



BROWARD COLLEGE

Associate of Science

Nursing (ASN) Program

Student Manual



“Knowledge + Skills = BC Nursing”

Rev. June 2020

Content in this manual is subject to change at any time without prior notice.



Welcome

Welcome to the Nursing Program at Broward College! The following information is provided to assist you as you begin your first semester in the nursing program. This will also provide answers to questions you will have throughout your nursing education at Broward College. We hope that your enrollment in the Associate of Science Nursing (ASN) Program will lead to a challenging yet satisfying career in the nursing profession. The faculty is here to help you achieve your educational goals. Feel free to share with us your satisfaction and concerns regarding your experience in the nursing program.

The information presented here is just the beginning. To facilitate an easy adjustment to your role as an ASN student, and ultimately as a graduate, we have assembled this student manual containing guidelines specific to the ASN Program. These guidelines are a supplement to the general Broward College Student Handbook. Please refer to the most current Broward College Student Handbook for policies related to sexual harassment, substance abuse, student rights and responsibilities as well as other important information.

Please read the following program information carefully. We hope that this information will enable you to establish a foundation to become a committed Broward College student and a dedicated member of the nursing profession. We are available and happy to answer your questions.

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

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

Broward College Calendar Academic/Final Exam Schedules:

<https://www.broward.edu/registrar/term-dates.html>.

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

Broward College Student Handbook:

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

Faculty phone numbers can be accessed through Desire2Learn (D2L) and Course Syllabus.

Appointments with administration can be made by calling the assistant to the Dean:

954-201-8850 (South Campus)
954-201-2350 (North Campus)
954-201-6851 (Central Campus)

If an assistant is not available, leave a detailed and clear message that includes your name, contact number, and time that you can be reached. We cannot return calls if we cannot understand the message. Nursing faculty will provide you with information concerning their office hours and contact information each session through D2L and the course syllabus. Lab hours are posted but may change without advanced notice.

You will be required to spend a minimum of 20 hours per week in classroom, clinical courses, and related activities. Please check your BC e-mail daily. If attempting to contact the office or an instructor, it is necessary to use your BC email, or it may be diverted to "junk" mail. Register for classes as soon as possible if you are instructed to self-register, as we will often e-mail the class as a group. Students are required to pay for classes or they will not be permitted to sit in the class.

The student must have a **portfolio (binder with all your documents)** for clinical orientation. Copies must be turned in to the nursing office. All students are required to register with American Databank "COMPLIO". Students must remain in compliant with all requirements even if not currently in a clinical course. Names are submitted to the hospitals 4 weeks in advance of your semester for clinicals you are registered for at Broward College and, therefore, no changes can be made after that time.

Your portfolio (binder) should contain copies of the following:

- ✓ Physical, PPD (must be done yearly) or Chest X ray - Hospitals require new X-ray every 2-3 years
- ✓ MMR Titers, Varicella Titers, Hepatitis Titer or signed declination waiver, Tdap,
- ✓ Influenza Immunization during flu season (required for August and January admissions)
- ✓ The American Heart Association CPR card, back and front
- ✓ The following Continuing Education Units:
 - HIV/AIDS – 4 hours or renewal of 2 hours
 - OSHA/TB/HEP - 6 hours or renewal of 3 hours (one hour of each)
 - Domestic Violence – 2 hours or renewal of 2 hours
 - Medical Errors – 2 hours or renewal of 2 hours
 - Florida Law and the Professional Nurse – 2 hours or renewal of 2 hours.
- ✓ American Databank "compio" will email you a completed background check as an attachment. The attachment is part of your portfolio.
- ✓ LPN's only - Florida current and unencumbered LPN license

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

The faculty, staff, and administration are committed to helping you achieve your professional goals in this challenging and very rewarding career program. Our very best wishes are for your success in the Nursing Program and your future educational goals.

Sincerely,

Dr. Sara Turpel

Dean

Broward College Nursing

Nancy Gonzalez, APRN-BC, MSN

Associate Dean of Nursing

Central and South Campuses

Arlene Ritchie, MSN, RN

Associate Dean of Nursing

North Campus

Broward College ASN Nursing Faculty, and Staff

PLEASE KEEP THIS

GUIDE FOR THE DURATION OF YOUR PROGRAM

SECTION 1:
Mission & Philosophy

Associate of Science Nursing (ASN) Mission

The mission of the Broward College Nursing Program is to prepare competent, compassionate, and culturally sensitive entry-level nursing graduates whose professional practice encompasses legal and ethical decision-making.

The Department of Nursing is committed to providing a nursing program that is accessible to a diverse community of learners. Delivered by a dedicated faculty, the program provides a collaborative teaching-learning environment to promote critical thinking, lifelong learning, and a positive role in a changing and global society.

The program is committed to accomplishing its mission using effective and diverse instructional methods that encompass both traditional as well as technology-based strategies.

Associate of Science Nursing (ASN) Program Philosophy

The philosophy of the Broward College Associate of Science Degree in Nursing Program is built on the foundation of the meta-paradigm concepts and constructs of human being/person, health, environment, and nurse/nursing within the associate degree program competencies of human flourishing, nursing judgment, professional identity, and spirit of inquiry which the faculty believe to be the unifying core for the profession of nursing. For more information, <https://www.broward.edu/academics/health-sciences/nursing/index.html>

The End of Program Students Learning Outcomes for the Associate of Science in Nursing Program are:

Human Flourishing:

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

Nursing Judgment:

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

Professional Identity

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

Spirit of Inquiry

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

SECTION 2: Program Information

BROWARD COLLEGE STUDENT RESPONSIBILITIES

The college environment assumes that the adult student will take responsibility for their educational requirements. Please make sure that you are aware of the following program requirements.

Pre and Corequisites

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

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

Class and Clinical Schedules

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

Graduation Requirements

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

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

The student must have an overall and degree cumulative GPA 2.0 or higher and have met all educational and institutional requirements for an Associate in Science Degree in Nursing to be eligible to graduate from Broward College.

International students retain the sole responsibility to review the Pearson Vue NCLEX-RN and the Florida Board of Nursing websites regarding the requirements for licensure and eligibility to take the NCLEX -RN examination. Admittance and graduation from the program does not guarantee that the student will be eligible to take the NCLEX-RN examination.

Program Objectives

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

Please be advised that being admitted to the Nursing Program does not guarantee the students' right or eligibility to sit for the NCLEX Exam or to be licensed in the U.S. It is the students' responsibility to make sure that she/he meets all the necessary requirements to be eligible to sit for the NCLEX Exam.

Course Descriptions

NUR1020 Nursing Process I

This is a theoretical course for the beginning nursing student. Nursing Process I provides the student with the fundamentals of nursing, including such basic skills as health assessment, legal aspects of nursing practice, communication and documentation technique, asepsis, the nursing process, caring for patients having special procedures or specimen collection, and the role of the nurse as a member of the health care team. This course also includes explanation of specific physiological and psychological human needs as hygiene, safety, sleep and rest, sensory, grief and loss, self-concept and the nurse's role in assisting a person to meet these needs, while sensitive to cultural diversity, human dignity, and development progression.

NUR1020L Nursing Process I Clinical Lab

A clinical course for the beginning nursing student. Initially skills are learned in simulation lab and then the student is introduced to direct patient care in an inpatient setting. The emphasis is on care of the adult experiencing medical/surgical situations. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I.

NUR1210 Nursing Process II

The second in a series of theoretical courses for the beginning nursing students. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication and blood administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, acid-base balance, oxygenation, mobility, and asepsis, and care of the surgical patient, aging patient, and patient with knowledge deficits.

NUR1210L Nursing Process II Clinical Lab

The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations.

NUR1220 Health Alterations I

Health Alterations I am a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and Genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum.

NUR1220L Health Alterations I Clinical Lab

Health Alterations I Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course.

