ethical principles in academic and clinical situations.
2. Strive for excellence in all aspects of academic and clinical performance.
3. Promote life-long learning and constantly strive to improve the quality of nursing care.
4. Maintain and promote integrity, truthfulness and honor in the performance of all academic and clinical responsibilities.
5. Treat others with respect in all areas of the clinical and academic setting.
6. Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to facilitate the education of nursing students.
7. Cooperate in every reasonable manner with the academic and clinical faculty and clinical staff to ensure the highest quality of patient/client care (and use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students).
8. Encourage mentorship and cooperation with other IRSC nursing and allied health students, as one means to meet the academic and clinical needs of students.
9. Advocate for the rights of all patients/clients.
10. Provide care to clients in a reasonable, compassionate, considerate, knowledgeable and professional manner.
11. Refrain from performing any technique or procedure, including medication administration, for which I am unprepared by education or experience and/or without faculty or preceptor approval.
12. Accept the moral and legal responsibility for my actions.
13. Refrain from misrepresenting my position as a nursing student.
14. Refrain from any action or omission of care on campus or in the clinical setting that creates unnecessary risk of injury to self or others.
15. Maintain confidentiality in all aspects of patient care including the avoidance of unauthorized duplication of the patient/client's medical record.
16. Serve all patients/clients impartially and accept no personal compensation from those entrusted to my care as a nursing student.

APPENDIX D

Indian River State College HIPAA Confidentiality Agreement for Students

The discussions use and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, Facebook and Twitter

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.

I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends or acquaintances.

I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under the law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the following information as possible:

Names	Certificates/license numbers
Geographical subdivisions smaller than a state	Vehicle identifiers) device identifiers
Dates of birth, admission, discharge, and death	Web locators (URLs)
Telephone numbers and Fax numbers	Internet protocol (IP) addresses
E-Mail Addresses	Biometric identifiers
Social security numbers	Full faces photographs
Medical record numbers	Any other unique identifying number, characteristic, or code
Health plan beneficiary numbers	All ages over 89
Account numbers	

APPENDIX E

Statement of Ethics

The American Nurses Association Code of Ethics states: “The need for health care is universal, transcending all individual differences. The nurse establishes relationships and delivers nursing services with respect for human needs and values without prejudice” (ANA, 2001). For additional information refer to the Health Science Division Student Handbook.

The American Nurses’ Association Code of Ethics (2001):

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, work 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 and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare 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 promotion community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible of articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

Source: Reprinted with permission from the American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, copyright 2001 nursebooks.org. American Nurses Association, Washington, D.C.

APPENDIX F
PN TABE Requirements

Name _____ Student ID _____ Date _____

I understand that there is a requirement for the Test of Adult Basic Education (TABE) for the Practical Nursing Program:

Students who have a higher education degree (A.A., A.S., B.S., etc.) are exempt from taking the TABE.

Students who graduated from a Florida Public High School in 2007 or after are exempt from taking the TABE.

All other students who enroll in the Practical Nursing Program are required to take the TABE and achieve the minimum scale score in reading, math, and language.

Students must schedule and take the TABE prior to the end of the first week of class.

Remediation should be completed prior to the end of PRN0004C. Call the Assessment Center to schedule your test at 772-336-6233.

I have read the requirements for the Test of Adult Basic Education and understand the requirements of taking the TABE test.

Signature

APPENDIX G

IRSC Nursing Programs Intervention Project for Nurses (IPN) Internal Administrative Guideline

IRSC Health Science “Substance Use/Abuse Guideline” will be followed. The following pertains specifically to IPN involvement:

Students may be referred to the IPN program by the Dean of Nursing. This referral will be the decision of the Dean, Department Chair and Faculty involved with the referral. The following guidelines will be followed.

If a student enters or enrolls in the IPN program through avenues other than the School of Nursing referral, the student is responsible to notify the Dean and Department Chair immediately. This is congruent with current IPN guidelines. The faculty guidelines will be followed.

1. The School of Nursing decision regarding the ability for the student to continue in the Nursing program supersedes any IPN recommendation. The School of Nursing will evaluate the IPN recommendations and render a decision based on the resources of the School of Nursing, the probability of the student’s ability to meet the educational objectives of the program and plan recommended by the IPN.
2. Direct communication and correspondence (written and oral) between IPN and the School of Nursing will occur either with the Dean or Department Chair of the Nursing program.

Faculty will receive input concerning IPN involvement with the student on a conflict, need to know basis. All communication and knowledge of the student’s IPN involvement is confidential; all parties involved are responsible to insure this confidentiality.

