



**INDIAN RIVER STATE COLLEGE**  
**School of Nursing**

3209 Virginia Avenue, Fort Pierce, Florida 34981-5596

**RN-BSN Student Handbook**

**2022/2023**

**INDIAN RIVER STATE COLLEGE**  
**Fort Pierce, Florida**  
**School of Nursing**

This is to acknowledge that I have received my personal copy of the School of Nursing Bachelor of Science in Nursing Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations. I understand that this form needs to be submitted to the School of Nursing prior to the first week of school.

I agree to have my education, 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.

- Changes may be made to School of Nursing, or College guidelines at any time. Should a change occurs, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the changed guidelines to keep for their records, and a copy to sign which will be included in their file
- 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.

Experiential clinical experiences are required in some RN-BSN courses. Should a health care facility submit a request, students may be required to submit Physical/immunizations, CPR, drug screen, fingerprinting, proof of personal health insurance, and flu vaccine). These documents must be kept updated, or I could be withdrawn from the course.

I understand that I may not participate in any BSN nursing course with a clinical component until I have all my records on file in the nursing department (FL Registered Nurse License Physical/immunizations, CPR, drug screen, fingerprinting, proof of personal health insurance, and flu vaccine) and that these records must be kept updated, or I could be withdrawn from the course.

I understand I must retain an active, unencumbered Florida Registered Nursing license while enrolled in the program.

I understand that I may be asked to participate in a mandatory orientation to clinical facilities. Absence for any reason will result in my being withdrawn from the course.

I understand that patient information that has been disclosed to me is protected by state and federal law. 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 give the College permission to contact my employer after graduation and share my personal information to gather data for institutional research and reporting.

I understand that I may be exposed to bloodborne pathogens (potentially infectious disease causing materials) or communicable diseases during my clinical experiences. I understand this can further impact exposure risk if I have any change in health status: such as immunosuppression issues or pregnancy. If I wish to be accommodated, I must disclose my change in health status to the course coordinator and School of Nursing.

I understand the program offers on-line didactic lectures with a clinical experiences in three courses.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
STUDENT ID

\_\_\_\_\_  
DATE

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**Indian River State College  
HIPAA Confidentiality Agreement for Students**

Print Name \_\_\_\_\_

ID Number \_\_\_\_\_

\_\_\_\_\_ The discussions, uses 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 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	

\_\_\_\_\_ I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may be used or disclosed for health care training and educational purposes at Indian River State College, and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this agreement to an appropriate IRSC faculty member, Department Chair or Dean of Nursing.

\_\_\_\_\_ Finally, I understand that if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action which may include dismissal from the nursing program. By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **PREFACE**

The School of Nursing Student Handbook is divided into three sections. Part I expresses the purpose of Indian River State College and the philosophy, purposes and objectives of the RN–BSN program. These beliefs provide a basis for the curriculum and learning activities of the nursing programs. Part II describes the conceptual framework of the curriculum, the curriculum, plan and course offerings along with corresponding descriptions. Part III describes the guidelines of the nursing programs and pertinent information, which serves as a guideline for nursing students upon entrance into the program and during their progression through the program.

The nursing student is subject to the guidelines presented in this handbook as well as the guidelines in the *IRSC Student Handbook/Planner*.

The provisions of this publication are not to be construed as a contract between the student and Indian River State College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

### **EA/EO STATEMENT**

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:

Aдриene 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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The following items are found in the *School of Nursing Division Student Handbook*.

(This list has been updated as of 7/2022.)

1. Statement of Ethics
2. Plagiarism Regulation
3. Email/Contact Information
4. Use of Electronic Regulation
5. Confidentiality Statement
6. Grading
7. Retention Regulation
8. Probation Regulation
9. Readmission and Dismissal Regulation
10. Complaint Guidelines
11. Student Liability, Accident and Insurance Regulation
12. Health Requirements
13. Post Exposure Protocol
14. Background Check Regulation
15. Substance Abuse Regulation
16. Dress Code/Professional Standards
17. Student Parking Regulation
18. Severe Weather Alert



INDIAN RIVER STATE COLLEGE  
School of Nursing

Dear Nursing Pioneers,

Congratulations and welcome to the School of Nursing at Indian River State College! We are excited, as we hope you are! Your new chapter starts NOW!