NUR1310 Pediatric Nursing

This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

NUR1310L Pediatric Nursing Clinical Lab

This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

NUR1421 Health Care of Women

Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

NUR1421L Health Care of Women Clinical Laboratory

Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

NUR1520 Nursing Care of The Psychiatric Patient

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic interventions are included.

NUR1520L Nursing Care of The Psychiatric Patient Lab

This clinical course provides the student with a definition and understanding of the psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

NUR2221 Health Alterations II

This course will continue to build on previously learned concepts related to the care of the medical surgical patient. The student focus and responsibility will be the practice-oriented, person-centered collaborative care of the medical surgical patients, with alterations in mobility, skin integrity, and/or neurological and sensory functioning. Prevention, rehabilitation, and evidence-based considerations, factors that contribute to or threatened health, honor diversity, ethical and informed decision making, and human dignity are emphasized.

NUR2221L Health Alterations II Clinical Lab

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients.

NUR2222 Health Alterations III

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

NUR2222L Health Alterations III Clinical Lab

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients.

NUR2811 Trends Practices and Roles

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical and professional responsibilities of the nurse in managerial and coordinating roles.

NUR2811L Trends Practices and Roles Clinical Lab

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

LPN-RN Transition Program Course Descriptions

NUR2000 Transition Nursing I

Transition to Nursing Process I or NUR2000 is a 2 semester hours course which is a theoretical course designed to introduce the student to the basic elements of the Associate Degree Nursing curriculum. Nursing Transition I provide the licensed practical nurse with the fundamental skills and knowledge of the Registered Nurse role including nursing process, health assessment, legalities, basic communication skills, and an understanding of the needs of the medical surgical patient. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication and blood administration; care of patients experiencing alterations in the basic needs of fluid and electrolyte balance, acid-base balance, oxygenation, aging patient, and patient with knowledge deficits.

NUR2000L Transition Nursing I Clinical Laboratory

The student shall be responsible for providing care of a selected group of patients, being aware of legal and ethical issues pertinent to their care and effecting change as necessary. It will be essential for the student to examine his/her own values and methods of communication in attempting to problem-solve patient situations. Observational experiences, written assignments, and performance exams may be included in this course.

NUR1310 Pediatric Nursing

This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

NUR1304L Transition Pediatric Nursing Clinic Laboratory

This clinical course provides the LPN student with an understanding of growth and development through the stages of childhood and the application of the nursing process through these stages.

NUR1421 Health Care of Women

Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

NUR1400L TR Healthcare of Women Clinical Laboratory

This clinical course is for the LPN student and will enable students to apply the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

NUR1520 Nursing Care of The Psychiatric Patient

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic interventions are included

NUR1500L Transition Psychiatric Nursing Clinical Laboratory

This clinical course provides the LPN student with a definition and understanding of the psychiatric patient. The nursing process is utilized to present pathological condition. Therapeutic modalities are included.

NUR2801 Transition Nursing IV

This theoretical is designed for the advanced nursing student. This course will provide the knowledge necessary to function as an effective member of the healthcare team in the role of the graduate nurse at the Associate degree level. The focus is directed toward implementation of one's role as a nurse in ways that reflect integrity, responsibility, ethical, legal practices, and evolving identity as a nurse committed to evidence based best practices such as caring, advocacy, and safe quality care for a diverse group of patients within a family and community context including emergency.

NUR2801L Transition Nursing IV Clinical Laboratory

The clinical focus of this course highlights the role of the registered nurse at the Associate Degree level of functioning as an effective member of the health care team in acute health care team in acute health care settings; ethical, holistic, and professional responsibilities of the registered nurse in roles as coordinator and manager of care. Grounded in the core values of caring and ethical decision-making, the student demonstrates a commitment to participate in a person-centered manner that includes diversity, continuous growth, and pursuit of excellence, advocacy, and integrity. The student uses evidence-based practice and a patient-centered approach to support optimal health outcomes: and with guidance the student assists in the conscientious, safe coordination of patient care.

**BROWARD COLLEGE
Nursing Department**

Supply Kit for Nursing Students only

**NUR 1020, NUR1020L, NUR 1210, NUR 1210L
NUR 2000, NUR 2000L**

All nursing students must purchase a **supply kit** from the bookstore for use in the nursing campus lab. Please purchase your kit and bring the **complete** kit to the campus lab when instructed.

MANDATORY REQUIREMENTS

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

Nursing Supplies available at the Broward College Campus Bookstores (Prices subject to change)

- Penlight (\$6.98)
- Blood Pressure Machine (\$26.00)
- ID Holder (\$7.98)
- Stethoscope (\$17.98)
- Bandage Scissor (\$4.98)
- **Polo Shirt (\$29.98)
- **2 Scrub Pants (\$19.98 each)
- **2 Scrub Tops (\$29.98 each)
- **Warm Up (\$34.98)
- Goggles (\$8.00)
- Nursing 1020 Kit (\$200.00)
- Nursing Supply Refill Kit (\$80.00)

Indicates **MUST be purchased from BC bookstore

Requirements and Procedures

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

Enrollment, Registration and Audit

Registration:

- The student shall have registered and paid for the course (as evidenced by showing as “paid” on the class roster) to be eligible to attend class.
- Students must register for nursing courses on the location they selected and/or were assigned upon admission to the program.
- Student files, counseling, and schedules will be maintained at the initial selected/assigned campus location.
- At the Associate Dean’s discretion, students may be required to attend subsequent nursing classes at BC locations other than the assigned location necessary for continued program course sequence.
- Nursing courses cannot be audited, including Pharmacology for Nurses (HSC 1149), and Math for the Health Professions (MTB 1370).
- The student must adhere to the pre-requisites and co-requisites for each nursing course as noted on the program sheet.
- All non-nursing co-requisites must be completed prior to progressing to level three courses.

American Databank (Complio)

All nursing students are required to register with American Databank “Complio” (<https://browardcollege.complio.com/Login.aspx>) to upload documents required by Broward College and the hospitals.

- If a student is not in compliance with Complio requirements **at any time** while in the program, this will result in a student not being allowed to attend clinical.
- It is the student’s responsibility to monitor all emails from American Databank, nursing department staff, nursing coordinators, and administration. Failure to do so will result in possible non-attendance in hospitals or other clinical facilities

Concurrent Enrollment in Courses

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

Transfers

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

Grading Policy

The theory grading scale to be utilized:

A - 92 and above

B - 83-91

C - 73-82

D - 63-72

F - Below 63

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

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

The Clinical Grading Scale to be utilized

S - Satisfactory

U - Unsatisfactory

I - Incomplete

W - Withdrawal

Complaint/grievance/Grade Appeal Policy

The Broward College Grade Appeal policy (# 6Hx2-4.19) <https://www.broward.edu/legal/policies-and-procedures/docs/policy/6hx2-4.19.pdf>

Student Handbook:

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

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

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

Attendance

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

Student Health

The required health and hospital orientation documentations are to be uploaded and labeled in the Complio database system by the student. The documents are also, submitted to the nursing office. Students are responsible to maintain copies within their respective portfolios. Admission and subsequent continuation in the nursing program is contingent upon the status of the data from the health assessment and physical examination remaining in compliance. Documents are accessible through the Broward College web site at [http:// https://www.broward.edu/admissions/ docs/nursing.pdf](http://https://www.broward.edu/admissions/docs/nursing.pdf)

All students in nursing courses must meet the following requirements:

Health assessment and physical exam:

- Must state that "the student can participate in all clinical activities with no restrictions".
- An annual health assessment and physical examination is required to remain in the program.

Proof of medical certification of immunizations, vaccinations, and verifications that the student is free from contagious disease **within the last 10 years**.

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

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

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

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

Code of Conduct

Policy (6Hx2-5.02) https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-5.02.pdf

The Broward College (BC) Student Code of Conduct outlines acceptable and unacceptable behavior for all students, as well as appropriate disciplinary procedures and sanctions. Upon admission to BC and the BC Nursing Program, students agree to act responsibly in all areas of personal and social conduct. Students understand that they are fully responsible/ accountable for their individual and collective actions in, on and off-campus sites.

