



# Nursing Student Handbook

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The nursing student handbook is provided annually to each student enrolled in a nursing program. This handbook may be distributed via electronic media by going to [www.azure.edu](http://www.azure.edu) or by email to each enrolled student. This document complements the Azure College Catalog.

*Azure College is accredited by Accrediting Bureau of Health Education Schools (ABHES)*

## Contents

|   |                                     |
|---|-------------------------------------|
| Welcome .....   | 5                                   |
| American Nurses Association Code of Ethics for Nurses .....                       | 6                                   |
| Florida Board of Nursing Scope of Practice .....                                  | 7                                   |
| Azure College Mission Statement .....   | 7                                   |
| School of Nursing Mission Statement .....   | 7                                   |
| Philosophy.....   | 7                                   |
| Holistic Health .....   | 8                                   |
| Growth and Development.....   | 8                                   |
| Human Needs.....  | 8                                   |
| Nursing Process .....   | 8                                   |
| Communication.....  | 9                                   |
| Community .....   | 9                                   |
| Accountability.....   | 9                                   |
| Nurse Instructor-Student Role .....   | 9                                   |
| Teaching/Learning Process.....  | <b>Error! Bookmark not defined.</b> |
| Conceptual Framework.....   | <b>Error! Bookmark not defined.</b> |
| Quantitative Goals and Objectives.....  | 15                                  |
| The faculty discussed and formulated the following goals: .....                   | 15                                  |
| <b>ACADEMIC POLICIES .....</b>  | <b>Error! Bookmark not defined.</b> |
| Nursing Programs .....  | <b>Error! Bookmark not defined.</b> |
| Associate of Science Degree in Nursing.....                                       | 15                                  |
| Baccalaureate of Science Degree in Nursing.....                                   | 15                                  |
| Admission Requirements for Nursing Students.....                                  | 15                                  |
| Statement of Non-Discrimination.....  | 15                                  |
| Grading Policy .....  | 16                                  |
| Transfer Credit.....  | 16                                  |
| Credit by Examination .....   | 16                                  |
| Credit for Previous Education or Training.....                                    | 16                                  |
| VA Students .....   | 16                                  |
| Transferability of Credits.....   | 16                                  |
| Progression Policies: General Information .....                                   | 16                                  |
| Professionalism.....  | 17                                  |
| Assignments.....  | 18                                  |
| Attendance .....  | 18                                  |
| Tardiness.....  | 19                                  |
| Tutoring.....   | 20                                  |
| Medical Calculation Exam.....   | 20                                  |
| Academic Warning .....  | 20                                  |
| Academic Probation.....   | 20                                  |
| Clinical Probation .....  | 20                                  |
| Academic Course Dismissal Leading to Nursing Program Dismissal.....               | 21                                  |
| Clinical Course Dismissal Leading to Academic Course Dismissal .....              | 21                                  |
| Pregnancy/Long-Term Chronic Illness.....  | 21                                  |
| Discipline for Non- Academic Reasons.....   | 21                                  |
| Readmission Policy.....   | 22                                  |
| Grievance Policy.....   | 22                                  |
| <b>TECHNOLOGY REQUIREMENTS .....</b>  | <b>22</b>                           |
| Technology expectations of the student.....                                       | 22                                  |
| Technical Requirements.....   | 22                                  |
| Acceptable Use Policy of Azure College Computer Software/Hardware Resources ..... | 22                                  |

|  |           |
|--|-----------|
| Acceptable use of e-mail.....  | 23        |
| Acceptable use of the Internet and the WWW.....                        | 23        |
| Monitoring and Filtering.....  | 23        |
| Social Media Policy .....  | 23        |
| Azure College e-Culture Policy .....                                   | 24        |
| Channels of Communication.....   | 24        |
| Student Responsibilities.....  | 24        |
| <b>CLINICAL POLICIES .....</b>   | <b>26</b> |
| Certifications and Requirements.....                                   | 26        |
| Clinical Dress Code .....  | 26        |
| Clinical Grading.....  | 27        |
| Evaluation Conferences .....   | 27        |
| Clinical Orientation.....  | 27        |
| Exposure Incident .....  | 28        |
| Standards of Student Clinical Conduct and Student Accountability ..... | 28        |
| Safe Clinical Practice .....   | 29        |
| Unsafe Clinical Practice.....  | 29        |
| Critical Behaviors .....   | 30        |
| Clinical/Skills Lab Absences .....                                     | 31        |
| No Call/No Show for Clinical/Skills Lab .....                          | 31        |
| Make-Up Activities for Skills Lab/Clinical.....                        | 31        |
| Skills Lab Activities.....   | 31        |
| Student Health.....  | 32        |
| Infectious Disease .....   | 32        |
| Clinical Sites .....   | 33        |
| Student Code of Conduct and Standards of Professional Conduct.....     | 33        |
| Classroom Behavior.....  | 34        |
| Additional Conduct Requirements for School of Nursing.....             | 34        |
| Sexual Harassment.....   | 35        |
| Zero Tolerance Policy.....   | 37        |
| Smoking/Eating.....  | 37        |
| Drug Screen Procedure .....  | 37        |
| Drug and Alcohol Abuse Policy .....                                    | 37        |
| Drug/Alcohol Testing .....   | 38        |
| Student’s Family Responsibilities.....                                 | 39        |
| Transportation .....   | 39        |
| Financial Issues .....   | 39        |
| Housing.....   | 39        |
| Outside Employment .....   | 39        |
| Nursing Pin .....  | 39        |
| <b>GRADUATION REQUIREMENTS .....</b>                                   | <b>40</b> |
| <b>RN LICENSURE INFORMATION.....</b>                                   | <b>40</b> |
| Registered Nurse Licensure .....                                       | 40        |
| Application.....   | 40        |
| Review of Application .....  | 40        |
| Licensure Fees .....   | 41        |
| Degree Granting.....   | 41        |
| <b>Appendix A: Course Descriptions and Program Outline .....</b>       | <b>42</b> |
| <b>Appendix B: Background Check, CPR, Health and Technical .....</b>   | <b>43</b> |
| <b>Appendix C: Nursing Programs Technical Standards.....</b>           | <b>45</b> |
| <b>Appendix D: Exposure Incident Policy.....</b>                       | <b>48</b> |
| <b>Appendix E: Exposure Incident Procedure.....</b>                    | <b>51</b> |
| <b>Appendix F: Nursing Program Exit Exam Policy .....</b>              | <b>56</b> |



## **Welcome**

The School of Nursing Student Handbook provides information and policies for all nursing students in the various nursing programs at Azure College. The material in the handbook provides important information to help Azure College nursing students understand the curriculum, understand their responsibilities as nursing students, and abide with the policies and procedures for the nursing programs.

The policies and procedures in the Nursing Student Handbook explain the policies appearing in the Azure College Catalog. An initial electronic copy of the Nursing Student Handbook is issued to all students upon enrollment in the program. The Handbook provides general information about the nursing programs at Azure College and will be referred to in your classes. Each student is responsible for knowing, understanding, and following the information in the Handbook. You should therefore keep your copy of the handbook among your other important reference materials.

*The provisions of this catalog is a contract between the student and the College. The College reserves the right to change regulations, policies, fees, and calendars, and to revise curricula as deemed necessary and desirable at any time. Any changes will be effective the day it was emailed to the student and will be stapled, attach electronically to this catalog or email to current students.* Information in this handbook is as complete and accurate as possible at the time of printing. Any changes in policies and practices made during the academic year will be given in writing to each student to be added to the handbook.

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Rev. 2012

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Reviewed 2010

## **American Nurses Association Code of Ethics for Nurses**

The American Nurses Association has set forth the Code of Ethics for nurses. Azure College School of Nursing offers this code to you, our students, as a guideline for your nursing practice in the profession for which you are preparing to enter. Every nurse should use this Code of Ethics as a resource and guideline for practice.

The nursing profession works with other health care groups to promote health, alleviate suffering and attain therapeutic goals based upon human need. Each nurse has the responsibility to individuals, sick or well, their families and the public. Such responsibility requires ethical practices and adherence to the laws relevant to nursing.

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

Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person

Provision 2 | The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 | The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 4 | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 | The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. (Steering Committee, 2015, p. v)

Retrieved from: Steering Committee for the Revision of the Code of Ethics for Nurses with Interpretive Statements. (2015). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: American Nurses Association.

For further information, go to <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

### **Florida Board of Nursing Scope of Practice**

The Florida Board of Nursing has established the generally recognized scope of practice for practical and registered nurses practicing in the state of Florida. All nursing students must be familiar with these rules and regulations, which can be found on the Florida Senate's website at [http://www.flsenate.gov/Laws/Statutes/2012/Chapter464/PART\\_I/](http://www.flsenate.gov/Laws/Statutes/2012/Chapter464/PART_I/)

### **Azure College Mission Statement**

Azure College is committed to the following:

- 1- Inspire, prepare and empower students for meaningful work, fulfilling lives and leadership in a constantly changing world.
- 2- Transform ideas into actions that directly benefit the personal, economic, social and cultural lives of the citizens of Florida.
- 3- Establish effective external partnerships with key local and international organizations to help our students integrate the global job marketplace.

### **School of Nursing Mission Statement**

Azure College School of Nursing strives to serve society and the communities in which we live. Our programs respond to society's healthcare needs and specifically to the nursing shortage.

### **Philosophy**

We believe that all individuals have basic health needs and are confronted with specific developmental tasks as they progress through the successive stages of the life cycle. These basic health needs are constantly changing in relation to internal and external stressors. Individuals' adaptation to stressors is influenced by perception, conditioning factors, and coping mechanisms, which move them toward adaptation and health or inability to adapt and illness.

We believe wellness is based on an integration of body, mind, and spirit. Nursing is a caring, dynamic interaction between nurses and clients designed to promote, maintain, or restore clients' abilities to satisfy basic human needs. Nurses also support care at the end of life. Nursing practice is based on professional standards of care, evidence-based practice, and the ANA Code of Ethics. As a professional nurse, one must meet the highest moral and ethical standards. With the skillful use of the nursing process, nurses assist individuals and their families to achieve balance and optimum levels of health within their unique social/cultural environment. Nursing practice takes place within the framework of the therapeutic nurse-client relationship.

Associate degree registered nurses provide safe, client-centered, theory-based, and evidence-based nursing care to individuals, families, and groups with commonly recurring health needs. Associate degree nurses assist clients and their families to adapt to health alterations. This care occurs in a variety of structured practice settings. Associate degree nurses are prepared to assume the roles and responsibilities of care providers, care managers, and members of the nursing profession. Associate degree nurses utilize therapeutic interventions and sound judgment as well as effective communication and teaching. In the practice setting, associate degree nurses collaborate as part of an interdisciplinary team. Associate degree registered nurses serve as managers for those with less educational preparation and collaborate with those with higher education in clinical situations with multiple and possibly unpredictable variables. These roles are described in full in Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Baccalaureate, Master's Practice Doctate, and Research Doctorate Programs in Nursing, National League for Nursing, 2012.

Based on the belief that knowledge of nursing can best be acquired in an institution of higher learning, we think that nursing education belongs within an organized educational framework and should provide experiences directed toward acquisition and application of knowledge, skills, and attitudes (KSAs). Associate degree nursing education should provide a general education in humanities, sciences, and informatics to help prepare graduates to assume responsibilities inherent in nursing practice and to contribute to personal and social development.

We recognize that the community served by this institution is suburban, rural, and urban, and that the clients come from diverse cultural and socioeconomic backgrounds. Learning experiences are planned to provide contact with a variety of clients and settings: inpatient, outpatient, home and community-based settings.

As educators, we believe that learning is a life-long process that requires acceptance of responsibility by both the teacher and the learner and is enhanced by a sincere interest in the professional development of the student. We also believe that education should provide means for individuals to achieve their potential and to adapt to living in a rapidly changing world. We strongly encourage all graduates to pursue further education and expect that all graduates will continue to grow professionally.

### **Holistic Health**

In holism, the principles of self-determination and the integration of body, mind, and spirit are combined to promote high-level wellness. Due to the mind-body-spirit connection, individuals have the freedom as well as the responsibility to affect their own wellness state. High-level wellness is reached when individuals maximize their health potential; it is not merely the absence of disease. Nurses facilitate health promotion activities.

Spirituality, in the context of holism, is more than religion and incorporates the search for personal meaning and inner peace. Characteristics of spirituality include a belief in personal value, inner strength, a sense of hope for the future, and a sense of connection and belonging within the universe.

### **Growth and Development**

Humans are engaged in a process of growth and development throughout the life span. Human development is a continuous and orderly process. Growth and development theorists include Baker-Miller, Duvall, Erikson, Freud, Gilligan, Kubler-Ross, Maslow, Mercer, Piaget, and Rubin.

### **Human Needs**

Maslow's motivational theory identifies basic human needs arranged in an order of priority, beginning with the most basic physiologic needs and progressing through safety, love, self-esteem and self-actualization. Throughout the life-long growth experience, humans strive to move up the hierarchy and so reach their highest developmental potential.

### **Nursing Process**

The vehicle for the application of nursing knowledge is the nursing process which employs critical thinking in order to make theory and evidence-based decisions for nursing care. It provides a systematic approach to analyzing human needs and consists of the activities of assessment, diagnosis, planning, implementation, and evaluation.

## **Communication**

Communication is an interactive process which serves as the foundation for relationships between nurse-client, teacher-learner, and health team. The nurse-client relationship is a therapeutic, caring alliance designed to help clients adapt to stress. It assists clients to achieve, maintain, or restore an optimal level of wellness or to experience a peaceful death. The quality of the nursing instructor-student relationship has vital effects on the socialization of students into the nursing profession, the level of success that students achieve, and the students' ability to establish nurse-client relationships.

## **Community**

A community is defined as a group of people with a common characteristic, location or interest, living together within a larger society. Community has its own unique characteristics, strengths, and limitations. Community is influenced by occupation, status, education, geographic area, and access to health care.

Culture, as well as socioeconomic status, has an impact on the character of a community. The term culture describes those customs, traditions, and traits learned and transmitted from generation to generation that serve as a guide for daily living. Socialization is the process by which people learn cultural meanings, values, patterns of behavior, and methods of problem solving. Cultural variables affect not only values, decisions, and actions, but also health care practices.

Perceptions of health and illness, as well as treatments sought, evolve from culture and socioeconomic status. All people are influenced by cultural beliefs about health and illness. Since all health behaviors are socially and culturally learned responses, learning experiences are provided to ensure contact with a variety of clients from different cultural settings to enhance and promote cultural competency.