IRSC's School of Nursing aspires to be a model of excellence by transforming students through nursing education. We are committed to meeting the educational needs of future and current professional and vocational nurses within an ever-changing healthcare system. Enclosed you will find useful information that will help you in your success. It is important to read the entire handbook, and familiarize yourself with its content.

You are about to embark on a life-altering experience, one you will never forget. While you are here, make time to get to know your Instructors, and your classmates; they are the best group of partners you will find anywhere. You are now part of an elite group of people who will become your professional peers. Aim to become part of the **Honor Society of Nursing**, a nonprofit organization whose mission is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide.

I invite you to read more about our vision and beliefs in the next few pages, and look forward to meeting you all.

Best wishes to all of you on the year ahead,

*Patricia Gagliano, Ph.D., RN*

Patricia Gagliano, Ph.D., R.N.  
Dean of the School of Nursing

## PART I

### VISION STATEMENT

#### **Vision Statement:**

Indian River State College School of Nursing “aspires to be a model of excellence by transforming students through nursing education.”

#### **Purpose Statement:**

The Indian River State College School of Nursing is committed to meeting the educational needs of future and current professional and vocational nurses within an ever-changing healthcare system. Faculty facilitate 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

#### **The School of Nursing 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 patient-centeredness.
- Nursing education focuses on articulating relationships between the following: 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 patients, families and communities.
- In cultivating an environment of civility, professionalism, equity, and inclusivity.

The School of Nursing  
Indian River State College  
is accredited by the  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326 • Phone 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.

## PART II

# CURRICULUM

### **Conceptual Framework of the Nursing Curriculum:**

The conceptual framework upon which the nursing curriculum was developed is based on six integrating concepts as defined by the National League of Nursing (2010). The concepts are 1) context and environment; 2) knowledge and science; 3) personal development; 4) quality and safety; 5) relationship-centered care; and 6) teamwork. These concepts are basic to the understanding of nursing and the complexity of the profession.

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

#### Nursing

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

#### Health

"Health, as well-being, comes when one engages in sound self-care, and feels cared for when one trusts the self, the body, and others" (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, p. 80)."

#### Person

"A self-interpreting being, that is, the person does not come into the world predefined but gets defined in the course of living a life" (Benner & Wrubel, 1989, p. 41)."

### 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.

### **Program Outcomes**

- Job Placement
- Completion Rates

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

- 1.** Context and Environment  
Critique clinical systems and apply health promotion/prevention strategies.
- 2.** Knowledge and Science  
Cultivate critical thinking processes to assure evidence-based care.
- 3.** Personal and Professional Development  
Evaluate appropriate culturally sensitive, ethical, and professional behaviors.
- 4.** Quality and Safety  
Promote a culture of safety to minimize risk of harm to patients and providers.
- 5.** Relationship Centered Care  
Coordinate care incorporating the client/family values and preferences in providing quality care.
- 6.** Teamwork  
Collaborate within the interdisciplinary teams to ensure 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.*

## PART III

### GUIDELINES AND INFORMATION

#### **Admission to the Nursing Programs:**

Individuals interested in the Bachelor of Science in Nursing program can obtain information on the application procedure from Student Success Services at any campus site and/or program website. The BSN is appropriate for graduates of an Associate Degree in Nursing program with an active, unencumbered, valid Registered Nursing License who desire to continue their education to the Bachelor's level.

An applicant must have: Diploma, A.A.S. Degree or A.S. Degree in Nursing, active, unencumbered, valid R.N. license, minimum cumulative G.P.A. of 2.5, and completion of MGF 1106, MGF 1107 or MAC 1105 with a grade of "C" or higher. Falsification of information in the application process may result in rejection or invalidation of the application.

#### **Student Accessibility Services:**

Student Accessibility Services (SAS) exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success. Student Accessibility Services obtains and maintains disability-related documentation, certifies eligibility for services, determines reasonable accommodations, and ensures the provision of services. Students with disabilities are encouraged to contact the SAS Office in order to make arrangements for services.