The student shall observe the academic and behavioral regulations found in the BC Student Handbook, the BC Nursing Student Manual, and the current BC Catalog (Policy # 6Hx2-5.02) Code of Conduct.

Professional Behaviors

The student shall abide and uphold the American Nurses Association Code of Ethics. Nursing students shall adhere to the rules and regulations of the Florida Nurse Practice Act, Chapter 464 of the Florida Statutes (F.S.).

Students who abandon their clinical assignment shall receive a clinical failure for the course, suspension, and/or dismissal from the nursing program. The Associate Dean for Nursing shall determine eligibility to return to the nursing program. Abandonment of assignment is defined as either walking off the nursing unit, walking away from your patient leaving the patient without nursing care and in an unsafe situation, refusal to care for a patient or leaving a clinic assignment/ hospital without permission from the clinical instructor.

The student's clinical assignment will be discontinued if at any time the nursing instructor identifies that the nursing student cannot safely provide nursing care to the patient.

It is a violation of HIPAA regulations, nursing department standards, and hospital policies to post any information about clinical activities or patient care to any social media. The involved student will be required to go through the disciplinary process.

Criminal Background Check and Drug Testing

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

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

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

Please Note:

- Students with criminal backgrounds may not be eligible for clinical agency placement.
- Students with criminal backgrounds may not be eligible to take the Florida NCLEX-RN for licensure. The Florida Licensure Board reviews the students' backgrounds and determines eligibility directly. It is the responsibility of each student to verify their status regarding eligibility for NCLEX-RN with the Florida Licensure Board.
- Students are required to disclose any legal/criminal infractions incurred during the program immediately following said incident to the Associate Dean.
- The student understands that infractions or failure to report may result in expulsion from the program. Student may also be dismissed from the nursing program if the incident occurs during an eligible period of non-enrollment or enrollment.
- Broward College currently has a zero-tolerance drug testing policy. Any positive result without the student having produced a legitimate prescription for the medication is not accepted and will disqualify the student from acceptance into the nursing program. No retesting is allowed.

Substance Abuse Policy and Procedure

Policy(#6Hx2-5.18) https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-5.18.pdf

Procedure(A6Hx2-5.18) https://www.broward.edu/legal/policies-and-procedures/_docs/procedure/a6hx2-5.18.pdf

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

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

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

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

Guidelines for Retracking, Remediation and Dismissal

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

- **Student eligibility**
- **Program space**
- **Course availability**

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

The nursing student with an unsuccessful nursing course attempt (Failure, which is indicated by a “D” or “F” or Withdrawal “W”) is no longer eligible to continue in the nursing program until all remediation requirements are successfully completed.

If you were not successful with any nursing course and wish to retrack, please contact your campus office.

North Campus	(954) 201-2350 or email SGuptar@broward.edu
Central Campus	(954) 201-6851 or email TAbrams@broward.edu
South Campus	(954) 201-8850 or email KNasca@broward.edu

EXPIRED PORTFOLIO DOCUMENTS – Your portfolio must always be updated in the nursing office and in Complio per program requirements. **Non-compliant = no clinical NO EXCEPTIONS**

A Nursing Skills Review Class (level appropriate) is required before your return to the clinical/hospital if it has been 12 weeks or longer since the last successful clinical. The class needs to be taken the session before you return to the hospital. Upon contacting your campus office with your intent to return, you will be emailed instructions on how to access the course through D2L along with the date and time of the mandatory orientation.

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

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

NUR1020-Nursing Process I – if you have **not** successfully completed your clinical course, you do not need to take the Nursing Skills Review.

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

Periods of Non-Enrollment

The nursing student who has not been enrolled in any Broward College course for two major terms (Fall and Winter) or more must complete a college re-entry form (available at Admissions). Students, who have not been enrolled in nursing courses and left the program in good standing, whether they have taken other college courses or not, must:

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

Students who been out of the nursing program for less than two years *MAY* be eligible to return if they complete the appropriate remediation for re-tracking.

Channels of Communication

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

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

Expectations of Students for Course Communication

- **Broward College Email:** Please do not send course related emails to the instructor's Broward College email address. Use the Desire2Learn email address instead. Assignments sent to the instructor's Broward College email address will not be accepted. Send your assignments to the instructor via Desire2Learn using the Desire2Learn feature identified in the syllabus.
- **Desire2Learn Email:** Use the email tool only for private, personal, one to one communication with a specific individual or groups of individuals.
- **Discussions:** Use the class discussion tool to post questions that might be of general interest to all students such as questions about assignments, tests, etc. Feel free to respond to other students if you think you can help them. Remember - we are all in this together and we can learn from each other. Remember that the discussion tool is public - everyone will be able to view posts and responses.
- **Netiquette:** In all online communication, it is expected that all students will follow rules of online "netiquette". Netiquette is a set of rules for polite online behavior that all members of this class is expected to follow. See details at <http://www.albion.com/netiquette/index.html>). Basically, these rules say, "be respectful and be polite to each other" and "be patient and considerate of others". No one is perfect and we all have different approaches to life, work, and school.

Individuals who violate the netiquette policy or engage in disruptive online behaviors such as flaming (posting disrespectful or hostile comments), posting inappropriate comments, or shouting (posting messages using all capitals) may have their course access privileges revoked and/or they may be referred to the Student Dean. Students, who continue to engage in unacceptable online behavior even after being warned, may be permanently denied access to the course and/or may receive an F for the course.

Please do not use email shorthand like ROTFLO (rolling on the floor laughing out loud) or BTW (by the way) - not everyone knows what these abbreviations mean.

Remember that in the real world we can see the facial expressions, gestures, and hear tone of voice. We cannot do that online so it's very easy to misinterpret another person's meaning to be misinterpreted ourselves. Be careful of how you communicate to your instructor and to your peers online.

If you want to use emoticons (smiley's) to convey feelings, please stick with the basics happy :-) sad :-(or wink ;-) Others are less well known and are subject to different interpretations. The idea is to be clear in your communications.

If you have a concern about the course, a test or an assignment, please contact the instructor.

Privacy Notice

- Desire2Learn software automatically stores course access records, quiz scores, email postings, discussion postings, and chat room conversations. One more reason to make sure that your communications adhere to the netiquette policy.

Alternate Communication

- In the unlikely event that a Desire2Learn problem makes it impossible to use the course communication tools for more than 24 hours, the instructor will communicate with students (if necessary) via their Broward College email addresses. Access your Broward College email account at <https://www.broward.edu/> under Students, then E-mail, then under Broward College One Access, Outlook email.

Faculty Response Requirements

Course emails and discussion posts will be answered within 48 hours. Emails sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need information related to a test or assignment, plan and submit your questions well ahead of the due date. Your instructor is not online 24 hours per day, please allow time for response.

Code of Professional Behaviors

In addition to the College's Student Code of Conduct as detailed in the catalog, the Associate of Science Nursing Program has determined professional behavior guidelines that govern the educational preparation of students who intend to enter health science professions.

Professional behaviors are defined as those characteristics, traits, or behaviors that are required for success in health science professions. The faculty and administrators of the Nursing Program exemplify to students the highest standards of honesty and integrity. They encourage student adherence to such standards and set an example by treating students with fairness and courtesy with respect for diversity in all its forms.

Professional Behaviors

The Nursing Program believes that by adhering to high standards of integrity and competence the student upholds the dignity and autonomy of his/her chosen profession.

The student is expected to develop and demonstrate the following professional behaviors in all settings related to the educational process (classroom, simulated laboratory, clinical sites, etc.), in addition to abiding and upholding the regulations and policies set forth by the Student Code of Conduct of Broward College (detailed herein), as well as, the Code of Ethics espoused by the professional organizations, regulating bodies, and credentialing agencies of the students' chosen profession.