## **Accountability**

Accountability means being answerable for actions and the resulting moral, ethical and legal consequences. Nurses are held to a high moral and ethical standard. Accountability occurs within the context of an ethical framework for decision-making consistent with the American Nurses Association's *Code of Ethics for Nurses* and *ANA Nursing Standards*. Nurses are expected to function within the legal guidelines of the state of Florida.

## **Nurse Instructor-Student Role**

Dyadic Role Theory, as proposed by Gross, Neal, Mason, Ward, and McEachern (1958) in *Exploration in Role Analysis*, is used to examine the nursing instructor-student role. This role is defined as a set of rights and obligations which specify an interaction pattern for two persons in a specific situation.

The normative aspects of role, as defined by Haas (1964) in *Role Conception and Group Consensus*, are task, affect, deference, and authority. Task refers to the functional or activity dimension; affect specifies how the role partners should feel toward one another; deference refers to prestige or respect-oriented behavior; and authority indicates who has control and how decisions are to be made.

Additionally, there exists an idiosyncratic interpersonal component that makes each instructor-student role enactment unique. This instructor-student relationship has vital effects on 1) the socialization of the student into the nursing profession, 2) the level of success a student achieves in nursing school, and 3) the student's ability to establish effective nurse-client relationships. Our beliefs about the normative rights and obligations inherent in the nursing instructor-student role are presented in Table 1.

**Table 1. Nursing Instructor/Student Role Task/Responsibilities**

| <b>Table 1. Nursing Instructor/Student Role Task/Responsibilities</b>  |   |
|--|---|
| <b>Teacher</b>   | <b>Learner</b>  |
| <ol style="list-style-type: none"> <li>1. Create a learning environment</li> <li>2. Provide learning experiences which require active student participation</li> <li>3. Provide formal instruction</li> <li>4. Serve as a role model:               <ol style="list-style-type: none"> <li>a. Demonstrate use of the nursing process</li> <li>b. Demonstrate professional attitudes and values</li> <li>c. Demonstrate the therapeutic nurse-client relationship through interaction with clients and colleagues</li> </ol> </li> <li>5. Act as a resource person</li> <li>6. Serve as an advisor</li> <li>7. Support group efforts/teamwork</li> <li>8. Evaluate students' performances</li> <li>9. Maintain appropriate records</li> </ol> | <ol style="list-style-type: none"> <li>1. Respond in a positive manner to the learning environment</li> <li>2. Actively pursue new knowledge, skills, and attitudes (KSAs) related to the nursing profession</li> <li>3. Be present and prepared for class and clinical</li> <li>4. Model appropriate professional behavior:               <ol style="list-style-type: none"> <li>a. Conduct self in an ethical and legal manner at all times</li> <li>b. Demonstrate a positive and professional work ethic</li> </ol> </li> <li>c. Interact effectively with clients, peers and staff</li> <li>5. Utilize faculty as a resource</li> <li>6. Seek advising as needed and as appropriate</li> <li>7. Be supportive of the group and its efforts</li> <li>8. Evaluate own performance               <ol style="list-style-type: none"> <li>a. Examine and alter behavior as appropriate</li> <li>b. Evaluate faculty teaching</li> </ol> </li> <li>9. Complete and provide records as requested</li> </ol> |
| <b>Affect</b>  |   |
| <b>Teacher</b>   | <b>Learner</b>  |
| <ol style="list-style-type: none"> <li>1. Establish a helping relationship with students by maintaining:               <ol style="list-style-type: none"> <li>a. Positive regard for students and clients</li> <li>b. Honesty</li> <li>c. Empathy</li> <li>d. Understanding</li> <li>e. Unconditional acceptance of the person, even when correcting an action or behavior</li> </ol> </li> </ol>  | <ol style="list-style-type: none"> <li>1. Allow a helping relationship to exist and grow with the instructor through:               <ol style="list-style-type: none"> <li>a. Trust</li> <li>b. Honesty</li> <li>c. Empathy</li> <li>d. Understanding</li> <li>e. Positive regard</li> </ol> </li> </ol>  |
| <b>Deference</b>   |   |
| <b>Teacher</b>   | <b>Learner</b>  |
| <ol style="list-style-type: none"> <li>1. Maintain confidentiality of student information</li> <li>2. Know and respect students' rights as regulated by The Family Educational Rights and Privacy Act (FERPA)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Respect other students' right to confidentiality (FERPA)</li> <li>2. Respect faculty rights as outlined in the Azure College Catalog and the Nursing Student Handbook</li> </ol>  |
| <b>Authority</b>   |   |
| <b>Teacher</b>   | <b>Learner</b>  |
| <ol style="list-style-type: none"> <li>1. Assist student to move from dependence toward independence in such areas as:               <ol style="list-style-type: none"> <li>a. Identifying learning needs</li> <li>b. Using nursing process</li> <li>c. Developing effective communication patterns</li> </ol> </li> </ol>   | <ol style="list-style-type: none"> <li>1. Move from dependence to independence through initiating such actions as:               <ol style="list-style-type: none"> <li>a. Identifying own learning needs</li> <li>b. Using nursing process</li> <li>c. Developing effective communication patterns</li> </ol> </li> </ol>  |

|   |   |
|---|---|
| 2. Retain right to determine students' progression in program | 2. Recognize faculty's ultimate responsibility in determining student progression |
|   |   |

## ORGANIZING FRAMEWORK FOR AZURE COLLEGE'S SCHOOL OF NURSING

Azure College School of Nursing and its faculty endorse the American Association of Colleges of Nursing (AACN) and its *Essentials Series* (2017) for professional nursing practice as the basis for preparing the nursing professional of the future to meet society's evolving health care needs. AACN encourages each nursing program to interpret these skills and competencies in the content, context, function and structure of their unique program. Azure College faculty have integrated these core competencies into five broad areas of the health care needs of clients: nursing process, critical thinking, communication, health promotion and professional role. These categories are woven into the current structure of the NCLEX-RN & PN test plans and are based on the description of the characteristics of newly licensed RNs and LPNs, their practice environment and the activities in which they are engaged.

### Nursing Process

The nursing process is integral to nursing practice. The five steps of the nursing process, assessment, diagnosing, planning, implementation and evaluation, provide the framework for delivery of client care through evidence-based practice. (Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice; Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety; Essential III: Scholarship for Evidence-Based Practice; and Essential IX: Baccalaureate Generalist Nursing Practice)

### Critical Thinking

Critical thinking is the objective analysis and evaluation of an issue in order to form a judgment. According to the Foundation for Critical Thinking (2015):

Critical thinking is that mode of thinking — about any subject, content, or problem — in which the thinker improves the quality of his or her thinking by skillfully analyzing, assessing, and reconstructing it. Critical thinking is self-directed, self-disciplined, self-monitored, and self-corrective thinking. It presupposes assent to rigorous standards of excellence and mindful command of their use. It entails effective communication and problem-solving abilities, as well as a commitment to overcome our native egocentrism and sociocentrism. (*Our Concept and Definition of Critical Thinking*, para. 2, <http://www.criticalthinking.org/pages/our-concept-and-definition-of-critical-thinking/411>)

Critical thinking, in conjunction with the nursing process, is the basis for clinical reasoning and decision-making. (Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice; Essential VII: Clinical Prevention and Population Health)

### Communication

Communication is a dynamic, interactive process that encompasses the teaching/learning process. It is essential in collaborating with members of the health care team to meet the needs of clients. Effective oral, written and non-verbal communication skills are integral to applying the nursing process, to imparting health promotion practices and to teaching clients. Teaching and learning techniques are incorporated throughout the program. Nursing students use therapeutic communication techniques with clients, families, inter-professional teams and groups to further self-care. (Essential IV: Information Management and Application of Patient Care Technology;

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes)

### **Health Promotion**

Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behavior toward a wide range of social and environmental interventions (World Health Organization, 2017). (Essential VII: Clinical Prevention and Population Health; Essential V: Health Care Policy, Finance, and Regulatory Environments) **Professional Role**

The nurse is a provider and manager of care, and a member of the profession of nursing. The nurse adheres to ethical and legal standards of the nursing profession and applies knowledge of the biopsychosocial and scientific principles. Information management and patient care technology are critical when providing competent care across the life span. The nurse collaborates with and delegates to others to manage care of groups of individuals and families in a variety of health care settings. Policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the health care system, and thereby are important considerations in professional nursing practice. (Essential VIII: Professionalism and Professional Values; Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety; and Essential IX: Baccalaureate Generalist Nursing Practice)

The Azure College School of Nursing conceptual framework is based on these five concepts in combination with the nine Essentials (AACN, 2008) of baccalaureate education for professional nursing practice, introducing the student to the care of individuals with basic (PN) and with special and more complex (ASN) needs throughout the life span. The PN program will prepare the nursing student to assume the role of an entry-level nurse able to care for stable acutely and/or chronically ill clients under the supervision of a registered nurse. The ASN program will prepare the nursing student to assume the role of an entry-level registered nurse in the ever-evolving health care field, while the RN to BSN program is designed to promote further learning and expound upon current skills of the RN. Each program includes a focus on theories, concepts and principles of nursing. The RN to BSN program also delves deeper into the important area of leading and managing, as well as into pertinent legal issues faced by nurse leaders and managers. Emphasis will be on methods for becoming an effective leader/manager, including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care. Graduates of the nursing programs will be prepared to assume the leadership roles as well as provide health care in a global society. Graduates will be able to deliver culturally competent care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of the PN program, nursing student will be prepared to take the NCLEX-PN and upon passing the exam may use the title of licensed practical nurse (LPN). Upon completion of the ASN program, the graduate is eligible to take the NCLEX-RN for registered nursing licensure. Once licensed, the individual may use the title of registered nurse (RN). Completion of the RN to BSN program will prepare the RN for roles involving higher levels of leadership while allowing him/her to continue formal education by enrolling in a master's level nursing program.

### **Organizing Framework and Curriculum**

Azure College's nursing curriculum design is based on the College's organizing framework and represents the faculty's plan for learning activities designed to assist each student to achieve program goals. Faculty makes choices about the knowledge, skills and abilities (KSAs) considered essential for students to take the licensing examination for nurse practice. These curriculum choices ensure that students acquire competencies that will be demanded of them upon entry into nursing practice. This framework is based on core competencies developed by the American Association of Colleges of Nursing (AACN) for Nursing Accrediting Commission and the four categories of client needs listed by the National Council of State Boards of Nursing, Inc.. Thus, the conceptual framework for Azure College's School of Nursing and its curriculum is focused on the five core concepts as described above.

## **TEACHING/LEARNING PROCESS**

Learning is a continuous and active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor and affective domains (KSAs). Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge, skills, and attitudes (KSAs), as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching/learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process, the teacher is a facilitator, coach, counselor and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques and mediums to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences, as well as their ability to respond to and adapt to ongoing input and expected behavioral changes. This input from instructors awakens students to their ability to deliver nursing care as they move from novice to entry-level professionals throughout the educational process. The nursing program faculty is committed to facilitating this process through its monitoring of the teaching/learning environment to ensure optimal experiences and through its evaluating of the students and the program to achieve the outcome of graduating safe and effective practitioners of nursing.

## **AZURE COLLEGE NURSING PROGRAM OUTCOMES AND OBJECTIVES**

### **Program Outcomes**

Upon graduation, the student is prepared to:

1. Utilize therapeutic nursing interventions and apply the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the life span.
2. Integrate principles from natural sciences, humanities, social sciences and nursing when providing care to clients throughout the life span with diverse needs in a variety of health care settings.
3. Implement professional communication principles with diverse client populations and the health care team.
4. Explain the importance of health promotion and education for the adult client and family throughout the life span.
5. Display accountability and professional values by practicing within the prescribed ethical and legal standards.
6. Use evidence-based practice to foster a spirit of inquiry and challenge common methods for treatment of health issues.
7. Provide a program of excellence, which offers a foundation for life-long learning and encourages attainment of advanced degrees.
8. Be eligible to test for the NCLEX-RN or NCLEX PN examination.

### **Learning Outcomes**

**Upon graduation, the student will have learned how to:**

1. Relate the nursing process to providing nursing care for clients of varied cultural backgrounds and across the life span who are experiencing acute and/or chronic health problems.

2. Apply nursing knowledge supported by principles from the physical and social sciences and humanities in the delivery of nursing care to clients across the life span in the health care setting.
3. Recognize the biological, cultural, psychological, sociological and environmental influences on the client across the life span.
4. Employ evidenced-based treatment measures for clients across the life span with common, well-defined nursing diagnoses.
5. Incorporate the roles of care provider, care manager and member of a profession in providing nursing care to clients across the life span, including those with life threatening illnesses.
6. Function as a generalist in the health care delivery system in both chronic and acute care settings.
7. Demonstrate an ability to manage personnel and resources related to the direct episodic nursing care of a group of clients.
8. Design and implement plans of care and teaching plans addressing bio-psycho-sociocultural needs for clients across the life span (ASN; RN to BSN).
9. Select appropriate therapeutic communication techniques for use with diverse clients and their families across the life span and in various stages of adaptation.
10. Identify patterns of effective organizational communication.
11. Describe the legal and ethical basis for nursing practice.
12. Utilize the interpreted results of nursing research to improve nursing care (ASN; RN to BSN).
13. Demonstrate essential qualities of a nursing leader, manager, supervisor, and educator.
14. Validate need for professional nurses to embrace life-long learning.

In summary, Azure College School of Nursing faculty believes that our nursing graduates will be prepared with the knowledge, skills and abilities (KSAs) necessary for practice and self-fulfillment through the incorporation of AACN Standards and the ANA Standards of Practice and Professional Performance. In this way, the nursing program faculty honors and acknowledges a deep commitment to the health and welfare of the surrounding community.

### **Program Terminal Objectives**

Upon completion of the Azure College Nursing program, the graduate will be able to:

1. Apply the nursing process in managing the care for clients, groups and families in a variety of health care settings.
2. Incorporate critical thinking when managing care for clients, groups and families in a variety of health care settings.
3. Apply effective communication skills to establish and maintain therapeutic and professional relationships in managing care for clients, groups and families in a variety of health care settings.
4. Integrate principles of human development when providing nursing care for clients, groups and families across the life span.
5. Incorporate knowledge of cultural and socioeconomic factors in the management of nursing care for clients, groups and families in a variety of health care settings.
6. Practice safely within the role of the practical nurse or the baccalaureate, or associate degree nurse as a:
  - Provider of care:
    - Integrates bio-psychosocial and scientific principles when providing competent care for clients, groups and families in a variety of health care settings.
  - Manager of care:
    - Collaborates as a member of the health care team to manage the care of clients, groups and families in a variety of health care settings.