Clinical learning experience placement for students with service animals requires approval from the health care facility. Therefore, clinical learning experience placement cannot be guaranteed. Any special accommodation for clinical rotations will be reviewed on an individual basis. Please see the Student Accessibility Services website at [www.irsc.edu/student-resources/student-accessibility-services.html](http://www.irsc.edu/student-resources/student-accessibility-services.html) for more information.

#### **Core 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, in considering application to the nursing programs, interested students need to be aware that for progression and completion of a nursing program the nursing faculty will evaluate the following areas of competency: emotional, perceptual, cognitive, functional, and physical.

Area hospitals and/or health care facilities may not accept a student with physical restrictions for clinical patient care experiences. All health care agencies reserve the right to refuse any student without reason.

## 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, in order 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 require students to attend a didactic lecture, laboratory, and inpatient clinical:

<b>Issue</b>	<b>Standard</b>	<b>Examples of Necessary Activities (not all-inclusive)</b>
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.

\* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.  
LATEX ADVISORY - Latex-based products are used in all health care facilities.



### **Professional Behavior:**

All IRSC students agree to conduct themselves in an honest and honorable manner. Any student found guilty of cheating and/or plagiarism will receive an “F” in the course and/or be dismissed from the program. They are reported to the Vice President of Student Affairs for disciplinary action up to and including expulsion from the College.

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 of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the School of Nursing Division Student Handbook.

### **Transfer Regulation:**

1. Students who have failed (at IRSC or another institution) by placing the health and safety of patients in jeopardy will not be admitted/readmitted/transferred into a Nursing program.
2. Courses eligible for transfer credit in the program must have a minimum grade of “C”, have been completed within the past four years and contain the same information as the parallel course at IRSC. Interested students may email the program Department Chair for Transfer Guidelines. Transfer eligibility is based on students ability to meet the guideline requirement and space availability.

### **Progression**

Students who withdraw for personal/health reasons; students who withdraw with an average grade below 76%; or students who have failed or who have received a “D” in nursing, general education and/or science related courses will be readmitted/transferred subject to the following:

1. 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 patients in jeopardy will not be admitted/readmitted/transferred into the RN–BSN program.

## **Grading:**

1. Letter grades of A, B, C, D, and F are given in the School of Nursing as in the College.
2. Letter grades range (non-negotiable)

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	below–60	(0 quality points/semester hour)
3. The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted.
4. Final grades are posted on the College website at the end of each semester.
5. Calculated grades will NOT be rounded to the next whole number. Minimum satisfactory grade for all RN-BSN nursing courses is a 70.0. A grade of “C” or higher is required to pass the course.
6. It is the student’s responsibility to complete the online RN-BSN Program Orientation located in the BSN Nursing Students course shell under My Organizations in Blackboard. Students must complete during the first semester of the program.
7. Student may request a grade of “I” or incomplete. Course requirements must be completed within 4 months or grade will convert to an “F”.

**Progression Guideline:**

Grading practices and policies in the School of Nursing reflect the high level of competence required for the nursing profession.

Students in the RN–BSN Nursing program are subject to all rules and regulations as described in the IRSC College Catalog. In addition to the general requirements, nursing students must meet the academic requirements of the School of Nursing. Students are to regularly review their graduation degree audit and Guided Pathway with Student Success Services Staff prior to each semester to ensure their completion of program and course requirements.

**Program Expenses:**

A list of approximate cost is located on the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click **Programs**, then H-O and **scroll down**. Click on **Nursing—Registered Nursing (RN) to BSN**. Click on **BSN Program Expenses**. In addition to these costs, the candidate 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.

Please note that the computer/laptop (no iPads or tablets) should be less than 3 years old and have the ability for online access (including built in camera, microphone, and speakers). Office 365 can be downloaded for free to your computer/laptop via Rivermail.

## **IRSC Nursing Programs Intervention Project for Nurses (IPN): Internal Administrative Regulation**

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

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

If a student is in, enters, or enrolls in the IPN program through other 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 regulations.

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 program, the probability of the student’s ability to meet the educational objectives of the program, and the 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 program.
3. Faculty will receive input concerning IPN involvement with the student on a conflict, on a 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.
4. The student enrolled in a specific plan with IPN must adhere and complete all aspects of the plan in order to continue in the RN–BSN program. If the IPN plan is not followed, the student will face immediate dismissal from the program with return regulation voided. This decision is made by the Dean, Department Chair, and involved Faculty. The decision is final and not appealable.
5. 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.