For matters relating to violation of Broward College's Student Code of Conduct, Student Code of Conduct procedures (A6Hx2-5.02) will be followed. <https://www.broward.edu/legal/policies-and-procedures/docs/procedure/a6hx2-5.02.pdf>

Guidelines for professional behavior consist of three categories:

- Personal Responsibility
- Competence and Self-Improvement
- Professional Responsibility

Within each category, critical guidelines are in bold emphasizing the critical nature of the behavior.

Personal Responsibility: The student contributes to a positive learning environment by accepting personal responsibility for demonstrating appropriate behavior in the classroom, during laboratory activities and while attending all clinical rotations. Acknowledging professional responsibilities, the student conducts self as a positive representative of Broward College.

The guidelines for Personal Responsibility are:

1. Contribute to a positive learning environment.
2. Be punctual for all classroom, laboratory and clinical activities.
3. Attend consistently according to the attendance requirements of the program.

4. Notify the instructor of any necessary absence or projected lateness.
5. Take responsibility for obtaining notes, handouts, or other materials presented during an absence.
6. Arrive prepared for class, lab or clinical, having completed any assignments given.
7. Avoid eating and drinking in the class, labs or in clinical settings unless permitted to do so by the instructor.
8. Cell phone use classes or clinical activities as delineated in the course syllabus.
9. Accept personal responsibility for appropriate behavior.
10. Dress in the assigned lab or clinical uniform whenever required.
11. Maintain high standards of personal hygiene.
12. Conduct self as a positive representative of Broward College.

Competence and Self-Improvement: The student demonstrates an awareness of the impact of self-directed learning on developing competence in the chosen profession and takes initiative to self-assess as a means of promoting self-improvement.

The guidelines for Competence and Self-Improvement are:

1. Commit to the learning and mastery of knowledge, skills, attitudes and beliefs of the chosen profession.
2. Be motivated to learn and take appropriate initiative to enhance one's own learning experiences.
3. Know limits of own abilities; recognizing the need for additional practice when deficiencies are evidenced.
4. Perform frequent self-assessment to improve performance.

Professional Responsibility: The student conducts themselves, during all interactions, in a manner which reflects the standards of professionalism in the health profession: respect, confidentiality, honesty and integrity. Acting from a moral and ethical viewpoint, the student demonstrates high regard for self and others.

The Guidelines for Professional Responsibility are:

1. Demonstrate a respectful attitude towards peers and staff.
2. Always demonstrate appropriate communication, refraining from the use of inappropriate language and/or gestures.
3. Demonstrate respect for the patient/client's dignity, privacy, and cultural values.
4. Discuss difficult issues with sensitivity and objectivity.
5. Use good judgment in mediating differences that may arise between self and others.
6. Maintain confidentiality in all interactions.
7. Abide by HIPAA regulations regarding confidentiality in patient/client interactions.
8. Demonstrate willingness to receive constructive feedback.
9. Commit to honesty in all interactions.
10. Demonstrate compassion, emotional support, and empathy always without projecting one's own viewpoints or values

Any violation of the code of conduct of the Associate of Science Nursing Program follows Broward College policy. <https://www.broward.edu/legal/policies-and-procedures/docs/policy/6hx2-5.02.pdf>

ANA Code of Ethics for Nurses

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

1. *The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.*
2. *The nurse's primary commitment is to the patient, whether an individual, family, group, or community.*
3. *The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.*
4. *The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.*
5. *The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.*
6. *The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.*
7. *The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.*
8. *The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.*
9. *The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.*

ANA (2015). Code of ethics for nurses.

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

The ICN Code

The *ICN (International Council of Nurses) Code of Ethics for Nurses* has four principal elements that outline the standards of ethical conduct.

ELEMENTS OF THE CODE

1. NURSES AND PEOPLE

The nurse's primary professional responsibility is to people requiring nursing care. In providing care, the nurse promotes an environment in which the human rights, values, customs and spiritual beliefs of the individual, family and community are respected. The nurse ensures that the individual receives sufficient information on which to base consent for care and related treatment. The nurse holds in confidence personal information and uses judgment in sharing this information. The nurse shares with society the responsibility for initiating and supporting action to meet the health and social needs of the public, in particular those of vulnerable populations. The nurse also shares responsibility to sustain and protect the natural environment from depletion, pollution, degradation and destruction.

2. NURSES AND PRACTICE

The nurse carries personal responsibility and accountability for nursing practice, and for maintaining competence by continual learning. The nurse maintains a standard of personal health such that the ability to provide care is not compromised. The nurse uses judgment regarding individual competence when accepting and delegating responsibility. The nurse at all times maintains standards of personal conduct which reflect well on the profession and enhance public confidence. The nurse, in providing care, ensures that use of technology and scientific advances are compatible with the safety, dignity and rights of people.

3. NURSES AND THE PROFESSION

The nurse assumes the major role in determining and implementing acceptable standards of clinical nursing practice, management, research and education. The nurse is active in developing a core of research-based professional knowledge. The nurse, acting through the professional organization, participates in creating and maintaining safe, equitable social and economic working conditions in nursing.

4. NURSES AND CO-WORKERS

The nurse sustains a co-operative relationship with co-workers in nursing and other fields. The nurse takes appropriate action to safeguard individuals, families and communities when their health is endangered by a coworker or any other person.

2006 by ICN - International Council of Nurses

Available at http://www.dsr.dk/ser/Documents/icncode_english.pdf

Nursing Skills Lab Rules

Lab Attendance:

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

Lab Etiquette:

1. No students are allowed in the supply closet, cabinets, or faculty office without permission.
2. **No eating, drinking,** or loud talking in the lab.
3. **Cell phones, iPads, Laptops, and other electronic devices are not permitted in the nursing lab.**
4. **NO STUDYING IN THE LAB** (lab is to practice skills).
5. **All** lab equipment, including beds, must be assigned prior to use.

Use of Computers and Audio/Visual material:

1. Bring your own personal earphones for audio materials (inexpensive sets are available for purchase at bookstore).
2. The computers are to be used for your educational needs. Checking emails, personal surfing on web, playing games, etc. is prohibited.

Maintain Skills Lab in orderly condition:

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

Care of Manikins:

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

Failure to follow the rules can result in dismissal from the lab. If the student is dismissed from the lab on a day, he/she will not receive credit for the hours spent in the lab that day.

Unacceptable Clinical Behaviors Consist of the Following:

- Disorganized work.
- Not being familiar with patient history and record prior to care.
- Not clarifying physician or practitioner's medication orders: route, dose, time, etc.
- Discussing patients with outsiders.
- Refusing to ask for help.
- Refusing to accept constructive criticism.
- Not following the accepted procedure.
- Not using proper disposal facilities for contaminated dressings, syringes, etc.
- Using poor judgment in measures concerning client/patient safety. (Side rails, etc.)
- Concealing errors, blaming others for the situation, or making excuses for errors.
- Not notifying proper personnel of changes in client/patient status.
- Failure to assist patients when they need help.
- Leaving a patient who requires student's presence.
- Taking shortcuts to the detriment of patients.
- Guessing at answers.
- Relying on aides and peers for assistance instead of preceptor.
- Not completing assignments, and not notifying the proper person (e.g. omitting a treatment or medication).
- Failure to follow Standard Precautions.
- Inability to work constructively with others.
- Failure to attend clinical, arrive and leave on time and to notify appropriately if absent or late.