- Delegates activities to manage the care of clients, groups and families in a variety of health care settings.
- Member of the profession of nursing:
  - Practices within the ethical and legal framework of the profession of nursing.
  - Formulates a plan for continuing professional development.

### **Quantitative Goals and Objectives**

The faculty discuss and set quantitative goals for the nursing programs on an annual basis. The current quantitative goals are:

1. Graduates of the Azure College nursing programs will achieve a passing rate on the NCLEX on the first attempt at or above the state and the national passing rate annually.
2. Eighty percent (80%) of students accepted into each of the nursing programs will successfully complete the nursing program.
3. Ninety percent (90%) of graduates seeking employment will be employed in the nursing field within six months post-graduation.
4. Eighty percent (80%) of those responding to the Graduate Follow-up Survey will indicate an above average satisfaction level with the program.

## **NURSING PROGRAMS**

Azure College offers an Associate of Science in Nursing (ASN) degree and RN-BSN program to prepare the student to be eligible to take the NCLEX-RN examination, respectively. Upon successful completion of the NCLEX-RN, and licensure by the state board of nursing, the student can work as a registered nurse. The student is also eligible to continue his/her education by enrolling in the RN to BSN (Bachelor of Science in Nursing) program.

### **Associate of Science (AS) Degree in Nursing**

This is an eight-quarter program, which includes general education, science and nursing courses leading to an associate degree. Students in this program typically have no prior formal academic background in nursing. Content of the AS program includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing; theoretical instruction and clinical application of professional role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

### **RN to Baccalaureate of Science in Nursing (BSN) Degree**

The RN to BSN program consists of 80 weeks of general education and advanced nursing courses. The primary educational objective of the program is to increase the career and educational opportunities available to RNs. Graduates of the program will have a broader understanding of the nursing profession and will bring that understanding to the practice of nursing in their places of employment. Graduates will be prepared to assume some leadership and management roles.

### **Admission Requirements for Nursing Students**

Please see the College Catalog.

### **Statement of Non-Discrimination**

Azure College does not discriminate on the basis of sex, age, disability, race, sexual orientation, national origin, creed or religion in the administration of its educational and admissions policies, scholarship and loan programs, or other college-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

Any inquiries or complaints regarding this topic should be directed to the college president. The college president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line at 844-BE-A-NURSE.

### **Grading Policy**

All nursing theory course work/assignments will be assigned percent values as defined in the box below, unless otherwise notified at the start of the course. Grades convert from percentage grades to the following letter grades:

A = If the percentage falls between 93 - 100%

B = If the percentage falls between 85 - 92.9%

C = If the percentage falls between 77 - 84.9%

Below 76.9% is a failing grade in the nursing programs.

### **Transfer Credit**

Please see the College Catalog.

### **Credit by Examination**

Please see the College Catalog.

### **Credit for Previous Education or Training**

The Academic Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened, and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an **official** transcript from the educational institution at the time of enrollment. If the transcript is issued in a language other than English and/or from a country other than the United States or its territories, a translated and/or evaluated transcript and diploma by a NACES approved agency must be provided by the student. See the catalog for more information on transfer of credit.

### **VA Students**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

### **Transferability of Credits**

Students desiring to further their education beyond an associate degree or a bachelor's degree outside of Azure College should verify transferability of any course credits. It is the student's responsibility to determine whether credits, degrees, diplomas, certificates from the institution will transfer to other institutions or meet employer's training requirements. Because requirements differ from one institution to another, Azure College does not guarantee transferability of credits to any other college, university or institution.

### **Progression Policies: General Information**

All nursing students must understand that:

1. Nursing courses must be taken in the required sequence as outlined in the curriculum; the college reserves the right to change the sequence to fit the needs of the program.

2. A final grade of 77% (a grade of “C”) or above is required to pass each nursing theory course.
3. All nursing clinical and lab courses must be completed and passed in order to progress to the next level.
4. Students must adhere to all professional standards as outlined in the ANA *Code of Ethics*, Azure College Code of Conduct (see College Catalog), and the School of Nursing Student Code of Conduct.
5. For the purposes of retention and progression, students who fail clinically and/or withdraw after the academic penalty date established by the college will be considered to have incurred a course failure.
6. No grade lower than a “C” is accepted in any program course. Students must complete all required prerequisites and/or core-requisites before progressing to the next quarter.
7. All general education requirements must be completed prior to taking the NCLEX Readiness courses.
8. A student who receives a grade lower than 76.9% (or a higher percentage as required in a course syllabus) in any nursing course may repeat that course one time only. A maximum of two different nursing courses may be repeated. If two nursing courses are already repeated, another failure in any third nursing course will result in dismissal from the nursing program. If a student fails the same course twice, that student will be dismissed from the nursing program. In order to repeat a nursing course, the student must meet with the Student Success Coordinator to register for the new course. Acceptance into the course will depend on space availability. Retaking a course will incur additional fees.
9. If a student chooses to return to the program after being dismissed, they must follow the readmission policy. The student must first meet with the nursing program administrator who will then forward his/her recommendation to the administrative team. If approved, the student will then be allowed to start the enrollment process through the Admissions Office. With re-enrollment, current fees and requirements are applied. Previous fees and requirements are no longer considered valid.
10. Students failing any part of a nursing course, lab, clinical and/or theory, must repeat all portions of the course.
11. Health requirements, technical standards, HIPAA and OSHA training and CPR certification must be kept current. It is the student’s responsibility to submit updated certifications to the Student Success Coordinator in a timely manner.
12. All nursing students must comply with state and federal laws.

This policy supersedes all Azure College policies in decisions related to progression and retention in the nursing programs.

### **Professionalism**

Professionalism is an important part of being a nurse. To encourage you to cultivate this skill, your instructor may assign up to 5% percent of your course grade toward professionalism. Students are expected to maintain the highest standards of professionalism during the nursing program. Students are ambassadors of Azure College’s School of Nursing. The College relies on the student to respect the faculty and staff, preceptors, colleagues, patients and families, as well as to behave in an ethical and acceptable manner in every possible way. Although the grade that the student earns from assignments and activities may reflect a level of academic achievement in the course, it is not the only determining factor for the final grade. Professionalism must be practiced in every aspect of the students interactions with others.,. Professionalism includes, but is not restricted to, the following:

1. Wearing ID badges when on campus and while in the clinical practice areas.
2. Wearing the prescribed uniforms when on campus or while in the clinical practice areas.
3. Being prepared for class by completing assignments and readings in a timely manner.

4. Submitting class projects and assignments that are considered professional (minimal spelling or grammatical errors, APA format).
5. Taking personal responsibility for own actions.
6. Showing courtesy to others (no chatting, cell phone use or sleeping during class; no social media, and texting, Web surfing, or playing electronic games during class).
7. Carrying out all class-related activities and communications in a professional manner.
8. Attending classes, being on time, and staying for the entire class period.

### **Assignments**

Assignments are due at the beginning of class on the date published in the course syllabus. Assignments submitted after that time will be reviewed by the instructor and may have points assessed for being late. Late assignments may be penalized up to 10% per calendar day, and assignments may not be accepted for credit if more than three days late.

### **Attendance**

Regular attendance is expected and required in order for students to develop the knowledge, skills, and attitudes (KSAs) required for the nursing profession. Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student will be unavoidably absent, he/she should notify the school, using directions as outlined in the course syllabus. Students who are absent from the classroom have the responsibility to acquire all class information from a fellow student. A student may be dismissed from the nursing program due to habitual attendance issues throughout the enrollment period.

### **Make-Up Hours Policy**

**PN program.** Any time missed of the regularly-scheduled program hours will create outstanding attendance hours. Outstanding attendance hours are required to be made up during the campus' scheduled make-up sessions, or as arranged with the Student Success Coordinator. Only students registered through the Student Service Department are authorized to attend the make-up sessions. Students will be provided ample notice of the schedule for make-up sessions; therefore, students are advised to plan accordingly. A make-up fee may be applied and will be disclosed to the student upon scheduling the make-up session.

All outstanding attendance hours must be resolved prior to taking the course's final examination. Failure to resolve outstanding attendance hours may result in a hold being placed on the student's account, preventing the student from progressing further until the issue has been resolved.

**ASN and RN to BSN programs.** Classroom attendance is evaluated regularly through the programs in the following ways:

- The first absence from the course will place the student on attendance warning. These hours may be made up at home.
- The second absence will place the student on attendance probation. These hours must be made up on campus in order to be removed from attendance probation.
- Additional absences (total of three absences) may cause the student to fail the course. The student may be allowed to continue in the course based on a case evaluation by the instructor and the Nursing Program Administrator. In this case, the student will be required to make up the attendance hours on campus.
- With each absence, the student must meet with his/her Student Success Coordinator to complete a Make-Up Attendance Request. The student will then be notified of the time of the make-up session(s) available and if a fee will apply. It is the student's responsibility to then follow up with the instructor to receive the make-up assignment(s). Once completed, the assignment(s), along with the

Library/Resource Hours form and the signed Make-Up Attendance Request, should be submitted to the instructor for review. The instructor will then submit the forms, with any written assignment(s), to the Nursing Program Administrator or to the Student Services Department.

Attendance in the clinical or lab practice areas is mandatory. Students must arrive on time to the designated practice areas. Tardiness is not acceptable and may result in academic warning or probation. Tardiness for clinical and lab experiences is defined by the School of Nursing as being late one minute after the scheduled start time. Azure College nursing uniforms and name badges must be worn. If you forget your badge, you will not be able to attend practice that day. Practice time is limited and valuable. Lateness or failure to attend a scheduled practice shift will result in the student being placed on academic probation with the possibility of expulsion from the clinical course. *There is a fee of \$55 to make up any clinical hour beyond the required clinical time allowed to miss.*

Students must attend all scheduled clinical and college labs on time. However, in the event of mitigating or extenuating circumstances, each student will be allowed one absence that must be made up. A second absence will result in academic probation and can potentially result in failure in the clinical course and dismissal from the nursing program.

Students are required to attend any clinical orientation, whether on campus or at the clinical site, for all clinical courses. If the student is unable to attend or will be late, the student is responsible to:

- Notify the School of Nursing of his/her absence or tardiness at least one hour prior to the start of the clinical session.
- Submit appropriate documentation for the reason of the absence to the clinical instructor.
- Provide medical clearance indicating that the student has been cleared to return to clinical and class or any other appropriate documentation for the absence or tardiness.
- Make up the missed hours. Practice experiences may be scheduled at any time during the day or night, as well as on weekends, depending on the availability of the clinical site.

### **Tardiness/Leaving Early**

Tardiness is disruptive to a conducive learning environment and is therefore discouraged. Continued or excessive tardiness or leaving early in any course may lead to disciplinary action up to and including dismissal from that course.

Tardiness is defined by Azure College as being late one minute after the scheduled time for clinical and lab and arriving more than 15 minutes after the scheduled start time for a didactic class. A leave early occurrence is defined as a student leaving prior to the scheduled end time for the class without having been dismissed by the instructor. Students are responsible for arriving prior to the scheduled start time and staying until the end of class; a student may be counseled by the course instructor if the student habitually arrives after the scheduled start time, even if it is within the 15-minute grace period, or leaves prior to the end of class.

Once a student accumulates any combination of four tardy/leave early occurrences, he/she will be counted as absent for a full class period. A student will also be counted absent if he/she arrives to class one hour or more past the scheduled start time. The instructor has the discretion to either allow the student into the class or to prohibit the student from entering the class for that session.

It is the student's responsibility to notify the instructor and the Student Services Department if the student will be tardy for the class or will be leaving class early.

## **Tutoring**

Tutoring is available for all students in need. See the Student Success Department for more information.

## **Medical Calculation Exam**

A medication calculation exam is given in each nursing course each term before the start of clinical assignments, beginning with Fundamentals of Nursing. A score of 90 percent is required to pass the tests and to be able to attend clinical rotations. Students who score less than 90 percent on the first attempt are required to take another medication calculation exam within one week OR following the timeline established by the instructor. A student who fails the exam retake must show written evidence of completed remediation requirements through online tutoring or by attending scheduled tutoring class(es) at Azure College before taking a third exam. Failure on a third attempt is scored as failure to meet clinical objectives, and students who fail the third time around will not be allowed to practice in the clinical area.

## **Academic Warning**

Occasionally problems occur, which disrupt the educational process of students (see College Catalog). Some serious factors, such as disrespectful behavior toward faculty and/or staff and certain violations of the student code of conduct, warrant immediate dismissal. However, under most circumstances, a student would receive a warning (verbal or written) to identify the problem and to find a way to reach a timely resolution. An academic warning status is not part of a student's permanent record.

## **Academic Probation**

If a resolution to a problem for which the student was placed on academic warning is not forthcoming, the next step is a probation notice that outlines the lack of resolution and possible disciplinary action. This is a probationary time to resolve the issue. Academic probation is a serious condition, which may result in structured remediation, suspension or dismissal from the nursing program. Students may be placed on academic probation as a result of two absences in one course, unprofessionalism, or poor academic performances.

## **Clinical Probation**

Clinical probation occurs for two major reasons: (1) excessive absences or (2) failure to meet clinical competencies. A student may be placed on clinical probation if the student demonstrates either of the following:

- He/she cannot carry out expected clinical activities without direct supervision
- He/she fails to demonstrate professional growth and development, or appropriate initiative, decision-making or leadership.

After meeting with the course faculty or course instructor/clinical instructor to discuss the student's performance and the probationary process, the student will sign a contract agreeing to a plan to remove the probation.

Students cannot miss more than ten (10) clinical days for the entire program. Students cannot miss more than two clinical days per term. After one absence in one term, the student will be placed on clinical probation until the end of that term. While on probation, clinical attendance must be perfect. All missed clinical time must be made up. If the student does not have perfect attendance, including no tardiness or leaving early, while on probation, he/she will be dismissed from the program. The student can go before the Appeals Board if he/she wishes to return to the program. If the Appeals Board allows the student to return to the program, it will be on a space available basis. See *Appealing Decisions* in the College Catalog.

### **Academic Course Dismissal Leading to Nursing Program Dismissal**

Students who do not meet the requirements of their academic warning or academic probation can be academically dismissed from the nursing program. Students will be academically dismissed if they fail to achieve a grade of “C” (77 percent or higher) in three nursing courses throughout the enrollment period. If two nursing courses are already repeated, another failure in any third nursing course will result in dismissal from the nursing program. If a student fails the same course twice, that student will be dismissed from the nursing program. Students may be academically dismissed if they have more than three absences from nursing courses, three absences in NCLEX review or two absences from a clinical practice or lab/simulation course.