### **Student Drug Screen, Background Check, and Medical Records:**

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more may be required to resubmit new records.

### **RN–BSN Program Dress Code:**

The personal appearance and demeanor of the nursing students at IRSC reflect the College and the RN–BSN program standards and are indicative of the student’s interest and pride in the profession. Students must appear neat and professional at all times and practice appropriate hygiene. Students will not be permitted at community agencies, patient care areas, or observational experiences unless they are in professional attire. Violation of the dress code will be dealt with on an individual basis. A student may be dismissed for inappropriate attire.

- The IRSC picture name badge will be worn and be visible at all times when the student is participating in experiential clinical experiences.
- Students going to agencies for clinical experiences wear laboratory coats with name tag and proper business attire (no jeans or shorts).
- Proper personal hygiene, including mouth care, must be practiced.
- Body art, piercings, or tattoos are not professional and should not be visible.
- Students are required to dress professionally when representing IRSC on any campus or at any clinical site or community agency.

### **Clinical Learning Experience Standards:**

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 are requested to provide appropriate family members, friends, schools, baby sitters, 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 family members, etc., not to call the College except for a true emergency.
3. Children are not permitted at clinical learning experiences.
4. The uniform for the RN–BSN program clinical learning experiences is professional dress as noted in Dress Code Guidelines.
5. ALL IRSC and clinical facilities are tobacco free.
6. 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.
7. Students making poor progress in a course, and who have irregular participation will receive a reach-out from faculty.
8. Students who fail to meet the course objectives due to absences/lack of participation will be required to repeat the course. This will involve the student to withdraw from the course. If completed prior to the withdrawal date, then, the student will receive a "W". If not, the student will receive a failing grade.
9. Access on IRSC computer equipment of materials of a sexual or ethnically derogatory nature is in violation of the College policy on non-harassment which assures a positive learning environment. Violation will result in disciplinary action.
10. Students are required to complete the required clinical/practicum learning hours as indicated in NUR 3065C, NUR 4656C, and NUR 4827.
11. All students must have a valid, unencumbered home state Florida RN license while enrolled in the RN–BSN Program.
12. The facility for experiential clinical placement selected by the student must be approved by the course faculty member. In addition, there must be a current contract with Indian River State College.
13. It is the student's responsibility to identify a clinical facility for their clinical learning experience. In some instances, a facility contract may be needed. Every effort will be made to work with the student in obtaining a site/contract,

but students should be aware this may not transpire and other accommodations may be necessary.

14. Health care facilities may change health and background requirements at any time and may deny a student clinical placement. Completion of the flu and/or COVID vaccination is required for clinical learning experiences. Students who are unable to receive the flu/COVID vaccination may not be eligible for clinical placement. Inability to participate in experiential clinical may result in identifying an alternative assignment, or clinical failure.
15. Students are expected to exhibit conduct in accordance with the Code for Nurses at all times (See Code for Nurses in Appendices). A student may be given a failing grade in a clinical component if the student does not meet the course competencies.
16. Students must adhere to the concept of confidentiality regarding the patients and their records. Information about patients may not be shared with other persons nor with staff who are not assigned to their case. Patients or hospital records may not be photocopied. Students are not allowed access to patients' records other than those of assigned patients.
17. 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's clinical participation at their site.
18. Students are required to utilize course packets and are required to specify their learning objectives and actively participate in self-evaluation.
19. Students should have reliable transportation and be willing to attend clinical in any facility. There is no guarantee students will be assigned to a facility close to their home.
20. Students are not allowed to receive personal calls at the health care facility.
21. No cell phones, cameras, or recording devices are allowed on the nursing unit. Students are not permitted to use their personal hand held and/or wearable technology while completing the required experiential clinical learning experiences.
22. Students are requested to take as little money, keys, notebooks, etc. as possible into the agency and to store things at the agency in the designated place.
23. Should a student be involved in an accident or injury to self or to a patient, a College Accident Report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the College health nurse must also be notified immediately.