Academic Success Center (ASC) Regulations

Nursing Students who elect to study in the ASC must abide by the following rules:

1. Eating in the ASC, study rooms and Student Technology Center is prohibited.
2. Beverages consumed in the ASC must be covered with a cap or lid. Open containers are prohibited.
3. Chewing gum is prohibited throughout the ASC.
4. Students are required to bring personal supplies; pencils, pens, dry erase markers, paper, etc. will not be provided. It is inappropriate to disturb other students to ask for supplies.
5. Entering and exiting the lab frequently is prohibited. Students must log out and take their belongings if they plan to be out of the lab for more than 10 minutes.
6. **Cell phones must be placed on silent. Making and receiving phone calls in individual labs and study rooms are prohibited. Phone calls can be accepted in the corridor or lobby.**
7. Headphones are required when using personal laptops and ASC and Student Technology Center computers. *When in use, the volume needs to be low to not disturb others in the lab.*
8. Computers in the ASC are ONLY used for academic purposes.
9. Students are required to see a lab coordinator and/or front desk staff to make an appointment through WC Online to book study rooms. Access and availability will be determined by the size of the group and will be limited to two (2) hours per group.
10. Visitors and/or children are prohibited.

The ASC staff has the authority to request that any Nursing Student leave the lab if they violate any of the afore-mentioned rules. The nursing student is expected to develop and demonstrate professional behavior in all settings related to the educational process (classrooms, simulated laboratory, clinical sites, etc.). Any unprofessional and or disrespectful behavior from a nursing student will be presented in written form to the Associate Dean of Nursing.

Study Habits

Effective study habits will help achieve your goal. Should you have trouble adjusting to college level study **consult with your instructor**. In addition, there are learning resources on campus that can help.

Map out a schedule that includes some study time every day. **Read assignments before class time** so that the value of attendance and participation is maximized. Some students find **study groups** helpful and fun. If you desire to record a faculty member's lecture or discussion on tape it is mandatory to obtain the instructors written permission before taping. In addition to taping, you should continue to take notes while in class. **Repetition facilitates learning.**

The following information provides tips for better study habits and decreased test anxiety.

The Immediate Environment - The environment in which you study can have a big effect on how efficient your study time is. Check your place of study for the following conditions:

- Noise
 - Interruptions
 - Lighting
 - Temperature
 - Neatness
 - Comfort
 - Equipment
-
- ✓ Minimize distracting noise. Some people need some sound and some like silence. Find what works for you.
 - ✓ Culprits are family and friends. Consider a "do not disturb sign" and turning on your answering machine. You can catch up with folks later.
 - ✓ 75-watt bulbs are best, but not too close and placed opposite the dominant hand.
 - ✓ Better cool than warm.
 - ✓ Have plenty of room to work; do not be cramped. Your study time will go better if you take a few minutes at the start to straighten things up.
 - ✓ A desk and straight-backed chair are usually best. Do not get too comfortable--a bed is a place to sleep, not study.
 - ✓ Have everything (book, pencils, paper, coffee, dictionary, typewriter, calculator, tape recorder, etc.) close at hand. Do not spend your time jumping up and down to get things.

Preparing for or Anticipating Test Anxiety

- What is it you must do? Focus on dealing with it.
- Think about what you can do about it. That is better than getting anxious.
- No negative or panicky self-statements; just think rationally.

Confronting and Handling Test Anxiety

- Relax; you are in control. Take a slow, deep breath.
- Stay relevant.

Coping with the Feeling of Being Overwhelmed

- Keep the focus on the present; what is it you must do?
- You can convince yourself to do it. You can reason your fear away.

Reinforcing Self-Statements

- It worked! You did it!
- It was not as bad as you expected.
- You like how you handled it. You can be proud of it.

Adapted from Asserting Yourself, Bower, Sharon Addison-Wesley Publishing Co., 1976.

NURSING DEPARTMENT DOCUMENTS



BROWARD COLLEGE DEPARTMENT OF NURSING
SKILLS CHECKLIST

Students are responsible for knowledge and mastery of the following skills during the various clinical experiences. Details on these various procedures can be found in your Nursing Process tests. There are many audiovisuals available to further demonstrate and clarify these skills. You are encouraged to go to the campus lab frequently for practice. Reentering off/track students may be required to demonstrate some or all of these skills prior to reentering. Failure to perform the indicated skills on a satisfactory level upon completion of the course may result in a clinical failure of the course. Failure to perform any skill on a satisfactory level in a subsequent course may result in a clinical failure.

Nursing Process / Transition Nursing I

- | | |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Basic communication skills | Specimen collections: urine, stool, sputum, cultures |
| Complete hygiene care | Enemas |
| Bed-making | Postmortem care |
| Body mechanics and ROM | Urine S&A, blood glucose monitoring |
| Transfer and positioning | Urinary catheter insertion and care |
| Vital signs—manual/automatic | Sterile technique: simple and CVC dressing |
| Restraints | Nutrition care: feed patient (oral, tube) |
| Universal precautions | Maintenance of N/G tube |
| Medical asepsis | Weigh patient |
| Isolation techniques | Intake and output |
| Basic physical assessment | Application of heat and cold |
| History taking | Application of ace bandages/Ted hose |
| History taking | Nursing care plan |
| Principles of documentation:
flow sheets and narrative | Oral Suctioning |
| Medication administration and documentation:
oral, IM, Subq, IVPB (tubing change, regulation) | Oxygen maintenance via nasal cannula |
| Dosage calculations/IV rate calculations | Use and maintenance of pulse oximetry |
| | Safety, peg tube, iv primary |

In addition to the Nursing Process skills, students will be responsible for the following additional skills listed in the following individual courses:

Health Alterations I / Transition Nursing I

- | | |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Bladder irrigation and CBI | TPN administration |
| Colostomy care and health teaching
teaching | Insulin administration and health
Insertion of gastrointestinal tubes, and
maintenance of same |
| Advanced assessment skills for GI/GU/Endocrine | Foley insertion, removal, CVP dressing,
and care. Detailed and focused assessment
In specialties. |
| Patient controlled analgesia, epidural and duramorph
-care of patient and maintenance of equipment | |

Health Alterations II / Transition Nursing

Knowledge and use of therapeutic beds
Cast care
Advanced Ortho-Neuro Assessment
Ambulation with assistive devices/prosthesis

Traction equipment and care
Administer IV push medication
Insertion of peripheral intravenous catheters

Health Alterations III / Transition Nursing III

Advance assessment of cardio-respiratory client
Application of monitoring devices
Discussion of ventilators
Advanced inhalation therapy (MDI, nebulizers)
Use and maintenance of pulse oximetry
Use and maintenance of CO2 analyzer
Oxygen administration and equipment maintenance

Postural drainage
Tracheotomy care
Suctioning –nasal/endo tracheal
Discuss chest tubes and care of patient
Identification of dangerous arrhythmia
Use of manual resuscitators
Use of electronic anti-arrhythmic devices

Pediatrics

Assessment of the pediatric patient
Maintenance of croupette

Medication calculations of pediatric doses
Buretrol setup and maintenance

Health Care of Women

Assessment and care of women in the stages of pregnancy, labor, delivery and postpartum
Assessment and care of the newborn
Health teaching: maternal and childcare

Doppler to detect pulses and fetal heart tones
Skillful insertion of urinary catheter
Discussion of fetal heart monitoring

Psychiatric Nursing

Performs a psychiatric examination
Conducts interview –one to one interaction
Transfers principles to other health care settings
i.e. Medical- surgical area

Utilizes advanced communication skills
Familiarizes self with community resources

Health Alterations IV / Transition Nursing IV

Demonstrates ability to care for a group of patients
Participates in various types of health care delivery systems—i.e. Home Health
Evaluates effects of care and achieved outcome criteria for assigned patients

Demonstrates problem-solving techniques, management and leadership skills for a group of assigned patients
Gives a comprehensive report on groups of assigned patients

BROWARD COLLEGE DEPARTMENT OF NURSING MEDICATION ADMINISTRATION REQUIREMENTS

All medications are expected to be administered safely, through use of the SIX RIGHTS and always in the presence of an instructor or Trends preceptor. They are to be administered in a timely manner and are to be documented accurately.