### **Clinical Course Dismissal Leading to Academic Course Dismissal**

Grounds for clinical dismissal are:

1. Failure to meet clinical educational outcomes by the end of the clinical rotation
2. Behavior that requires direct instructor interventions to prevent omissions or incomplete or unsafe care that would result in actual or potential physical or emotional harm to the client and the School of Nursing losing clinical practice sites related to student’s unsafe practices.
3. Behavior that actually or potentially harms the client physically or emotionally.
4. Two absences in the clinical practice area.

Any of these behaviors will result in an “F” (unsatisfactory/fail) grade for clinical which will result in failing the entire course.

### **Pregnancy/Long-Term Chronic Illness**

Students who are pregnant or chronically ill must obtain written documentation from their medical caregiver immediately following confirmation of the pregnancy or long-term illness by a health care provider, regarding their limitations and abilities for participation in the nursing educational settings. Students MUST be able to meet all the criteria in the practice-related nursing requirements stated in this handbook.

### **Discipline for Non- Academic Reasons**

The following provisions contain standards and procedures that will apply in most cases of discipline for non-academic reasons. These standards and procedures are merely guidelines and do not convey legal rights to any student. Azure College’s School of Nursing reserves the right to take any disciplinary action under any circumstances and in any reasonable manner as it sees fit.

Any student who violates a non-academic Azure College policy or regulation may face disciplinary action, up to and including dismissal from the School of Nursing. Azure College’s School of Nursing reserves the right to place any student on non-academic probation, suspension or dismissal for any of the following reasons:

1. Unlawful possession, use or distribution of drugs, alcohol or firearms on school property, during any school activities, and at clinical rotations
2. Academic dishonesty and/or cheating (See college catalog for definition/examples.)
3. Any illegal activity
4. Any violation of others’ civil rights
5. Any unauthorized access to, copying of, or use of confidential or proprietary information or materials of Azure College employees or students
6. Destroying, damaging or taking any property of Azure College
7. Insubordination or conduct (including discouraging remarks) contrary to the best interests of Azure College’s School of Nursing, or any conduct that discredits the school and its reputation
8. Falsification of educational status on any document
9. Unauthorized use of Azure College equipment, facilities or any other property

10. Plagiarism — First offense: Academic warning; second offense: academic probation and failure of the course; and third offense: dismissal from the Nursing program (See course syllabus)
11. Sexual harassment

### **Withdrawal Policy**

The college president, the nursing program administrator and the faculty of the nursing department have the authority to request withdrawal of a student from the nursing program and to refuse readmission to any student at any time if circumstances of a legal, moral, health, social and/or academic nature warrant such action. Students wishing to withdraw from a nursing course or other academic course must follow the withdrawal procedures as outlined in the Azure College Catalog. He/she must also have an exit interview with the nursing program administrator and/or assigned Student Success Coordinator and complete the withdrawal form provided by the Student Success Department.

### **Readmission Policy**

Students who withdraw voluntarily or who have been withdrawn administratively from one of the nursing programs for academic reasons may apply for readmission into the program. For readmission into a nursing program, the student must show evidence of being able to successfully take and complete nursing classes at 77 percent or above. This evidence can be in the form of taking other comparable classes of sufficient difficulty and being successful in them. For example, an “A” in coffee making 101 is not acceptable evidence of being able to earn a comparable grade in the nursing program.

### **Grievance Policy**

Communication is an important part of nursing. Students seeking to resolve problems or complaints should consult the college catalog for the grievance policy.

## **TECHNOLOGY REQUIREMENTS**

### **Technology Expectations**

Students are expected to be proficient and responsible in the use of the technology used at Azure College. This includes:

- Azure College email system
- Azure College student portal/learning management platform

Students are expected to have personal laptops for class assignments and other educational activities.

### **Technical Requirements**

For maximum efficiency, Azure College recommends students use a PC and have Windows Office, specifically MS Word and PowerPoint.

### **Acceptable Use Policy of Azure College Computer Software/Hardware Resources**

Students enrolled in the nursing programs receive access to a password-protected course portal called Canvas, which allows students to view their upcoming scheduled courses, view their grade book, and access many other resources.

Students attending Azure College agree to abide by the Acceptable Use Policy (AUP). An abbreviated version of the policy can be found here, although students are obligated to follow the full policy guidelines and requirements (found on *Student Internet Use Policy and Agreement* which student must sign during orientation). Failure to follow Azure College’s AUP can result in suspension or expulsion from the college, termination of any relationships with the college, and prosecution under the mandates of federal and state law.

### **Acceptable Use of E-mail**

Azure College e-mail (electronic mail) services should only be used for academic communications. Students' use of e-mail must not interfere with others' use of the Azure College systems and network. Email use at Azure College must comply with all federal and state laws, all Azure College policies, and all Azure College contracts.

### **Acceptable Use of the Internet**

Students at Azure College are encouraged to use the Internet to further their academic achievements and objectives. Individual Internet use must not interfere with others' use and enjoyment of the Internet. Internet use at Azure College must comply with all federal and state laws, all Azure College policies, and all Azure College contracts.

### **Usernames and Passwords**

The username and password issued to instructors and students for online education and research are critical to network security. Usernames and passwords serve to protect user accounts and verify the identity of student users in courses. If a username and password are compromised, the entire network could be at risk. As a result, all students and faculty of Azure College are required to take appropriate steps to protect their usernames and passwords.

### **Monitoring and Filtering**

Azure College may monitor any Internet activity occurring through Azure College equipment, networks, or accounts.

### **Social Media Policy**

The School of Nursing recognizes that social media outlets are a fun and entertaining way to communicate with a wide variety of people. Personal participation in social media outlets is not objectionable; however, students are reminded that posts on such outlets are not private communications and should be considered to be part of public domain.

Your best judgment should always be used should you choose to post about your work and/or student life. Postings and other communications on your personal pages, blogs, journals, tweets, and the like that comment on other employees of Azure College and/or activities that take place at work may become available to the college, and such posts will be held to the professional standards and ethics that are set forth in the student, staff & faculty policy handbooks as well as in the college catalog.

Posts about staff, co-workers and/or students that are derogatory, demeaning, threatening, libelous, or which reveal non-public information about students, corporate policies, processes, procedures or private business matters may be used as grounds for discipline up to termination of an employee or dismissal of students from any of the college's programs. Further, staff and/or faculty members should never have current students as a friend on a social media outlet, even if the relationship existed prior to the student's enrollment. Professional boundaries need to be maintained.

The expectation is that these technologic resources will not be used in patient care areas, classrooms, labs or conference rooms for non-teaching purposes. Unfortunately, the use of technology has been shown to create potential liability for the student, faculty, and the college. Posting certain information is illegal, and a violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability.

*The following actions are strictly forbidden:*

Students may not post or communicate any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem

– inclusion of gender, age, race, diagnosis, or other personally identifiable information may still allow the reader to recognize the identity of a specific individual. Violation of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA (the Health Insurance Portability and Accountability Act of 1996). In addition to not posting confidential client information, students may not post or communicate private academic information relating to other students, including but not limited to grades, narrative evaluations, or academic disciplinary actions. In addition to the absolute prohibitions listed above, the actions listed below are **strongly discouraged**. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Posting of potentially inflammatory or unflattering material regarding a fellow student, faculty member, or administrator.

Any nursing student or nursing faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. Failure to report may result in disciplinary action up to and including dismissal from the program.

When using social networking websites, students, faculty and staff are strongly encouraged to use a personal e-mail address as their primary means of communication, rather than their azure.edu address. Students, faculty and staff are expected to maintain professional standards of behavior at all times. If your specific position requires the use of social media outlets, and you are using these for strict academic or business purposes, the use of your Azure e-mail account is appropriate.

### **Azure College E-Culture Policy**

Azure College has adopted the college email address as an official means of communication with students. Through the use of email, Azure College is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial status, specific courses, and graduation may be sent to students through email. All students are assigned an email account and information about activating and using it is available at [www.azure.edu](http://www.azure.edu). New students (first term at Azure College) are able to activate their email account 24 hours after completing registration for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at Azure College. Students are responsible for checking their email regularly.

### **Student Responsibilities**

It is the responsibility of the student to access their student email account to:

- a) Stay current on changes/addendum to the Azure College Catalog.
- b) Receive documentation and communication specific to their student record.
- c) Receive documentation and communication specific to the courses in which the student is registered.

### **Channels of Communication**

All students are expected to follow appropriate channels of communication within the School of Nursing. When a student has an issue or concern, the student must first address this with the individual faculty member involved. If the issue is not resolved with the individual faculty person, the student then goes to the program administrator. If the issue is not resolved with the program administrator, the student then goes to the campus director/president. The student will follow this channel of communication in its entirety before considering the following grievance procedure.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE/DUE PROCESS**

Should a student have a concern, complaint or grievance, he/she should follow the procedure below: (unless otherwise noted elsewhere in this catalog):

1. If the concern, complaint or grievance pertains to an individual faculty member, the student should first discuss the concern, complaint or grievance with that particular faculty member.
2. If the concern, complaint or grievance is not resolved after meeting with the faculty member, or if the issue is program-related, the student should discuss such issue with the Program Administrator.
3. If the concern, complaint or grievance does not pertain to the student's program, or has not been resolved up to this point, the student should obtain a Grievance Form from his/her Student Success Coordinator.
4. The Grievance Form should be completed by the student and submitted to the Student Success Coordinator or to the Program Administrator.
5. The Program Administrator will review the Grievance Form and decide what action, if any, should be taken.
6. The Program Administrator may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
7. The student will be notified of the Program Administrator's decision regarding the grievance within five (5) business days of receipt of the grievance.
8. If the student feels the issue remains unresolved, he or she may submit the grievance to the Campus Director/President.
9. The Campus Director/President may elect to receive the grievance in writing or in person. The Campus Director/President will review the grievance and all previous actions/decisions made in regard to the grievance. The Campus Director/President may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
10. The student will be notified of the Campus Director/President's decision regarding the grievance within five (5) business days of receipt of the grievance.
11. If the student continues to feel that the issue remains unresolved after being notified of the Campus Director/President's decision, the student may submit his or her concern to the college President. Written responses will be given to the student within seven (7) business days.
12. If, after exhausting the Azure College grievance procedure, a complaint cannot be resolved, the student may file a complaint with the Florida Commission for Independent Education (CIE) and/or the Accrediting Bureau of Health Education Schools (ABHES). The student may contact the Florida CIE and/or ABHES at the following addresses for further details:

**Florida Commission for Independent Education**

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400  
Toll free 888-224-6684 | 850-245-3200

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N  
Falls Church, Virginia 22043  
Tel. 703/917.9503 | Fax 703/917.4109  
**www.abhes.org | E-Mail: info@abhes.org**

# CLINICAL POLICIES

## Certifications and Requirements

All students must maintain current CPR for Healthcare Providers certification from the American Heart Association (AHA), up-to-date immunizations, health requirements, negative drug test results and any other clinical facility requirements to be enrolled in a clinical course.

## Clinical Dress Code

Nursing students are required to wear the Azure-approved nursing uniform. Students will follow uniform guidelines for class and clinical areas. On occasion, at the direction of the program administrator, students may wear professional dress (e.g., for field trips or professional meetings). At no time is casual dress acceptable during school-related activities. Students dressed inappropriately will not be admitted to class/clinical. Those who continually disregard the dress code will be warned, and disciplinary action will be taken. If a student continues to violate this policy, action may include dismissal from the program. A student who is sent home from class or clinical for uniform violations will be required to make up time and competencies missed.

When in the classroom, lab or clinical setting, students will wear the Azure-approved uniform. Tennis shoes and enclosed, low-heeled shoes are permitted in the classroom. Platform shoes and clogs are not permitted in the skills lab for safety reasons. No supplementation of this dress code will be permitted, unless required by the clinical agency.

While in the clinical area the following guidelines must be strictly followed:

### 1. Uniforms

Azure College nursing uniform will be worn in the classroom, in lab and at the clinical site. Clinical attire for some clinical sites, such as a psychiatric unit, is at the discretion of the clinical site and clinical instructor. Students will be informed accordingly.

### 2. Identification

Student ID badges are to be worn at all times in ANY clinical facility by each student and must not cover up the Azure College logo. There are no exceptions.

### 3. Hair, Nails and Makeup

- Hair must be neat and clean, and off the collar.
- Nails should be short and nail polish is not permitted in the clinical area. Artificial nails and nail enhancements are not permitted.
- Makeup must be conservative and appropriate for a work environment. Perfume, cologne, scented lotions and/or aftershave are not permitted due to the potential of allergies of clients and coworkers.
- Male students must be clean-shaven. If a student has a beard or moustache, it must be neat and trimmed.

### 4. Jewelry

- No facial, body jewelry or body art is allowed in the classroom, lab or clinical settings. This includes, but is not limited to, tattoos, nose rings, eyebrow rings or bars, gauges, labret jewelry, cheek rings, tongue rings/studs or lip rings, and earrings located outside of earlobes.
- Rings are a potential site for harboring microorganisms; a wedding or engagement ring is permitted, except in areas such as the operating room, delivery room and newborn nursery. No other jewelry should be worn in the clinical area.
- Rings with large stones can present a safety hazard for the student and/or client; thus, it is imperative to remove these prior to coming to the clinical area.

## **5. Other Issues**

- Clogs, open-toe, flip-flops and open-heeled shoes or sandals are not permitted in the classroom, lab or clinical areas.
- Hats, caps, and other clothing or accessory items that are not part of the nursing program's uniform are not permitted in the classroom, lab or clinical setting.
- Students represent the school and the profession of nursing while in the clinical area. Inadequate grooming and/or not adhering to the uniform requirements can reflect badly on both the student and the College.
- Smoking at a clinical site while in uniform, or while at the site for a school activity, is not permitted at any time.
- Students are to remain in full uniform until they leave the grounds of the facility.
- Undergarments shall not be visible through the uniform.
- Cameras of any nature are not allowed in the classroom, skills laboratory, or in the clinical areas without prior authorization by the instructor at the site liaison. Cell phones are not to be used while in any of these settings. A student may use his/her smart phone to search for school-related information only with the approval of the instructor and/or site liaison.

Failure to maintain the clinical dress policy will result in dismissal from the clinical site by the faculty member. The clinical dress policy is subject to change based on the requirements of the clinical sites. Students will be informed if adjustments need to be made. Missed time from clinical rotations must be made up as per the discretion of the clinical instructor; a fee of \$55 per hour may apply.