24. Students and faculty will follow the communication system protocol of the health care facility and not verbally translate medical/health information.
25. Student may not remain in the health care facility once the clinical day has ended and the clinical instructor has left the facility.
26. Student may not witness or sign consents with patients.
27. Students must display facility issued badges as applicable to site rotations. Students must return badges as directed by the end of the rotation.
28. Students cannot perform phlebotomy/blood draws. No lab draws including venipuncture, peripheral or central line access.
29. Students cannot push Advanced Cardiac Life Support medications during a code blue or rapid response event.



## **Academic Integrity and Professional Conduct:**

Academic integrity and professional conduct are vital in the college environment. Certain behavior is required of the students, staff and faculty at all times. Students should review the *Student Standards of Conduct* found in the *IRSC Student Handbook/Planner*. Students, staff and faculty should also review the *Code of Academic and Clinical Professional Conduct* described in the ADN Student Handbook.

Students and faculty may also be asked to sign a contract at the beginning of each course that outlines student and faculty responsibilities toward a common goal of student success.

Faculty and staff have the responsibility to counsel any student they have observed violating academic integrity or exhibiting unprofessional conduct. Students may discuss concerns with their instructors or the Department Chair.

- First occurrence – Any unprofessional conduct will be explained to the student and a counseling form written and remediation will be required.
- Second occurrence – Any unprofessional conduct will again be explained, a counseling form written, the student will be placed on probation and the student will be required to discuss these occurrences with the Program Director or the Assistant Dean of Nursing, and remediation will be required.
- Third occurrence – Any unprofessional conduct that occurs for a third time, the student will be permanently dismissed from the program.

As a result of completing the registration form at Indian River State College, students have agreed to conduct themselves in an honest and honorable manner. Any student found guilty of cheating or plagiarism will receive an “F” for the course and be reported to the Vice President of Student Affairs for disciplinary action up to and including expulsion from the College.

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 will be subject to the same disciplinary action as the School of Nursing Statement of Ethics in the School of Nursing Division Student Handbook.

Violations of academic integrity include behaviors that would result in a student having an unfair advantage, by copying, purchasing, distributing, and sharing copyrighted instructor resources of any kind. Additional violations of academic integrity include 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.

## **Class Cancellation:**

The College may need to cancel classes in cases of severe weather or an emergency situation. Students are advised to listen to WQCS, 88.9 FM and to monitor the College website [www.irsc.edu](http://www.irsc.edu) for official information on any college-wide closings/class cancellation.

## **Security Precautions:**

We ask that you be cognizant of these “common sense” security precautions while on any IRSC campus or clinical site:

1. Always be safety conscious. Be aware of your surroundings.
2. Stay in well-lit areas. Make it a point to walk in main walkways with other students and use the buddy system whenever possible.
3. Don't enter elevators with someone who looks out of place or behaves suspiciously.
4. Don't go into stairwells alone.
5. 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.
6. Keep the door locked if you are in a room alone and ask who is there before opening a door.
7. Make sure a close friend, roommate or relative knows where you are going and when you are expected back.
8. If you feel that you are being followed or threatened, go immediately to a place where there are other people.
9. All suspicious persons and activities should be immediately reported. Students should immediately speak with their faculty or report to the Student Affairs Office at the Massey Campus or office at the branch campuses.

Students can also use the Code Blue Telephones located at the Massey Campus, Chastain Campus and Pruitt Campus.

Students can also Dial #77 on any College office phone to report suspicious activity or dial 462-4755.

## **Financial Aid:**

Various scholarships and loans are available through the IRSC Financial Aid Office. Students are advised to check for a complete listing and for deadline dates from Financial Aid. A number of scholarships are targeted specifically for nursing students.

## **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 Ceremony 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 Bookstore. Graduating students are recognized at the Commencement Ceremony for high academic achievement.

**Graduation:**

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

Successfully completed the IRSC requirements for the RN-BSN Degree as described in the IRSC College Catalog.

Upon graduation from IRSC, the RN-BSN student will be granted a Bachelor of Science Degree.