REQUIREMENTS

1. Broward College adheres to hospital/agency policies related to student rotations and dispensing and administration of medications.
2. At the beginning of each shift, the student will review the medication record to determine which medications are to be administered that shift and their respective times of administration.
3. Medications will be prepared for administration within 30 minutes or in accordance with hospital policy of the actual written time of administration, except for extenuating circumstances (patient off floor, patient NPO, missing medication, etc.)
4. Oral medications will be placed in a medicine or soufflé cup in their unit dose package (do not open packages to divide a tablet until checked by the instructor but be sure to state that the tablet is to be divided). Equipment for medications delivered by other routes (syringes, IV tubing etc.) should be presented to the instructor.
5. All oral medications should be prepared for administration and placed in the medicines/soufflé cup for the instructor to check. All medications to be given by ANY route (topical, IV push, IVPB, subcutaneous, IM, sublingual, etc.) are to be checked by the instructor and will be considered ready for delivery to the patient. Any incorrect medication set up by the student, at the time checked by the instructor, will be considered a medication error and addressed accordingly.
6. Asepsis (medical and/or surgical) must be maintained during the entire medication procedure.
7. **PATIENT NAMEBANDS MUST BE CHECKED PRIOR TO MEDICATION ADMINISTRATION.**

The Joint Commission Standard-* Use 2 Identifiers.

8. **PRIOR** to check by the instructor, the student will be knowledgeable about:
 - a) Drug action/type (ex.; antihypertensive – type: ace inhibitor)
 - b) Major side effects and incompatibilities.
 - c) Amount of time to push an IV- push medication and if dilution is necessary.
 - d) Correct IV drop rate or ml/hr. IV pump rate for IV meds.
 - e) The correct medication dosage: ex., if tablet must be halved, if a fraction of the medication is to be used, and/or if more than one tablet, vial etc. needs to be used.
 - f) Proper needle/syringe size, appropriate site selection and amounts of medications allowed at each site.
 - g) All proper abbreviations related to medication administration
 - h) CVC and saline flush procedures
 - i) Safe dose ranges
 - j) Nursing Implications
9. **PRIOR** to check by the instructor, the student will have the following drug information documented.

- I. BP and apical pulse taken by the STUDENT immediately prior to medication administration of vasoactive drugs and/or drugs that affect heart rate and/or rhythm.
- II. Appropriate laboratory values needed for specific medications:
 - PT and PTT levels and INR levels
 - Potassium; Sodium-levels
 - Dilantin, Phenobarbital, Digoxin, Aminophylline, Theophylline levels
 - Blood sugar levels – laboratory (FBS) results or by unit equipment (Accu-check, etc.)
 - Platelets: Lovenox & other LMW Heparins & Plavix
 - Other pertinent lab values
10. The student will be knowledgeable of normal ranges and/or therapeutic ranges and of inappropriate vital signs and/or levels (based on the normal and/or therapeutic ranges) that will cause a medication to be held and will state these to the instructor at the time of medication check. Failure to have vital signs/lab or drug values will be considered as failure to meet the provisions of this requirement and will be evaluated unsatisfactory medication administration.
11. The student will perform any labeling as appropriate, i.e. labeling for tubing, IV push medications as well as IVP bags.
12. The student will demonstrate skill proficiency in all medication administration.
13. All students must have with them at ALL clinicals: a working watch with second hand, a stethoscope, bandage scissors, and current drug book, or they will be sent home.
14. All medications must be documented immediately **FOLLOWING** medication administration or in accordance to hospital policy unless a special circumstance has prevented this.
15. Medications need to be labeled and contained in accordance with hospital policy.

Approved by College Wide (email vote) October 2013

REMEDIATION CRITERIA FOR LEVEL I STUDENTS

ORGANIZATION REMEDIATION	REASONING REMEDIATION	ADMINISTRATION REMEDIATION
<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs 2. Written lab referral with appropriate student need and time frame included. Minimum lab time – 2 hrs. 3. Student composes and types a self-reflective paper specific to error topic (s). <p>SECOND ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs 2. Written lab referral with appropriate student need and time frame included. Minimum lab time – 2 hrs.) 3. Student composes and types a self-reflective paper specific to error topic (s). <p>THIRD ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE 	<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs 2. Written Lab Referral: complete one Case Study and/or clinical simulation specific to error 3. Student composes and types a self-reflective paper specific to error topic (s). <p>SECOND ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs 2. Written Lab Referral: complete 2 or more Case Studies and/or clinical simulations specific to error (minimum of 2 hrs.) 3. Student composes and types a self-reflective paper specific to error topic (s). <p>THIRD ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE 	<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. Written lab referral with appropriate student need and time frame included: Student to watch: <ul style="list-style-type: none"> *Med Error Video *Math calculations <p>*Complete 3 or more clinical simulation scenario specific to error. (Minimum of 2 hours)</p> <ol style="list-style-type: none"> 3. Student composes and types a self-reflective paper specific to error topic (s). <p>SECOND ERROR FOLLOWING REMEDIATION:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE

***Additional remediation may be required at the discretion of the clinical instructor**

***Any violation of administration factors occurring on the last day or any violation deemed to have the potential to cause harm to the patient at any time during the clinical may result in a clinical failure as per the discretion of the instructor.**

REMEDIATION CRITERIA FOR LEVELS II AND III STUDENTS

ORGANIZATION REMEDIATION	REASONING REMEDIATION	ADMINISTRATION REMEDIATION
<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. Written lab referral with appropriate student need described and time frame for remediation included. (Minimum lab time – 2 hours) 3. Student composes and types a self-reflective paper specific to error topic (s). <p>SECOND ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE 	<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. Written Lab Referral: Complete two (2) or more Case Studies and/or clinical simulations specific to error. (Minimum lab time – 2 hours) 3. Student composes and types a self-reflective paper specific to the error topic (s). <p>SECOND ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE 	<p>FIRST ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. Written lab referral with appropriate student need (s) and time frame included. Student to watch/perform and/ or complete: <ul style="list-style-type: none"> *Med Error Video *Math calculations (as applicable) *Minimum of three (3) clinical simulation scenarios specific to error. 3. Student composes and types a self-reflective paper specific to error topic (s). <p>SECOND ERROR:</p> <ol style="list-style-type: none"> 1. Written documentation of error on conference form that student signs. 2. UNSATISFACTORY GRADE

***Additional remediation may be required at the discretion of the clinical instructor.**

***Any violation of administration factors occurring on the last day or any violation deemed to have the potential to cause harm to the patient at any time during the clinical may result in a clinical failure as per the discretion of the instructor.**

Approved by College Wide (email vote) October 2013

NURSING DEPARTMENT MEDICATION ADMINISTRATION REQUIREMENTS GRID

ORGANIZATION FACTORS	EVAL. OBJ. #	LOGICAL REASONING FACTORS	EVAL. OBJ. #	ADMINISTRATION FACTORS	EVAL. OBJ. #
<p>Student lacked organizational skills in the following manner: Student did not / was not:</p> <ol style="list-style-type: none"> 1. Check MAR in timely manner 2. Ready 30 minutes prior 3. Have all equipment available 4. Have correct syringe/needle size (s) 5. Have correct watch, drug guide, stethoscope, pill cutter/crusher, straws/cups/water for patient, irrigation set with Toomey, IV tubing, correct labels and dates, alcohol swabs, gloves, lubricant or other needed equipment. 6. Have appropriate container for oral med. administration 7. Student opened oral med. package, drew up med. without instructor supervision. 8. Other organizational factors: _____ - _____ - _____ - _____ - _____ 	<p>3d 1k 5h 7e 5h 7b</p>	<p>Student did not verbalize/demonstrate adequate knowledge and/or written documentation of the following parameters PRIOR to administration of medications:</p> <ol style="list-style-type: none"> 1. Drug classification, action and use 2. Drug side effects/incompatibilities 3. Amount of time for IV push med. / if dilution is needed 4. IV flow rates in ml/hr., drops/minute 5. oral medication procedures 6. including multiples or fractions of tablets 7. appropriate amount to withdraw from a vial or remove from syringe to obtain correct dose. 8. applicable patient assessment parameters: <ul style="list-style-type: none"> <input type="checkbox"/> drug levels <input type="checkbox"/> vital signs within 30 min. and O2 Sat. <input type="checkbox"/> lab/diagnostic values <input type="checkbox"/> needle size/appropriate site; and medication volume per site. <input type="checkbox"/> safe dose ranges (per appropriate weight/age) 9. Other reasoning / knowledge factors: _____ _____ _____ 	<p>5h 1a 1b 1c 1d 1c 1e 1a 1d 2g 3d</p>	<p>Student did not demonstrate competent, safe, effective, and timely medications administration utilizing the SIX RIGHTS:</p> <ol style="list-style-type: none"> 1. medications were not administered on time. 2. student did not have the correct medication 3. student did not have the correct dose of the medication and/or was not able to show the correct math calculations for determining the correct dose 4. student did not perform medication administration utilizing the appropriate aseptic techniques. 5. Student did not give medications in the correct form, by the correct route, and / or in the correct site. 6. student did not identify correct patient with at least two identifiers. 7. Student did not demonstrate appropriate CVC / IV line care and use, and correct S-A-S and S-A-S-H procedures as per hospital protocol. 8. If applicable, student did not correctly document medications administered 	<p>5h 1a 1e 2a 2b 1a 2b 5f 5h 1f 1g 1h 1i 2h</p>