### **Clinical Grading**

Clinical experience will be evaluated through faculty observation, verbal communication with the student, written work and agency staff reports using the Clinical Evaluation Form. Evaluations will be based on achievement of course and program objectives using the Clinical Evaluation Form. All areas are to be rated. A rating of "Pass" represents satisfactory performance and a rating of "Fail" represents unsatisfactory performance. The student must achieve a rating of "Pass" in each area by the completion of the course in order to achieve a passing grade for the course. A rating of "Fail" in any of the clinical areas at the end of the course will constitute a failure for the course.

### **Evaluation Conferences**

Faculty will hold evaluation conferences with the student at midterm and at the end of each course as well as at any other time as needed. If a clinical rotation consists of five (5) weeks or less, a formal midterm evaluation may be waived. Final evaluation conferences with the faculty are mandatory and will be held during the last week of each clinical rotation. A student may request additional conferences at any time by contacting the clinical faculty.

### **Clinical Orientation**

Prior to client contact in the clinical facilities, students will participate in an orientation program to include, but not be limited to:

- Health care facility policies and procedures/student passport
- Health care facility documentation procedures
- HIPAA training
- Tour of the facility
- Specific orientation requirements of the individual facility
- Emergency codes
- Telephone and paging procedures
- Specific infection control and hazardous waste procedures

The instructor will also review nursing program procedures and objectives related to the clinical area, including but not limited to:

- Review of clinical evaluation forms
- Level of performance expected for a satisfactory evaluation
- Specific needs for skills check-off
- Instructor contact information and procedure for reporting absences and late arrivals
- Obtaining student contact information

### **Exposure Incident**

Azure College's School of Nursing strives to maintain a safe learning environment for its students. Because of the inherent risk involved with certain aspects of the nursing program, it is impossible to prevent all accidents that might result in a student being exposed to potentially dangerous body fluids. Azure College's School of Nursing adheres to the procedures outlined in the Exposure Incident Policy (Appendix C) and Exposure Incident Procedure (Appendix D).

### **Standards of Student Clinical Conduct and Student Accountability**

Nursing students are held to the same standards of care as those applicable to the graduate nurse. Standards of practice are developed by state legislation and by professional organizations, which serve as guidelines in maintaining quality practice. Every client has the right to expect safe competent care, even when such care is provided by a student as part of clinical training.

The instructor will be the ultimate authority to judge student performance in the clinical setting. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, clinical performance and client safety.

A student may be refused access to any clinical facility for infractions of facility rules and regulations. A student involved in an adverse occurrence, which causes or has the potential of causing serious harm to another (client, staff, visitor, other student, etc.), may be administratively withdrawn from the program.

The Florida Board of Nursing requires nursing professionals to be fully accountable for their clinical decisions and actions. Each nursing student is legally accountable to the level of her/his preparation and functions under the supervision of a registered nurse. Accountability is the quality or state of being responsible and answerable for one's own decisions, actions and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the wellbeing of clients entrusted to their care and are accountable to their clients and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner.

For Azure College nursing students, accountability means that the student will be, at all times, willing to learn and practice nursing with commitment and with personal integrity. It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice. In nursing, the common goal is to provide the highest quality of care to all individuals entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

- Sharing ideas, learning experiences and knowledge
- Upholding the philosophies and policies of the college, the nursing program, the clinical agencies within which the student practices, and the Florida Board of Nursing
- Maintaining the highest ideals, morals, personal integrity and ethics possible
- Making a commitment to being fully accountable for her/his academic and clinical decisions, actions and behaviors.

In being dedicated and committed to practicing the principles of accountability, Azure College nursing students can have the personal and professional satisfaction of knowing that she/he is doing everything possible to promote trustworthiness in both conduct and actions.

### **Safe Clinical Practice**

All students enrolled in the Azure College School of Nursing are required to practice clinically in accordance with the established School of Nursing Standards of Safe Clinical Practice. Students are required to sign the *Student Handbook Signature Page*, which includes the Safe Clinical Practice Policy. A copy of the signed statement will be kept in the student's academic file. Failure to abide by these standards will result in disciplinary action as described in the following process. In all clinical situations, the student is expected to practice with responsibility and accountability as a registered nursing student.

Safe clinical performance always includes, but is not limited to, the following behaviors; therefore, the student is expected to at minimum:

- Be prepared for clinical assignments.
- Practice within boundaries of the nursing student role.
- Consider all client/family information as strictly confidential, i.e., follow HIPAA regulations. Such information shall not be discussed with anyone except instructors and significant hospital personnel. Submit reports on clients to instructors using client initials only, never the client's full name.
- Remove the name of the client from copies of documents used in conjunction with learning activities.
- Promptly report significant client information and nursing actions taken in a clear, accurate and complete verbal or written manner to the appropriate person(s).
- Consult with the instructor if the student believes that circumstances regarding the client will interfere with giving effective care (e.g., personal friend, family member).
- Maintain a professional attitude at all times when caring for clients.
- Communicate any criticism of an agency, an individual, or an instructor to the Nursing Program Administrator, and refrain from critical discussion outside the school or with other students.
- Be honest at all times. Cheating is not tolerated. Dishonesty in the classroom, lab, or clinical area jeopardizes client safety and is subject to termination from the nursing program.
- Be responsible for his/her own learning and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing an instructor's time.
- Conduct himself/herself at all times in a professional manner.
- Seek necessary client referral (with instructor approval) to help solve client's social problems.

In addition to following the college rules and regulations, Azure College nursing students, are also expected to comply with policies and procedures of the following:

- PN, ASN and/or RN to BSN program(s)
- Course syllabus
- Agency in which the clinical experience is occurring
- Nursing Standards of Practice established by the State Board of Nursing

### **Unsafe Clinical Practice**

Unsafe clinical practice is defined as unsafe behavior consisting of actions that do not demonstrate the minimum behaviors described as safe clinical performance. This may occur as a single event

of serious nature or as a pattern of behaviors involving unacceptable risk. Unsafe clinical practice may result in one or more of the following:

- An immediate verbal warning on the day of the incident shall be given to the student by the faculty member who identified the incident resulting in violation of the standards.
- At the discretion of the faculty member who identified the violation, the student may be dismissed from the clinical setting or fail the course according to criteria in the course syllabus.

In the event of disciplinary action related to unsafe clinical practice:

- The student has a right to consult with his/her student success coordinator, nursing program administrator, and/or the appeals committee regarding any violation of the Standards of Safe Clinical Practice.
- The incident and recommendation for follow-up remediation shall be documented by the faculty member on the *Violation of Standards of Safe Clinical Practice Incident Report Form*. This form must be given to the student no later than prior to the beginning of the next day of clinical experience.
- The form shall be reviewed with the student by the faculty member, at which time the student should complete and submit the *Violation of Standards of Safe Clinical Practice Student Follow-Up Report*. The student shall receive a copy of both forms.
- The *Violation of Standards of Safe Clinical Practice Incident Report Form*, along with the student's response, will then be forwarded to the nursing program administrator for review within 24 hours following distribution to the student. Further action may be taken at the discretion of the nursing program administrator. Repeated student violations of standards may warrant dismissal from the program.
- It is the student's responsibility to complete and submit the *Violation of Standards of Safe Clinical Practice Student Follow-Up Report* to the faculty member who issued the violation following the time frame indicated on the incident report form. The report should include a response to the *Violation of Standards of Safe Clinical Practice Incident Report*, including any follow-up activities completed based on faculty recommendations. The signed copies of the reports will be placed in the student's academic file.

### **Critical Behaviors**

Consistent performance of certain behaviors is deemed critical in the clinical setting. Failure to consistently perform any ONE of the critical behaviors, or a pattern of inconsistent performance of critical behaviors, will result in an unsatisfactory grade in clinical, and thus a grade of "F" in the course. The critical behaviors are listed below and correlate with Azure College's School of Nursing Program Terminal Outcomes listed in this handbook. The nursing student will:

- Show evidence of preparation for the clinical experience.
- Calculate medications correctly.
- Administer medications correctly.
- Maintain medical and surgical asepsis.
- Perform psychomotor skills at expected competency level.
- Adhere to agency guidelines.
- Give accurate reports in the clinical setting.
- Recognize hazards and take appropriate action.
- Demonstrate respect for the rights, dignity and individuality of all persons, including but not limited to maintaining confidentiality consistent with HIPAA regulations, providing privacy and avoiding stereotyping.
- Establish therapeutic relationships with clients.
- Make nursing decisions that are within ethical-legal parameters and consistent with HIPAA regulations.
- Demonstrate responsibility and accountability at a level consistent with the expected knowledge base.
- Utilize the nursing process at a level consistent with the expected knowledge base.

- Modify behaviors in response to guidance and increasing knowledge base.

### **Clinical/Skills Lab Absences**

Students must be on time to all clinical site/skills labs. Lateness is disruptive to the other students and will not be tolerated. All clinical instructors will distribute their contact information to students at the beginning of the clinical rotation. It is the student's responsibility to contact the instructor prior to the beginning of clinical to inform him or her of an absence. Late students must report to the clinical instructor and the clinical instructor, at his or her discretion, may decide to send the student home. In cases like this, the student will be marked as absent for that day's clinical experience. When a student nurse is absent from the clinical site or skills lab, important skills related to client care are missed. Therefore, if a student is absent from a lab or clinical experience it may affect their clinical performance, which may lead to dismissal from the program. The student may have 20 points deducted from the final clinical evaluation if there are any absences associated with the clinical rotation. All clinical and skills lab experiences must be made up. These make up experiences may take place on weekends or over breaks, based on site and instructor availability.

A student who will be absent from the clinical area must call the clinical site, school and the clinical instructor to notify each of the absence no later than one hour prior to the scheduled clinical time. The student must advise the clinical site and the school of his/her name, the instructor's name, the class/course, and the reason for the absence. Documentation supporting the reason for the absence should be submitted on the first day back on campus or at the clinical site.

### **No Call/No Show for Clinical/Skills Lab**

A student who is absent from clinical and/or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal and written warning. A second no call/no show from clinical and/or lab instruction will result in academic probation and may result in course dismissal unless there are significant and documented extenuating circumstances.

### **Make-Up Activities for Skills Lab/Clinical**

The following activities are available, upon the discretion of the nursing program administrator and the instructor, for make-up of absences in clinical or lab:

- Supervised clinical experiences
- Supervised skill lab/simulations
- Computer simulated client activities/virtual clinical excursions
- Case Studies
- Instructor assignments

In addition to the activities listed above, the following may also be used for make-up, including but not limited to:

- Community health fairs
- Educational programs/lectures
- Nursing Program Administrator-approved independent study
- 

*Note: Make-up activities will be approved based on availability of clinical facility and instructor.*

### **Skills Lab Activities**

The skills lab provides an opportunity for the student to practice key skills for the clinical area, giving the student more confidence to perform these skills when working with clients. Practice sometimes involves working with other students and/or instructors who pose as clients. Students are to exhibit the same professional behaviors when treating fellow student/clients as they would when caring for facility clients.

Many procedures are practiced in the skills lab; however, based on Florida Board of Nursing regulations, Azure College does not allow students to practice any invasive procedures, including, but not limited, to giving injections on each other or faculty members while on campus property or during off-campus school activities. Students will practice injections using mannequins/practice arms or other learning tools designated by the instructor. Other learning media (e.g., videos, written materials, CDs) may be used to reinforce the procedures to prepare students for clinical rotations where they will be expected to carry out the actual procedure on clients.

Students are required to complete and pass all Skills Lab assignments, which are mandatory for each course's activities.

Students must report to the skills lab prior to the scheduled start time so the sessions can start on time and learning is not disrupted. The student must notify the school as soon as possible if lateness or absence is anticipated.

### **Student Health**

During the course of the program, it is the student's responsibility to inform the nursing program administrator of any changes in health status that could affect his or her ability to meet objectives in the clinical area (this includes pregnancy). Students with upper respiratory symptoms, open, draining wounds, cold sores, fever, or other signs of contagious disease will not be allowed in the clinical area. Students who are on crutches, in a cast, using orthopedic supports, splints, wheelchairs, sensory aides, or other ambulatory assistance devices will be assessed on an individual basis for student and client safety and clinical agency accommodations/regulations. A Health Care Provider's clearance may be required for the student to return to the clinical area. Inability to meet clinical objectives due to health reasons may require withdrawal from the class. Azure College does not provide health care services.

Students with the following conditions must present written medical clearance from the student's health care provider to participate in full clinical activity:

- Pregnancy
- Injuries
- Obvious physical limitations
- Surgery
- Illness necessitating more than two consecutive missed clinical days

The written clearance must be given to both the clinical instructor and the nursing program administrator.

### **Infectious Disease**

Nursing students care for a wide variety of clients with both known and unknown diseases. This implies a certain risk to the nursing student as a provider of health care. This risk can be decreased by strict adherence to accepted infection control guidelines. These guidelines include standard precautions, the basic principles of medical/surgical asepsis, health care facility infection control policies, and maintenance of individual personal health by the student through basic health and immunization practices.

Any student with a known medical condition which may pose a risk to the client, or who is placed at risk by caring for clients who have infectious diseases, should discuss the risk with his/her primary healthcare provider and the nursing program administrator to clarify student and college responsibilities and requirements.

Students who have a health issue must inform the nursing program administrator of the condition. A student with an infectious disease, including HIV/AIDS, who is symptomatic, must not be involved in direct client care. Written clearance for the student to return to direct client care must be obtained from the student's primary healthcare provider. This written clearance must be

presented to the student success coordinator or nursing program administrator before the student can return to the clinical setting. Any student who has been exposed, or potentially exposed, to an infectious disease during client care must report the exposure immediately to the clinical instructor.

### **Clinical Sites**

An important part of the PN, ASN and RN to BSN programs is the clinical component. The Florida Board of Nursing has set an instructor student ratio of 1 to 12 in the clinical area and 1 to 18 in the skills lab, which is maintained by the nursing program.

Clinical assignments are made according to the educational needs of the student; assignments cannot be changed to accommodate ride-sharing or personal preference. If transportation is a problem, the student will provide such information in writing to the nursing program administrator for evaluation. The nursing program administrator has the discretion to make appropriate clinical assignments according to the educational needs of the student. Clinical sites will vary and will be based upon availability of the site and the clinical experiences required.

Occasionally, changes must be made to the clinical schedule due to unforeseen circumstances. These changes will be kept to a minimum, and students will be advised of these changes as they occur.