# **APPENDICES**

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## **National Patient Safety Goals:**

The School of Nursing at Indian River State College incorporates the National Patient Safety Goals into the curriculum. To view the latest National Patient Safety Goals please visit:

<https://www.jointcommission.org/standards/national-patient-safety-goals/>

**Indian River State College  
Nursing Program Health Insurance Guideline**

Indian River State College and partnering clinical sites require all health science students to have personal health insurance throughout the program. Students may be asked to show proof of personal health insurance at the beginning of each semester/nursing course if clinical placement is required. While enrolled in a nursing course, if a student has a change in health insurance coverage, he/she is responsible for providing the School of Nursing a copy of the new health insurance policy.

If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which may result in termination from program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at 772-462-7825 for more information.

All students will submit to the School of Nursing a copy of their health insurance card (must have student's name on card). If the insurance card is not in the student's name, a letter of coverage from the insurance provider will be required in addition to a copy of the insurance card. The letter of coverage from the health insurance provider must include the following information: student's name, insurance policy number, the name of the insurance provider, and telephone number of the provider.

By signing this document, I acknowledge that I have read this and I agree to comply with all terms and conditions. I am aware of the health insurance guidelines for students, I understand the terms, and I will agree to abide by those guidelines. I understand that I must have personal health insurance and the policy must be active for the entire time I am enrolled in the Nursing Program. 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 Nursing Program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Nursing Instructor \_\_\_\_\_ SID \_\_\_\_\_

## Faculty Post Blood/Body Fluid Exposure Procedure Checklist

- 1.** Student is exposed to needle stick, sharps injury, blood or body fluid
  - IMMEDIATE FIRST AIDE SHOULD BE ADMINISTERED!!!
  - Wash percutaneous and not-intact skin injuries with soap and running water, if not available clean with alcohol, DO NOT use bleach, Rinse well
  - Remove foreign material if possible
  - DO NOT make tissue bleed
  - Mucous membrane exposures -(eyes, mouth, nose) rinse with large amounts of tap water, sterile saline, or sterile water
  - Intact skin is not considered a significant exposure but should we washed thoroughly with soap and water
  - Student/Faculty note date/time/location of incident and time of notification by student
  
- 2.** Student should immediately notify their preceptor AND their clinical faculty
  - Date/time/names \_\_\_\_\_
  - Date/time/location of incident \_\_\_\_\_
  
- 3.** Preceptor should assume patient responsibility and faculty are to contact the unit charge nurse - IMMEDIATELY!
  
- 4.** In less than 60 minutes Student must be sent to the emergency department, employee health during daytime working hours or closest medical facility for evaluation and/or treatment -TIME IS VERY IMPORTANT
  - Per CDC, OSHA, Florida state requirements
  - Lab studies student 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.
  
- 5.** Clinical Faculty should then
  - GO TO THE FACILITY SITE OR EVALUATION SITE AND MEET THE STUDENT if not already present on site.
  - Faculty should notify their appropriate course coordinator.
  - Call the IRSC School of Nursing at 772-462-7570 to obtain the course coordinator's cell phone number and contact information.
  - Faculty member or course coordinator should then contact the Department Chair.
  - If faculty cannot reach the course coordinator, they should then notify the Department Chair by calling the IRSC School of Nursing at 772-462-7570 to obtain their contact information.



- Faculty should notify IRSC Health and Wellness at 772-462-7825 so that student receives the appropriate follow-up care and reimbursement.
- 6.** Obtain the following forms from IRSC Blackboard ADN/BSN/LPN Organization course and fill them out COMPLETELY with the student:
- 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 who was notified, date, time and instructions you were given.
- 7.** The above forms **MUST** be turned in to the School of Nursing the following day or the morning (Monday) of the next business day. All the original forms will be sent via campus mail or taken to the Vice President of Finance Office on the Massey Campus A-211, phone number 462-7220.
- The documents will be scanned into Fortis.
  - A copy will be sent to Dr. Patty Corey-Souza in Health and Wellness.
  - A copy will remain in the School of Nursing.
- 8.** Faculty must complete a standard Student Counseling form IF there was a medication error or a policy or procedure violation.
- 9.** Student Financial Responsibility
- Your personal health insurance will be billed as primary payment of care received.
  - IRSC 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. Retrieved February 20, 2018 <https://www.osha.gov>)

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_