		<hr/> - <hr/> - <hr/> -	in a timely manner. 9. medications were not administered in an efficient, fluid and safe manner using correct techniques and skill. 10. Medications were not prepared and/or given only in the presence of the clinical instructor. 11. Other med. administration factors:	 1k 2b 2c 2b 5h 7b
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As noted on the evaluation form, ANY summative evaluation of “unsatisfactory” in a *Critical Objective/Element* will result in an “Unsatisfactory” final grade for the clinical course.

*** Medication administration assignments are privileges, as we are guests within the hospital and safety to the patient is our first priority. These assignments may be suspended if a student makes a medication administration error until remediation is complete. Students failing the course as a result of a medication error will be required to complete medication remediation as a condition of re-tracking back into the program.**

Center for Health Sciences Infectious Disease Procedures

Health Sciences Students Practicing in Health Care

The risks of contracting Hepatitis B virus or other infectious diseases are greater than the risk of contracting HIV. Therefore, recommendations for the control of Hepatitis B infections will effectively prevent the transmission of HIV. All such recommendations are therefore incorporated herein.

1. Sharp items, (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluid exists, routinely recommend standard precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices may be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant health science students or students engaged in health care are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions of the HIV virus.
6. Health Science students engaged in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For health science students engaged in health care that have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patient with transmissible infections and should continue to follow standard precautions to minimize their risk of exposure to other infectious agents.
8. The health science student's physician in conjunction with the appropriate college official will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.

9. A student with an infectious disease who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college officials.
10. Students who are exposed to infectious body fluids in the clinical area must report to the clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

NOTE: Schedules for classes and clinicals may be cancelled or changed due to circumstances beyond the control of the College or Program. Schedules depend on multiple internal and external variables. For example, the COVID Pandemic. We will make every effort to provide the student nurse with the information and experience required to be successful in the role of Registered Nurse.

BROWARD COLLEGE DEPARTMENT OF NURSING

Students are required to meet Performance Standards to enter and remain in the program. Students whose physical examination indicates an inability to meet the standards may require further documentation from a physician to enroll/remain in the program. If the Performance Standards cannot be met with reasonable accommodations, the student may not continue in the program.

POSITION REQUIREMENTS

Physical Requirements

1. Technical/motor skills

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

2. Sensory

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

Mental

3. Communication

- The student must possess sufficient communication skills to interact effectively with others in verbal and written form.
- The students must be able to explain treatment procedures, provide health teaching, assess and plan nursing care.

4. Interpersonal Relationships

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

- **The student must respect client/family confidentiality.**

5. Critical Thinking

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

Exposure to Hazards

The use of personal protective equipment including gloves, gowns, goggles, and masks are required per OSHA regulations. Students are required to follow agency policies concerning standard precautions.

BROWARD COLLEGE NURSING PROGRAM

Uniform Requirement and Professional Appearance

The Broward College (BC) Nursing Student is to be professionally and properly attired. As a Broward College Nursing Student, your adherence to the dress code is required.

1. **The nursing uniform** shall consist of a well-pressed royal blue scrub top and matching royal blue scrub slacks. If a warmup jacket is worn with the uniform or over street clothes, it must be white well-pressed. The Broward College Nursing Student emblem is "embroidered" on the top left side of the uniform tops and warm up jacket. Underclothing should be of a neutral color that is not visible under the uniform.

*The Broward College nursing uniform is available **ONLY** through the Broward College Bookstore. Broward College Bookstores are located on the North, Central, and South campuses. The Bookstore staff will assist you with your uniform selection. These are the only styles you may select.

2. **Face Mask** maybe required as part of the uniform.
3. The wearing of the Broward College **Nurses' Cap** is regulated by the hospital agency's dress code. You will be required to purchase a Broward College Nurses' Cap for the Nursing Candle Lighting Ceremony held at the end of your nursing education.
4. **Hair** should be of a natural color, neat, and clean. It is required to be worn off the collar. No extreme hair design/styles. Hair ornaments must be conservative and kept to a minimum. No headbands are permitted. Royal blue scrunches may be worn. The male nursing student may have a clean, neatly trimmed **mustache and/or beard**. Male nursing students without a neatly trimmed mustache and/or beard must be clean-shaven.
5. The **shoes** are to be clean, white, professional duty shoes or plain, all white leather athletic shoes without logos. If laces are required, they must be white. **NO** athletic shoes with leather and canvas combinations are allowed. No clogs or sling back shoes are allowed. The heel and toe of the shoe must be enclosed.
6. The **hose/socks** are to be plain, white, and without runs. White trouser socks may be worn under uniform pants. No slouch socks or blue socks are allowed. Ankles should be covered.
7. A **watch** with a second hand is required.
8. **Bandage scissors, pen light, and a stethoscope** are required. Protective eyewear that meets OSHA standards is required in most clinical areas. Solid white or royal blue belt packs may be used to carry needed items.
9. The Broward College Center for Health Sciences **photo identification** is to be worn at all times while in a clinical facility. In addition, the student may be required to wear the ID badge of the affiliating clinical agency. The official BC identification badge must be worn on the right side of the upper torso with the picture side visible for quick and easy identification. Students that are employees of the healthcare agency are not to wear their employer agency badge or emblem.
9. **Jewelry** is limited to a **wedding band that is plain and without stones**. Pierced **earrings** may be worn, if they are small in size and business style. One post earring is allowed per ear. No bands on the ears are allowed. No visible body piercing is allowed. No gauges. Additional restrictions may apply in specific areas.
10. **Chewing gum** is NOT permitted in the clinical area at any time.

11. **Hygiene:** The uniform should be worn over a clean, healthy body. Consideration should be shown for the fact that the odor of the body, strong perfume, and cigarette smoke is offensive to many patients and should be avoided.
12. **Fingernails** should be short, clean, natural and well-manicured. Artificial nails, gels, silk wraps, nail jewelry, etc. is prohibited. Only light polish without cracks or chips may be worn over well-manicured natural nails.
13. Minimal **cosmetics** are acceptable. False eyelashes are prohibited.
14. When not in the blue scrub uniform for selected hospital or clinical attendance, the nursing student shall be conservatively and properly dressed. **A white lab coat is required**, and the Broward College ID is properly worn at all times.
15. White cotton or nylon **long sleeve t-shirts** with no visible writing or decoration may be worn with the instructor's permission under the scrub top. A white **short sleeved T-shirt** can be worn under the Broward College scrub top.
16. **Body Art** is to be covered and not visible, long sleeve white shirt or cover up makeup to be worn to cover body art.
17. Students may **NOT** be in the clinical setting or return to the clinical setting as a Broward College Nursing Student (or wearing the Broward College Nursing Student logo) without the direct supervision or authorization of the Broward College instructor.
18. White or Royal Blue Polo Shirt with the Broward College Nursing School emblem embroidered on the top left side may be permitted in the campus lab. Non-duty shoes may be permitted in the campus lab. They must be closed toe and heel footwear. No sandals or flip flops. Please see the clinical coordinator for campus specific requirements.
19. **All electronic devices** are prohibited on patient units at any clinical agency. Clinical agencies have stringent policies regarding the use and/or possession of cell phone in the clinical setting.