### **Student Code of Conduct and Standards of Professional Conduct**

The faculty of Azure College School of Nursing believes that standards of professional conduct are an inherent part of professional socialization and expect faculty and students enrolled in the nursing program to adhere to the standards set by professional nursing organizations, e.g., the ANA and the Florida Nurse Practice Act. The nursing program faculty uses *Nursing: Scope and Standards of Practice* (ANA, 2010) as a guideline for cultivating professional behavior in the students. The use of abusive language or disruptive behavior directed toward peers, staff, faculty, or hospital personnel will not be tolerated. Such behavior is inconsistent with professional standards and inappropriate for students aspiring to a career in nursing. Any student violating the Standards of Professional Conduct will be counseled and referred appropriately according to the college student handbook and the college catalog. The instructor will complete a Student Advisement Form describing the behavior and documenting corrective actions taken.

The student code of conduct includes:

- ❖ *Confidentiality*: Respects the privacy of clients and respects privileged information. Strictly adheres to HIPAA regulations.
- ❖ *Accountability*: Is answerable for one's own actions; answers to self, the client, the instructor, the profession and the institution.
- ❖ *Responsibility*: Executes duties associated with the nurse's particular role.
- ❖ *Agency Policies and Procedures*: Reads and adheres to the agency policies and procedures.
- ❖ *Honesty*: Practices fairness and straight forwardness of conduct, displays moral excellence and truthfulness. Practices academic integrity by refraining from plagiarism, cheating, or any form of dishonesty in the learning environment.
- ❖ *Punctuality*: Is on time for all classroom, lab, and clinical assignments.
- ❖ *Dependability*: Is trustworthy and reliable.
- ❖ *Respect*: Treats others with consideration and courtesy.
- ❖ *Professional Appearance*: Adheres to established dress code in all clinical and professional activities.
- ❖ *Ethical*: Adheres to the Code of Ethics for Nurses with Interpretive Statements (2015). The document is under copyright and can be viewed at: <http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>.
- ❖ *Legal*: Operates within the standards of care related to the student nurse role as outlined by the Florida Nurse Practice Act (2007) which can be viewed at: <https://phsc.edu/sites/default/files/program/files/Nurse-Practice-Act.pdf>.

- ❖ *Safety*: Prevents or minimizes risks for physical, psychological, and emotional jeopardy, injury, or damage.
- ❖ *Civility*: All students in the Azure College School of Nursing are expected to contribute to a positive learning environment. A student in one of the nursing programs is expected to be reflective, courteous, respectful and empathetic to classmates, instructors and other college staff assisting in the learning experience. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized activities on College premises is not tolerated.

### **Classroom Behavior**

It is the responsibility of both students and faculty to facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on student behaviors to ensure that classroom interactions facilitate learning and are not disruptive to fellow students. The following behaviors are considered disruptive to the educational process.

1. Persistent speaking—students who carry on private conversations amongst themselves.
2. Grandstanding—students whose behavior or comments distract the class from the subject matter. Students who continually make irrelevant comments or attempt to capture the attention of their peers even though it may be annoying to other students in the class.
3. Excessive lateness—students who disrupt the learning environment by repeatedly coming in late to class.
4. Texting, cell phones, passing notes, or disruptive exits from the classroom.
5. Disrespect toward faculty/staff including students who devalue the faculty's/staff's authority, judgment, or expertise, students who refuse to comply with faculty/staff directions, and students who make personal insults or derogatory statements directed toward faculty/staff.
6. Hostile behavior—students who are confrontational, openly hostile, or argumentative with faculty/staff or classmates.
7. Verbal or Physical Threats—students who verbally or physically threaten a classmate or faculty/staff member.

If a student behaves in any of the above-mentioned manners, the faculty member may respond in one of the following ways: 1) verbal warning; 2) probationary contract; 3) dismissal from the program. All incidences must be documented. If students disagree with the actions taken by the faculty/staff member, they may follow the guidelines stated in the Azure College School of Nursing grievance procedures.

### **Additional Conduct Requirements for School of Nursing**

1. Student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student to the client, and the client's response to that care.
1. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
2. A student shall not falsify any client record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents, time records, reports, and other documents related to billing for nursing services.
3. A student shall implement measures to promote a safe environment for each client.
4. A student shall delineate, establish, and maintain professional boundaries with each client.
5. A student shall provide privacy, as appropriate, whenever providing nursing care to a client.

6. A student shall treat each client with courtesy, respect, and dignity, fully recognizing the client's individuality.
7. A student shall consistently use universal blood and body fluid precautions/standard precautions.
8. A student shall not:
  - a) Engage in behavior that causes or may cause undue physical, verbal, mental, or emotional distress to a client;
  - b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, and/or emotional abuse.
- 11- A student shall not misappropriate a client's property or:
  - a) Engage in behavior to seek or obtain personal gain at the client's expense;
  - b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships. (For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.)
- 12- A student shall not:
  - a) Engage in sexual conduct with a client;
  - b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
  - d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client. (For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.)
- 13- A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, alcohol or other chemical substances, whether legal or illegal, to an extent that impairs ability to practice.
- 14- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- 15- A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- 16- A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or documentation to the nursing program, its faculty or preceptors, or to the board.

## **Sexual Harassment**

Title IX of the Education Amendments of 1972 prohibits discrimination in any education program or activity receiving financial assistance because of individual's sex. In accordance with Title IX, Azure College School of Nursing has a strict policy prohibiting discrimination based on race, color, religion, national origin, age, disability, marital status and sex. This policy includes a prohibition against sexual harassment. Each and every incident of discrimination or harassment, including sexual harassment, should be reported to the Student Success Coordinator in accordance with this policy.

### **1. Prohibition Against Harassment**

- a. Discrimination or harassment, including sexual harassment of any member of the student body by anyone, including another member of the student body, will not be tolerated.

- b. If a member of the student body believes that he or she has been discriminated against or harassed, the student should immediately report such conduct in accordance with this policy.
2. **Sexual harassment is defined generally as including unwelcome sexual advances, request of sexual favors and other verbal or physical conduct of a sexual nature when:**
  - a. Submission to such conduct is either an explicit or implicit term or condition of an individual's education;
  - b. A student reaction to the conduct is used as a basis for making academic decisions affecting that student; or
  - c. The conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive environment.
3. **Reporting of sexual, verbal and physical abuse of patients or family members is mandated by law for all health care providers.** Omission of such reporting can result in legal and/or professional penalties. Report an incident of sexual, verbal and/or physical harassment or abuse, whether carried out by an employee, another student, or any third party, to one of the following persons:
  - a. Instructor
  - b. Student Success Coordinator
  - c. Nursing Program Administrator
  - d. Clinical Coordinator
  - e. Campus Director/President
  - f.
4. If the student feels that he or she cannot report an incident of sexual harassment to one of the persons listed above because that person has caused the incident(s), acquiesced to the incident(s), or otherwise reasonably believes that the person will not address the incident(s), the student should report the incident(s) to one of the other persons. Each person to whom a report may be made has the responsibility and authority to investigate and act on the report regardless as to who is the accused harasser.
5. The person to whom the incident of sexual harassment is reported, as well as the nursing program administrator (unless he or she is the one accused of the harassing conduct) shall have the authority to investigate the charges of sexual harassment. Hereafter, the persons conducting the investigation will be referred to as the Investigators. The Investigators may ask the charging party to provide the Investigators with a written statement of the actions or activities which are being reported. The Investigators may also ask the charging party to present any witnesses or evidence which the charging party has regarding the harassing conduct. The Investigators will strive to complete the investigations within 10 days of the complaint. However, in the event that the investigation of the complaint is complex, or the nature of the harassment is severe or widespread, then the 10-day period may be extended at the discretion of the Investigators.
6. The nursing program administrator and/or the College's administrative team may take action, as it deems appropriate, in order to prevent the recurrence of any sexual harassment or to correct the effects on the charging party and others. The action taken by the College may include subjecting the harassing party to disciplinary action up to and including termination of employment or dismissal from the nursing program.
7. Azure College School of Nursing staff and faculty will not tolerate retaliation against any student who complains of sexual harassment or who provides, in good faith, information in connection with any complaint or investigation. Any employee who retaliates against

any student in violation of this policy will be subjected to disciplinary action up to and including termination, and any student who retaliates against another student in violation of this policy will be subjected to disciplinary action up to and including dismissal from the nursing program.

### **Zero Tolerance Policy**

The nursing programs have a zero-tolerance policy for the following behaviors:

1. Cheating
2. Disrespectful attitude toward the college administration, staff, faculty and fellow students
3. Unauthorized use, distribution, or possession for purposes of distribution of any alcohol, prescription drugs, controlled substances, or illegal drugs on the campus or at a clinical site.
4. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
5. Intentionally or recklessly causing physical or psychological harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm, or acts of disrespect.

Any student enrolled in one of the nursing programs engaging in any of the conduct noted above is subject to immediate dismissal from the program and/or to disciplinary action as described in the Azure College Catalog.

In addition, students may be dismissed from the Azure College Nursing program for the following:

1. Charged with a felony or misdemeanor while enrolled in the program.
2. Under investigation by the Florida State Board of Nursing, or any other governmental agency.
3. Failure to notify the nursing program administrator and to provide details (e.g., copies of citations, Board of Nursing complaints, or any other related documents) of any investigation and/or pending disciplinary action either by the Board of Nursing or by a legal agency

**Students must immediately notify the Nursing program director if they are being investigated by the Board of Nursing or any other governmental agency and if charged and/or arrested for any illegal activity.**

### **Smoking/Eating**

Nursing students are not permitted to smoke within 25 feet of the school building. When in the clinical site, students will not be permitted to smoke or chew gum. Eating is not permitted in any classroom equipped with computers; bottled beverages with a secure cap are allowed. No eating or drinking, other than capped bottled water, is permitted in any of the labs.

### **Drug Screen Procedure**

All students participating in the nursing programs will be required to complete a preclinical drug screening. Students are advised they may be required to complete additional drug screenings during the nursing program.

### **Drug and Alcohol Abuse Policy**

Azure College has a responsibility to maintain a safe environment for its students as well as to maintain safe conditions for clients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to clients for whom they provide care. The unlawful possession, use, or

sale of legal/illegal drugs, prescription drugs, over the counter drugs and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe client care.

The definition of impairment as related to nursing practice occurs when alcohol, drugs and/or mental illness interferes with the nurse/student nurse's judgment, interpersonal, cognitive and or psychomotor skills thus impairing the nurse's ability to function in a professional role.

The School of Nursing faculty recognizes that:

- Alcoholism, drug abuse and/or mental illness are diseases and should be treated as such.
- Mental illness may be any acute or chronic condition that disrupts the thinking, moods, functioning or feelings. It can also affect the ability to cope with the demands of the nursing program/courses.
- Impairment can also involve the use/abuse of prescription and over-the-counter medications, legal/illegal drugs, alcohol or inhaled substances.
- Health and personal problems involving any or all of these diseases can affect the student's academic and clinical performance, and the impaired student is a danger to self and a serious danger to the clients in the student's care.
- Nursing students with these diseases can be helped to recover.
- It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
- Confidentiality will be exercised when handling the diagnosis and treatment of these diseases.

**The College faculty, students and agency nurses are required to report any suspicious behavior and arrange drug and alcohol testing.**

### **Drug/Alcohol Testing**

Random drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (see above) in the clinical, lab, and/or classroom environment.

Drug testing may be required for any student who demonstrates signs of substance abuse impairment, who has access to and/or direct responsibility for controlled substances, and/or if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the nursing program administrator, or the nursing program administrator's representative.

Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

Noncompliance with requests for drug and alcohol screening from a student who demonstrates signs of substance abuse and/or impairment will be viewed as a violation. The student may be subject to dismissal from the nursing program.

The drug screening collection site will be in a standard collection area laboratory or emergency department, as per agency protocol. Non-acceptable and acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.

The student who is suspected of substance abuse and/or impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor and an agency staff member. All will remain at the collection site until the required specimen(s) is/are obtained. Agency policy will be followed as required.

Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed to drive him/herself home. Arrangements will be made so that the student will be at home after the incident with another individual.**

The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the nursing program administrator and the physician reviewing the results with the student.

Records will be maintained in a separate file by Azure College in a secured area. Requests for information will require a court order or may be released by the student's signed written consent and liability waiver.

Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

Consuming, being in the possession of or under the influence of alcoholic beverages on the college property or clinical site is strictly prohibited. There are no exceptions. Any student who exhibits signs or behaviors of alcoholism, drug abuse, or mental illness will be removed from the classroom, lab, or clinical setting, and the established procedure for assessment and rehabilitation will be followed.

If a student is removed from the classroom, lab, or clinical setting and referred for counseling or rehabilitation for drug, alcohol or mental illness, the student cannot return to class without a written letter from the authorized counselor stating the student is safe to return to class/clinical site. This letter will be submitted to the nursing program administrator to keep on file.

### **Student's Family Responsibilities**

Adult students often have many responsibilities in addition to school. It is important to have a contingency plan in place prior to starting classes. Backup child care providers and transportation may be necessary and part of the student's contingency plan. Absences related to family responsibilities and transportation issues are not excused, and time and competencies must be made-up as with any other absences.

### **Transportation**

The College does not provide transportation. Some clinical experiences require the student to travel in a multi county area up to 150 miles each way. Students are responsible for providing their own transportation to all clinical experiences.

### **Financial Issues**

Students who desire information about financial aid should contact the Student Finance Office (Ft. Lauderdale Campus) or the Financial Liaison (Sebring Campus).

### **Housing**

The College does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Success Coordinator.

### **Outside Employment**

It is the student's responsibility to set his/her priorities regarding employment and class schedules.

### **Nursing Pin**

The Azure College School of Nursing pin is worn by nursing graduates of the nursing programs as a proud testimony of their achievements. This pin can be purchased in advance of graduation and is the only officially approved Azure College School of Nursing pin that can be worn at

graduation. Information about purchasing the Azure College School of Nursing pin can be obtained from the Student Services office.

## **GRADUATION REQUIREMENTS**

In order to graduate from Azure College and to participate in commencement exercises, students must meet the following requirements:

1. Complete all courses and related coursework as stated in the catalog and/or addenda satisfactorily, with an overall grade point average (GPA) of 2.0 ("C") or higher.
2. Obtain clearance signatures from Financial Services, the Bursar, Library, Student Services and Program Administrator after completing any necessary exit interviews.
3. Meet with the Director of Career Services or with a Student Success Coordinator to schedule and complete an exit interview.
4. All financial obligations to the College must be met prior to participating in commencement exercises, receiving the degree/diploma, and requesting any official transcripts.
5. Attend a graduation seminar at the beginning of the last quarter of classes prior to graduation.
6. Complete NCLEX Readiness 1 and NCLEX Readiness 2 requirements

## **LICENSURE INFORMATION**

### **Licensed Practical Nurse or Registered Nurse Licensure**

Upon graduation from the Azure College PN or ASN program, the student will have learned the tools to achieve the standards of competent performance as set forth by the Florida Board of Nursing. The student will also be eligible to apply to take the National Council Licensure Examination (NCLEX-RN or NCLEX-PN).