3. The student enrolled in a specific plan with IPN must adhere and complete all aspects of the plan in order to continue in the Nursing program. If the IPN plan is not followed, the student will face immediate dismissal from the Nursing program with return guideline voided. This decision is made by the Dean, Department Chair and involved Faculty. The decision is final and not appealable.
4. It is the student’s responsibility to notify the Dean and Department Chair of all aspects of the IPN plan and any changes or revisions as they occur. The Department Chair will immediately notify the appropriate faculty of plan and changes, as needed.

Impaired Practitioners Program of Florida IPN Referral Process

Step 1—Referrals Primary Sources: Employers/EAP, BON, AHCA, Treatment Providers, Self

Step 2—IPN Office

Step 3—Inappropriate **OR** Appropriate Referral?

Inappropriate Referral—No further action

Appropriate Referral

Step 4—Agency Investigation

Step 5—Analysis Data Collection (review of documentation)

Step 6—Final Review

Step 7—Intervention—Telephone or Onsite

Step 8—Evaluation with IPN Approved Provider—No Further Action or Treatment?

Treatment:

Step 9—Post Treatment Evaluation (Fitness to Practice Evaluation) IPN Advocacy Contract Executed

Step 10—Monitoring minimum 3-5 years includes:

- Monthly and bimonthly progress evaluations
- Structured nurse support groups

Step 11—Employer Reports

Step 12—Meeting Verification Forms

Step 13—Random Drug Screens

Step 14—Successful Completion **OR** Extended Monitoring

***NOTE:** Should an IPN participant fail to satisfactorily continue treatment, the IPN provides this information to the AHCA immediately to ensure the health safety, and welfare of the citizens of Florida.

APPENDIX H
IRSC Student Post Blood/Body Fluid Exposure Procedure
Checklist/Counseling Form

1. The student is exposed to needle sticks, sharps injury, blood or body fluid:
 - **IMMEDIATE FIRST AID SHOULD BE ADMINISTERED!!!**
 - Wash percutaneous and flush not-intact skin injuries with soap and running water, DO NOT use bleach, Rinse well.
 - Remove foreign material if possible.
 - DO NOT make tissue bleed.
 - Mucous membrane exposures – (eyes, mouth, nose) Flush with large amounts of tap water, sterile saline, or sterile water.
 - Intact skin is not considered a significant exposure but should be washed thoroughly with soap and water.
 - Student/Faculty note date/time/location of incident and time of notification by student
2. The student should immediately notify their preceptor AND their clinical faculty:
 - Date/time/names _____
 - Date/time/ location of incident _____
3. The preceptor should assume patient responsibility and faculty are to contact the unit charge Nurse and follow unit guidelines for employee exposure – **IMMEDIATELY!**
4. **In less than 60 minutes** Student must be sent to the emergency department, employee health during daytime working hours or the closest medical facility for evaluation and/or treatment - TIME IS VERY IMPORTANT.
 - Lab studies students might expect to be drawn HIV-1 (rapid screen should take less than 1 hour), HBV surface antibody and surface antigen, HCV antibody, HCG (if of childbearing age and if PEP may be started), complete blood count, other tests if a risk from the exposure (patient-specific variable).
 - Student may be started on PEP (Post-exposure prophylaxis) within 2 hours pending results of tests is recommended by CDC and attending health practitioner.
5. After the initial treatment is completed, obtain the following forms from IRSC Blackboard ADN/BSN/LPN Organization course and fill them out COMPLETELY (the instructor is available to help).
 - Florida College System Risk Management Accident/illness Report – 2 pages
 - AG administrator Student Accident Claim Form – 1 page
 - Make sure you include the names of those who were notified, the date, time, and instructions you were given. Obtain the Occupational Health Nurse's name and contact information.
6. The above forms MUST be submitted to the nursing office on the main campus the following day. or the next business day (Monday) morning – do not destroy originals – see below.
7. The originals should be submitted to Risk Management.
8. If a medication error or policy/procedure violation occurs a Student Counseling form will need to be completed. Otherwise, this is sufficient to complete.
9. Student Financial Responsibility:
 - Your health insurance will be billed as the primary payment of care received.
 - Risk Management Accident/Illness insurance will provide secondary payment – all bills should be submitted to the Risk Management office.
 - The hospital or clinic where the incident occurred is not responsible for the cost of the care or follow-up.

References: (Available on-line from IRSC Website)

- IRSC Post–Exposure Protocol
- IRSC website and Health Science Division Student Handbook
- United States Department of Labor, Occupational Safety and Health Administration. Bloodborne pathogens standard (29 CFR 1910.1030).