NOTE: Broward College Nursing Students must be professionally and properly attired. **A NURSING STUDENT NOT PROPERLY ATTIRED SHALL BE SENT HOME FROM ANY CLINICAL AREA.**

**Uniform inquiries are directed to the Broward College Bookstore on your campus. When purchasing your uniform, please take proof of Broward College nursing student enrollment.

***The Broward College Nurses' Cap may ONLY be purchased at any Broward College bookstore.
Revised: March 2016

Broward College Department of Nursing Technology: Academic Honesty

Broward College Student Handbook, <https://students.broward.edu/student-life/publications/docs/student-handbook.pdf>

Broward College Catalog, <https://students.broward.edu/resources/college-catalog/index.html> other official publications, and the Broward College web site at <https://www.broward.edu/>.

Broward College Student Code of Conduct Procedures: <https://www.broward.edu/legal/policies-and-procedures/docs/procedure/a6hx2-5.02.pdf>

The following Broward College rules pertaining to Academic Honesty as stated in the Student Code of Conduct (5.02) will be enforced in this course(s):

Upon admission to Broward College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the *Broward College Student Handbook*.

Any student or student organization found to have committed the following misconduct, both on and off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

1) Dishonesty, including but not limited to the following:

a. Cheating, plagiarism, or other forms of academic dishonesty.

The term “**cheating**,” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person’s paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written material to another student.

The term “**plagiarism**” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own.

b. Furnishing false information to any BC official or faculty member.

Furnishing false information with the intent to deceive an instructor or college employee includes, but is not limited to, lying about family circumstances, employment conflicts, or other personal problems in order to gain academic advantage for self or others; changing answers on graded materials; having another person complete an assignment or take an examination for a student.

- c. Forgery, alteration, or misuse of any Broward College document, record, or instrument of identification.

Consequences:

Breaches of Broward College's and course policies on Academic Honesty will result in academic penalties and disciplinary action. Penalties will consist of ALL the following:

1. A failing/unsatisfactory grade for the assignment in question
2. A failing grade for the course in which the breach of academic honesty takes places
3. Suspension or expulsion from the course.
4. Referral to the Dean of Nursing for further action, which may include referral to the Dean of Student Affairs where suspension or expulsion from the college is included as one of the possible disciplinary actions.

**BROWARD COLLEGE
DEPARTMENT OF NURSING**

Helpful Hints

Welcome to the nursing department! We have admitted over 200 students this term and have over 700 students in the total program. Please refer to these "helpful hints" to assist you during your program.

- An "on-track" student is a student who has not interrupted their program sequence due to a withdrawal, failure, vacation, etc. If you continue on-track you will be guaranteed a space in a nursing theory and clinical course. Once you interrupt your program sequence for any reason, you become an "off-track" student. Students who are off track are placed in a course on a space available basis only.
- Registration for nursing clinicals is on a first come, space available basis. Please do not ask for closed class cards or for the Nursing Associate Dean or executive assistant to register you for a class. Schedules for the term are posted on the web page for south. The registration booklet goes to press very early and may not reflect current schedule. The college guarantees you a space if you are an on-track student, not a specific clinical!
- Many of the nursing courses have pre and corequisites. It is your responsibility to check the catalog for this information. The nursing department does not have access to the computer for checking your general education courses, transcript evaluation progress, and graduation requirements. See an advisor early in the program to check your program requirements etc. Once you have entered the program, make sure you are listed as a nursing (not pre-nursing) student in the program codes. The wrong program code will cause you many headaches at registration times!
- You must register for nursing classes on the campus to which you were admitted. Switching locations is by written request to the Associate Dean on a space available basis. Students registering on other locations will be dropped from the course and notified to reregister at the correct location. Students currently enrolled in the program may register for **NURSING COURSES ONLY**.
- Students registering prior to attending this meeting will be dropped from the class. Off track students are subject to all changes in departmental policies and curriculum revisions. Students who are out of the program longer than 12 weeks will be required to reassess clinical skills in the lab prior to attending clinical. If deficiencies are noted the student will not be allowed to enroll until after remediation has been completed.
- Students must adhere to the current college catalog for drop/add and withdrawal dates. Please do not ask the nursing department to handle drop/add or withdrawals for you. The nursing department also has no ability to request refunds for classes. All requests must go through proper college procedures.
- All campuses have a fully equipped, state of the art, nursing lab with lab instructors to assist you. Nursing is a hands-on, practice profession. Please make use of this excellent learning center to supplement your practical experience.

Course Repeats/Attempts

Attempts Per Course:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100% refund deadline.

Total Attempts - College Level Courses:

A student may have only **three attempts per course**, including the original grade, repeat grades, withdrawals and audits declared after the end of the drop/add period. Florida law requires a student who **repeats** a college level credit course for the second time (which is a third attempt) to pay the full cost of instruction. The full cost of instruction is equivalent to out-of-state tuition fees. No exceptions to the full cost of instruction can be granted to a student who attempts the course for the third time, and no withdrawals are permitted.



Student Confidentiality Statement

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

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

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

Student (Print Name)

(Signature)

Student Number

Date

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

Model Release

INSTITUTE FOR
ECONOMIC DEVELOPMENT
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS
CENTRAL CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS
SOUTH CAMPUS
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

WESTON CENTER
4205 Bonaventure Blvd.
Weston, FL 33332

MIRAMAR AUTOMOTIVE/
MARINE CENTER
7451 Riviera Blvd.
Miramar, FL 33023

MIRAMAR TOWN CENTER
2050 Civic Center Place
Miramar, FL 33025

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

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

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

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

I am compensated as follows: \$ 0.00

I have read the foregoing release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof.

_____	_____
Name (Print)	Signature
_____	_____
Street Address	City
_____	_____
Witness Name (Print)	Witness Signature

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

**BROWARD COLLEGE NURSING DEPARTMENT
INFORMED CONSENT**

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

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

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

Name: _____

Student ID# _____

Sign: _____

Date: _____



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

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

1. BC Nursing Program Requirements
2. Code of Professional Behaviors
3. Health Sciences Informed Consent
4. Center for Health Science Education Infectious Disease Requirement
5. Medication Administration Requirements
6. Department of Nursing Performance Standards
7. Department of Nursing Uniform Requirement
8. Broward College Nursing Department Dismissal, Program Requirements and Procedures, Remediation and Re-Entry Requirements

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

Name (Print Clearly)

Signature

Student ID Number

Date

Dear Students:

Please complete the information below to **UPDATE** our records. At times reports need to be sent to the Florida Board of Nursing and/or National League for Nursing related to our student population. Also, if there is an emergency and we need to contact you we will need to have your **latest** address and phone, etc.

Any change in address and phone, must be updated with Registration.

PLEASE PRINT CLEARLY

Class: Please check one box:

Generic FT: [] Generic PT: [] LPN: []

Personal Information:

Student I.D. #: _____ Date: _____

Last Name: _____

PLEASE PRINT CLEARLY

First Name: _____ M.I. _____ Sex: _____

Race: Please check one box:

[] Asian/Pacific Islander [] White [] Hispanic
[] American Indian/ Alaskan Native [] Black/ African American

Address: Please print clearly:

Street/Apt#: _____

City/ Zip Code: _____

Telephone Number(s):

Home: _____ Work: _____

Cell: _____ Alt. #: _____

Any student coming into the Nursing Program MUST have an email address with BROWARD COLLEGE (BC).

[BC] Email Address: _____