Successful completion of the exam qualifies the graduate to seek employment as a licensed practical nurse or as a registered nurse and to use the title of licensed practical nurse (LPN) or registered nurse (RN), respectively. Although a candidate who has graduated from a state-approved nursing school may take these examinations in any state, Azure College's policy is to submit an application for examination only to the Florida Board of Nursing, due to the varying requirements of individual states.

*Note: If a Nurse applicant has ever been convicted of a felony or misdemeanor there will be an investigation to determine if the candidate meets the standards required to sit for the licensure examination.*

### **Application**

1. After passing NCLEX Readiness 1 and upon enrolling in NCLEX Readiness 2, the school will provide the student with an application packet for the NCLEX exam. (The application is the same for the NCLEX-RN and the NCLEX-PN.)
2. The student will complete the application with his/her information. The application **must** be typed rather than handwritten.
3. The Corporate Dean of Nursing will sign the Azure College School of Nursing Certification and submit the required forms to the Florida Board of Nursing.

### **Review of Application**

1. According to the Florida Board of Nursing (FBON, 2017), "there is no set timeframe for approval of an application. We process applications in date order received. Applications are processed as quickly as possible, but timeframes vary based on the number of applications received and on the length of time it takes to receive all necessary documentation." After the

FBON has reviewed the application, the student will be sent either an eligibility letter to take the examination or a letter requesting additional information/documentation. It is the student's responsibility to submit any additional information requested by the FBON. If assistance with obtaining the information is required, the student may contact the Student Services Department.

2. No application is complete until all required documentation and fees are received. Applications are reviewed in order of the validation date. Every question on the application must be answered. Candidates must include all misdemeanors and felonies, even if adjudication was withheld. The Board of Nursing will deny an application if the candidate is found to have provided false information on the application.
3. Upon receipt of the letter from the FBON verifying eligibility to test, the student must register on the Pearson Vue website (<https://home.pearsonvue.com/>). Once the candidate has successfully registered for the NCLEX-RN through Pearson Vue, he/she should contact the Student Services Department for further instructions. Upon FBON approval to test, completion of Pearson Vue registration, and payment of appropriate fees, the candidate will receive an ATT (Authorization to Test) which enables the candidate to schedule a day and time to take the exam at one of the designated test sites.

### **Licensure Fees**

Licensure fees are charged by Pearson Vue for administering the NCLEX-RN, and fees are also charged by the Board of Nursing to review and approve the application for examination and the test results, as well as to issue the nursing license. These fees for students to take the NCLEX examination are a part of required Azure College fees and will be submitted by Azure College to the FBON and to Pearson Vue for the first examination attempt. Graduates who elect to take the licensure examination in another state are responsible to know and comply with the state's requirements as well as submit the application and pay the licensure fees themselves.

### **Degree Granting**

Azure College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diploma, associate and baccalaureate degrees. ABHES is listed as a nationally recognized accrediting agency by the United States Department of Education (DoED) and is recognized by the Council for Higher Education Accreditation (CHEA). ABHES is located at 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043. Upon successful completion of all course requirements and passing the NCLEX exam and graduation from the nursing degree-granting program the graduate will receive the degree of Associate of Science (ASN) in Nursing or Bachelor of Science in Nursing (BSN).

## **APPENDICES**

### **Appendix A: Course Descriptions and Program Outline**

See the College Catalog.

## Appendix B: Background Check, CPR, Health Requirements

### Background Checks

Allied health and nursing programs that use the Joint Commission (JC) accredited facilities for student clinical experience/externships are required to comply with JC standards. Students enrolling in the nursing programs must pass a criminal background check, which will include:

1. Fingerprinting
2. Level 2 criminal court searches
3. Two name searches (up to two married names)
4. One social security trace (address trace report)
5. One statewide sex offender search
6. One OIG search (Medicare/Medicaid-related fraud)

The fee for this background check will be covered by the student.

Background checks will not be accepted when a conviction, pending case, or uncompleted deferral/diversion for any crime related to the following offenses have occurred within the last seven years:

|  |                                       |
|--|---------------------------------------|
| Abuse of any form  | Drug paraphernalia                    |
| All drug and alcohol related offenses                                    | Fraud                                 |
| Any crime against person or property                                     | Harassment                            |
| Assault  | Medicare or Medicaid related offenses |
| Battery  | Possession of stolen property         |
| Burglary   | Sex crimes                            |
| Concealed weapons  | Robbery                               |
| Theft/shoplifting/extortion, including convictions for bad check charges |                                       |

If an applicant has an open warrant for a crime that would otherwise be given clearance, the background check screening company will contact the person authorized to make such a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit admittance to the nursing programs, except for international students.

### Cardio-Pulmonary Resuscitation (CPR)

Current certification of the American Heart Association Health Care Provider CPR course must be maintained throughout enrollment in any of the nursing programs. Failure to comply will result in the student not being able to continue and/or complete the clinical course.

### Health Requirements

Two weeks prior to the start of the program, or within thirty (30) days after starting the program, students are required to have a physical examination along with additional requirements and documentation. Failure to comply will result in the student not being able to register for the clinical course and/or continue in the nursing program. These requirements may change or differ per individual facility requirements. Documents turned into the nursing office will not be returned, nor will copies be provided. Please keep copies for your own records.

Students are required to provide:

1. Completed and approved Physical Examination and Medical History Form.
2. Tuberculosis Screening — all students must have an **annual** TB skin test. A chest x-ray will be required if the skin test is positive. If the chest x-ray is negative, repeat x-rays are not needed for two years, unless indicated by symptoms that could be attributed to tuberculosis that are stated on the required annual screening questionnaire.

**NOTE:** *In the interest of time, have the TB (Mantoux) test done first before receiving either the rubella or rubeola vaccine, since it is necessary to wait 6 weeks to receive the Mantoux test after receiving a live virus vaccine.*

3. **Hepatitis B** — The hepatitis B vaccination is a series of three, spaced individual vaccinations. The second vaccination must be completed one month after the first vaccination. The third vaccination must be completed six months after the first vaccination. If time does not permit the completion of the series prior to the first nursing course, the first vaccination must be documented. Progress towards completion of the series must be documented prior to additional course registrations.

4. **Rubella** (German Measles) - Documentation of vaccination or positive immune titer is required.

5.

**NOTE:** *If the MMR (Measles, Mumps and Rubella) vaccination is required, it should only be given after the TB skin test.*

6. **Rubeola** - Documentation of vaccination or positive immune titer is required.

**NOTE:** *If the MMR (Measles, Mumps and Rubella) vaccination is required, it should only be given after the TB skin test.*

7. **Tdap** – Documentation of vaccination **as an adult**, or positive immune titer, is required.

8. **Influenza** – Documentation of annual influenza vaccination prior to November 1 of the current year is recommended and may be required by some clinical site facilities.

**Tetanus** — Tetanus booster every 10 years is recommended.

**NOTE:** *If the student has received the Tdap, the tetanus vaccine is included.*

## Appendix C: Nursing Programs Technical Standards

Technical Standards are defined by the Azure College Nursing Faculty as the functional abilities determined to be essential to the practice of nursing.

The purpose of this document is to notify prospective and current nursing students of these technical standards to enable them to make an informed decision regarding enrollment and continued participation in the nursing program at Azure College.

The delivery of safe, effective nursing care requires that students be able to perform functions related to the Technical Standards. The inability of a student to perform these functions may result in the student being unable to meet course objectives and to progress in the nursing program. Additionally, if a student is unable to perform these required functions, the student may pose a risk of harm to the patient(s) for whom care is provided.

The following chart outlines the Technical Standards and the related functions required by the Azure College School of Nursing:

|       |   |   |
|-------|---|---|
| Motor | The student will have sufficient:<br>Strength, mobility, flexibility, and coordination necessary to perform client care activities and emergency procedures.<br><br>Gross and fine motor skills necessary to perform clinical skills and techniques safely and effectively. | Push, pull, lift, or support 35 pounds utilizing safe and proper body mechanics.<br>Stand, bend, walk, and/or sit for up to 7-12 hours.<br>Move, position, turn, transfer clients; sometimes in confined spaces.<br>Control a fall by slowly lowering client to the floor.<br>Twist, bend, reach, stoop, climb on stool or stairs, stand and move quickly.<br>Squeeze, grasp, and manipulate small objects with hands, wrists, and fingers such as syringes, vials, vials, and medication packages.<br>Operate equipment such as computers and various medical devices. |
|-------|---|---|

|                       |  |  |
|-----------------------|--|--|
| Sensory               | <p>The student will have sufficient function to:</p> <p>See<br/>Hear<br/>Touch<br/>Smell</p>   | <p>VISION<br/>Accurately read recording equipment and measurement devices used in patient care.<br/>Accurately observe a patient in a room from a distance of 20 feet away.</p> <p>HEARING<br/>Detect sounds related to bodily functions using a stethoscope.<br/>Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call lights.<br/>Effectively hear to communicate with others.</p> <p>TOUCH<br/>Detect unsafe temperature levels in heat-producing devices.<br/>Feel vibrations such as an arterial pulse.</p> <p>SMELL<br/>Detect foul odors of bodily fluids or spoiled foods.</p> <p>MULTI-SENSORY<br/>Detect pain, pressure, swelling, temperature, position, equilibrium and movement.<br/>Detect changes in skin color, condition or temperature.<br/>Detect a fire.<br/>Prepare the correct quantity of medication in a syringe.</p> |
| Communication         | <p>The student will have adequate ability to:</p> <p>Read, write, interpret, comprehend, and legibly document in multiple formats using standard English.<br/>Recognize, interpret, and respond to nonverbal behavior of self and others<br/>Accurately elicit information</p>   | <p>Chart data electronically and in writing<br/>Read and comprehend printed policy and procedure manuals<br/>Explain health conditions, diagnostic and treatment procedures and initiate health teaching<br/>Convey information accurately, logically, and professionally.<br/>Interview clients and others for health information<br/>Report changes in client status to other members of the health team</p>   |
| Professional Behavior | <p>The student will demonstrate the appropriate behavior(s) to:</p> <p>Establish effective, compassionate relationships with clients, families, staff and colleagues with varied socioeconomic, emotional, cultural and intellectual backgrounds.<br/>Accept accountability and responsibility for one's actions.<br/>Effectively work independently and in team situations.</p> | <p>Maintain confidentiality.<br/>Acknowledge and report medication errors and patient care incidents.<br/>Adhere to attendance, dress code, abuse protocols and other policies and standards of conduct.<br/>Establish priorities in providing client care.<br/>Follow patient safety protocols and interventions.<br/>Perform skills that involve needles, hygiene, and exposure to blood and other bodily fluids.</p>  |

|  |   |  |
|--|---|--|
|  | <p>Comply with the ethical and legal standards of the nursing profession and the policies of the nursing program.</p> <p>Respond effectively to criticism.</p> <p>Display integrity, honesty and responsibility.</p> <p>Demonstrate comfort with intimate physical care of clients.</p> |  |
| Critical Thinking  | <p>The student will have sufficient problem-solving skills to:</p> <p>Make safe, immediate, well-reasoned judgments often in unpredictable situations.</p>  | <p>Use nursing process (scientific method) to plan and implement care.</p> <p>Develop written and oral care plans to meet clients health needs.</p> <p>Prioritize care to safely meet client needs.</p> <p>Respect differing views, choices, and autonomy of others.</p> <p>Calculate medication administration to meet specific clients' needs.</p> <p>Make appropriate decisions based on knowledge, client data, nursing knowledge and standards.</p> <p>Identify and correct unsafe situations.</p> <p>Recall, collect, analyze, synthesize and integrate information from a variety of sources.</p> <p>Adapt ideas and resources to meet changing and often unpredictable client needs.</p> |
| Emotional, Psychological, Mental Stability   | <p>The student will display:</p> <p>Effective and empathetic behaviors under stressful and rapidly changing situations while interacting with diverse individuals and groups.</p>   | <p>Examine and modify own behavior(s) and attitude(s) and accept constructive criticism as warranted.</p> <p>Demonstrate ability to concentrate and make effective judgments.</p> <p>Demonstrate adaptive behavior.</p>  |
| <p>A prospective student or participant in any of the nursing programs with an approved documented disability can request reasonable accommodations to meet these standards. The College will provide appropriate accommodations but is not required to substantially alter the requirements or nature of the program.</p> |   |  |

# Appendix D: Exposure Incident Policy

Policy: Nursing Program Exposure Incident Policy

Original Draft: 12/11/2010

Revised: 02/02/2014

Reviewed: 1/10/2017

Azure College strives to maintain a safe learning environment for its students, faculty and employees. Because of the inherent risk involved with certain aspects of the allied health programs, it is impossible to prevent all accidents that might result in a student or employee being exposed to potentially dangerous bodily fluids. For this reason, it is imperative that Azure College has in place procedures that minimize the possibility that such an exposure event will result in the contraction of disease, and that these procedures are communicated to all students, faculty and employees.

**Note: Vaccinations may not be administered by any student, college employee or anywhere on college property.**

## Definitions

The following terms and definitions apply to this policy and related procedure:

- Blood – Human blood, human blood components and products made from human blood.
- Blood-Borne Pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis A virus (HAV), Hepatitis B virus (HBV), Hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
  - HAV – Hepatitis A Virus.
  - HBV – Hepatitis B Virus.
  - HCV – Hepatitis C Virus.
  - HIV – Human Immunodeficiency Virus.
- Exposure Incident – a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, chemicals, biohazard or other potentially infectious materials that results from the performance of an employee's or student's duties.

Other Potentially Infectious Materials – Such materials include:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as during an emergency response;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

4. Sharps – A sharp is any device having corners, edges, or projections capable of cutting or piercing the skin. Sharps may be regulated sharps (contaminated with biohazard waste), as well as sharps that pose a safety hazard to the custodians and other personnel. Sharps include:

- Needles
- Needles with syringes
- Needles from vacutainers
- Needles with attached tubing
- Blades (razors, scalpels, etc.)
- Glass ampules

Additionally, broken glassware contaminated with bio hazardous waste and glassware with sharp edges or points contaminated with bio hazardous waste may also be considered sharps including:

- Contaminated Pasteur pipettes
- Contaminated glass slides
- Contaminated broken glassware

**Sharps Container** – A RED container made of rigid plastic so as to be puncture-resistant and labeled with the words "sharps waste" or a biohazard symbol and the word "Biohazard". Sharps containers must be in the laboratory near the area of sharps waste generation and should not be filled past the 2/3 mark. All sharps as defined above (whether contaminated with biohazardous waste or not) are considered sharps and must be disposed in sharps containers and managed as medical waste.

**Standard Precautions** – A method of infection control that defines all body fluids and substances as infectious. This method incorporates not only the fluids and materials covered by the Blood-Borne Pathogens Standard but expands coverage to include all body fluids and substances. The precautions apply to 1) blood; 2) all body fluids, secretions and excretions, except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin; and 4) mucous membranes. Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals. Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to clients' body fluids is anticipated.

#### **Notice to Employees and Students of Procedures**

The nursing program administrator shall be responsible for the posting and regular communication to students and faculty of all procedures regarding what to do in the event of an exposure incident in the classroom or laboratory. These guidelines and directives are contained in the Nursing Exposure Incident Procedures and include:

- General Work Practices
- Proper Use of Sharps Containers
- Proper Use of Personal Protective Equipment
- Student and Faculty Vaccination Procedure
- Exposure Precautions, including Standard Precautions and Needle Stick Injury Prevention
- Protocol in Exposure Incidents Involving Students and Faculty/Staff
- Incident Reporting

#### **Reporting and Recordkeeping**

It is the responsibility of the nursing program administrator to ensure that all accidents, injuries and exposure incidents are reported, investigated and documented according to the procedures detailed in the Nursing Exposure Incident Procedure. The nursing program administrator will maintain a record of the incident and submit the report to the Azure College president for filing in the Campus Incident Binder and reporting to Accreditation and Licensing/Student Relations

and Treasury. Copies of the employee or student's information shall be provided to the employee or student upon request at no cost to the employee/student.

# Appendix E: Exposure Incident Procedure

Policy: Nursing Program Exposure Incident Policy

Original Draft: 12/11/2010

Revised: 02/02/2014

Reviewed: 1/10/2017

## General Work Practices

The following guidelines shall be instituted in all classroom/lab facilities as well as at all clinical or externship sites in order to decrease blood/body fluid, chemical and biohazard exposure to students and staff:

1. Eating, drinking, smoking, applying cosmetics and lip balm and handling contact lenses in any work area where there is a reasonable likelihood of occupational exposure is prohibited. Prior to consumption of food or drink, after handling potentially infectious or hazardous materials, students/employees will remove potentially contaminated personal protective equipment (PPE), wash hands and exit the work area.
2. Food and drink will not be kept in freezers, refrigerators, counter tops, shelves and cabinets where blood, other potentially infectious materials, chemicals, biohazards, or wastes are stored or handled.
3. Procedures which could potentially generate aerosols or other inhalation hazards shall be performed in a manner that will minimize pathogen transmission.
4. Only instructional personnel and students are allowed in the laboratory when class is in session, sharps are in use, or there is any risk of exposure to blood/body fluids, other potentially infectious materials, chemical or biohazards.
5. Laboratories are to be used for lab instruction only and will be locked when instructional staff is not present.

## Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health-care setting, even when the source of infection is not known. Standard Precautions are designed for use with all clients who are present in the health care setting and apply to:

- Blood and all body fluids, except perspiration, whether or not they contain blood
- Broken skin
- Mucous membranes

Standard Precautions are taught in the classroom and required to be used in the lab during any client care practice, lab work, or other setting. The following list of Standard Precautions interventions that are applicable to the educational setting are extracted from the U. S. Center for Disease Control guidelines (2007).. Students and employees are expected to use the following measures to reduce the risk of disease transmission in the classroom/lab setting:

1. Wash hands immediately with soap and water before and after examining clients and after any contact with blood, body fluids and contaminated items whether or not gloves were worn. Soaps containing an antimicrobial agent are recommended.
2. Wear clean, ordinary thin gloves any time there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same client.

Before going to another client, remove gloves promptly and wash hands immediately, and then put on new gloves.

3. Wear a mask, protective eyewear and gown during any client-care activity when splashes or sprays of body fluids are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another client until it has been cleaned, disinfected and sterilized properly. Dispose of non-reusable needles, syringes and other sharp client-care instruments in puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces including counters, sinks, examination tables and lab tables.
6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.

### **Proper use of Sharps Containers**

1. Open containers that are currently in use must never be placed on the floor, located under the sink or any other poorly visible area.
2. All sharps containers are to be marked with the biohazard symbol.
3. All containers are to be under the control of the instructor or secured to wall or counter to prevent containers from being removed. Look closely at the sharps container before placing a used sharp inside to assure that nothing is protruding from the container or that the container is not over two-thirds full.
4. When not in use, sharps containers are to be stored in a locked area to prevent theft of contaminated needles.

### **Personal Protective Equipment (PPE)**

1. Students and staff must be provided with PPE and it must be worn whenever potential for exposure to blood/body fluids, chemical, or biohazard is possible.
2. Gloves should be worn during all blood withdraw procedures including blood glucose monitoring.
3. Students or instructors who have non-intact skin should also wear gloves during all client/client contact. (e.g., oral care; bathing; topical medication application).
4. Gown, gloves and mask with eye protection should be worn when there is the possibility of contamination of clothing and/or mucous membranes.
5. Broken glass can also be a source of contamination; it should not be picked up with bare or gloved hands but rather using a metal pick-up device and/or a brush and dustpan. Broken glass should be disposed of in a puncture proof container.
6. Contaminated surfaces and equipment will be cleaned and disinfected according to the CDC Guideline for Disinfection and Sterilization in Healthcare Facilities (2008).

### **Students Vaccination Procedure**

1. All students enrolling in allied health programs with client care experience shall be informed in the classroom, at externship sites and clinical placements of the potential exposure to Hepatitis B.
2. Upon enrollment, students will receive a disclosure explaining the reasons for recommending Hepatitis B vaccination. See Hepatitis B Vaccine Disclosure Form.
3. Hepatitis B vaccination shall be recommended for all students who have potential exposure unless:
  - The student has previously received the complete Hepatitis B vaccination series;
  - the student has had the disease or antibody testing has revealed such exposure; or

- The vaccination of the student is contraindicated for medical reasons, such as the student is pregnant.
4. All students shall have signed a **Hepatitis B Vaccine Disclosure** and a **Student Hepatitis B Acknowledgment/Waiver Form** prior to their participation in their first lab assignment, or they will be dismissed from class and not allowed to return until the form is signed. This will count as an absence and lab hours will need to be made up.
  5. Students who have elected to receive the vaccination are encouraged to receive the first dose prior to participating in lab work and may be excused from participation in lab work prior to receipt of the first dose. However, lab work in which the student does not participate for this reason must be made up.
  6. All students who decline the Hepatitis B vaccination shall so indicate on the **Student Hepatitis B Acknowledgment/Waiver**. When called for in the standard curriculum, instructors shall remind all students who have declined the Hepatitis B vaccination that lack of vaccination may delay or prevent placement for a clinical rotation.
  7. Signed disclosure and acknowledgment/waiver forms shall be maintained in the student's file.
  8. When possible, Azure College may arrange for vaccinations to be given at the student's expense at a place and time convenient to new students as part of the orientation program. The College may elect to pay for the vaccinations of the students and charge the student for the vaccination at cost.

### **Exposure Precautions**

Students will be trained to treat with utmost caution all needles and other sharps, all blood/body fluids and other potentially infectious materials, and chemicals and biological agents to which they may have exposure in the laboratory prior to any potential exposure. In addition, prior to the use of sharps in the classroom students will be trained that:

- Utmost caution must be used when handling needles, scalpels and other sharp objects.
- Safety needles, which meet the United States (Federal Needle Stick Safety and Prevention Act of 2001) requirements, must be used at all times.
- Needles should not be bent, broken or recapped.
- Needles must be placed in a puncture proof, leak proof biohazard sharps container immediately after use.
- The containers for the disposal of sharps will be under the control of the instructor, or mounted on the wall or in a secured counter holder so that they are easily visible to avoid overfilling and should be within easy horizontal reach of the user. If this is difficult to achieve because of varying heights of users, additional sharps containers may be mounted to accommodate students who are shorter in height.
- Wall hangers are of the type in which the biohazard container can be locked.
- Fingers should never be inserted into the sharp's container.
- When the sharps container is two-thirds full, it should be sealed and stored in a secure location until scheduled biohazard waste disposal pick-up.

The student will be trained that these precautions must be used whenever the student is in the lab or in an environment in which there is a risk of exposure to blood/bodily fluids, other potentially infectious materials, chemicals, or biohazards.

### **Needle Stick Injury Prevention**

- Individual program requirements mandate that students' complete specific numbers of successful human injections and venipunctures. Additional venipunctures and or injections should be performed on simulator models in the classroom/skills lab.

- Students who are assigned supervised clinical practice [e.g., nursing students] should not perform injections on human subjects in the skills lab environment.
- Nursing students who are taught venous access as part of an intravenous certification course may be required to perform successful venipunctures on a manikin as part of the class requirements.
- The use of human subjects for injections and venipunctures is not permitted in the classroom/skills lab or anywhere on campus property.
- Students who are required to perform skills in which there is a likelihood of blood and body fluid exposure should begin the Hepatitis B series prior to enrollment, provide documentation that immunization has occurred, or sign the waiver for receiving the vaccination series.
- Students and instructors in the classroom, skills lab, clinical/extern sites will adhere to Standard Precautions and regulations set forth in this policy by the CDC, by the Joint Commission, and by federal, state, and local government agencies, including but not limited to hand sanitation and gloving.
- Sharps containers shall be out only when in use and under the control of the instructor or when locked in place. Sharps containers shall be locked and stored in a secure place at all other times.

### **Protocol for Exposure Incidents Involving Students**

For exposure incidents involving students, the instructor/clinical supervisor/preceptor shall:

1. Ensure that the student properly cleans the affected area to reduce the risk of cross contamination.
2. Ensure cleanup of any blood/body fluid, chemical, or biohazard spills according to standard precautions of infection control and safety protocols.
3. Explain to the student that proper follow-up medical care is required and encourage that the student seek treatment from a medical provider immediately.
4. Reassure the student that any cost for diagnostic test(s) and expenses for proper medical follow-up care should be covered by the student liability insurance and health insurance. As a reminder, student liability insurance and health insurance are mandatory for all Azure College students.
5. Refer students who do not have a primary physician to a physician or clinic for treatment.
6. Request that students who refuse medical care sign a Waiver of Medical Treatment.
7. Immediately complete the appropriate incident report.
8. Inform the nursing program administrator in writing by providing a copy of the incident report to him/her within 24 hours of the incident. The instructor/clinical supervisor/preceptor must keep the nursing program administrator informed of the student's status at all times.
9. Assure students of the confidentiality of the information obtained for the incident report.

In exposure incidents involving students, the nursing program administrator shall inform the campus president, or his representative, who shall then report the incident to:

- a. Corporate Treasury according to the **Incident Reporting Policy**
- b. The Regional Vice President, and
- c. Corporate Accreditation and Licensing/Student Relations (Ext. 484/Fax 714-427-3006).

## **Completing the Incident Report**

The instructor/clinical supervisor/preceptor must immediately complete an incident report, as noted above. The instructor/clinical supervisor/preceptor shall fill out the Incident Report with as much detail as possible.

If the injury is a needle stick or other sharps injury, the following additional items must be documented on the incident report:

1. Document whether the stick was clean or contaminated.
  - a. A “clean” stick occurs when the instrument in question has not come in contact with another person (e.g., the individual removes the cap and inadvertently sticks him/herself. Or the individual was filling a syringe from a vial and when removing the needle from the vial inadvertently sticks him/herself)
  - b. When a needle has come in contact with another individual the injury is classified as contaminated.
2. If the stick was clean, the incident report is complete and need only be submitted to the nursing program administrator for filing in the Campus Incident Binder and reporting to Student Relations and Corporate Treasury.
3. If the stick was contaminated and the source person cannot be identified, note on the incident report that the source person is unknown. Submit the report to the nursing program administrator for filing in the Campus Incident Binder and reporting to Student Relations and Corporate Treasury.
4. If the stick was contaminated and the source person can be identified, identify the source person.
5. If the source person involved can be identified,
  - a. Record the source person’s name on the incident report.
  - b. Attempt to contact the source and encourage him/her to submit to a blood test at Azure College’s expense and disclose those results to the medical professional treating the affected person.
  - c. Refer the source person to a local health care provider. The source person will be informed by a medical professional of the test result(s).
  - d. Encourage the source person to allow the test results to be shared with the medical professional treating the affected person.

The nursing program administrator will maintain a record of the incident and submit the report to the Azure College president, or his representative, for filing in the Campus Incident Binder and reporting to Accreditation and Licensing/Student Relations and Treasury.



## Appendix F: Nursing Program NCLEX Readiness Review Policy

Azure College does not have a single exit exam for nursing programs; instead the college has designed a sequence of courses and exams designed to help our students achieve NCLEX success.

The process is as followed:

1. Students must meet all the nursing program requirements including passing **NCLEX Readiness I** course with a grade of 77% or higher. A student who receives a failing grade in NCLEX Readiness I must retake it and receive a passing score to be able to challenge NCLEX Readiness II. The course retake must be taken at the next available date offered by the Department of Academics. A student can only take NCLEX Readiness I twice. If the student fails the course twice, the student will receive a grade of "F" and will be dismissed from the nursing program. The student will not be awarded a Nursing Diploma/Degree. Furthermore, the student may not be eligible for re-entry into the nursing program.
2. After successfully completing the **NCLEX Readiness I** course, the student will be eligible to take NCLEX Readiness II. At the end of this course, the student will take another comprehensive final exam. The college reserves the right to administer a vendor specific exam or its own exam (electronic or paper). The student must pass this exam with a grade of 65% or with the national passing score for the vendor specific exam. The final exam will be scheduled by the Department of Academics.

The student will have two attempts to pass the final exam. If the student does not pass the final exam on the 1st attempt, the student must challenge the 2nd attempt within 30 days. There are three ways to receive a failing grade for the final exam: (1) the student does not achieve the passing score; (2) the student fails to take the exam on the scheduled date; (3) the student fails to take the 2nd attempt within 30 days when scheduled. If the student fails the final exam twice, the student will not be awarded a Nursing Diploma/Degree and will be dismissed from the nursing program. Furthermore, the student may not be eligible for re-entry into the nursing program.

3. Upon successfully completing NCLEX Readiness II, the student's name will be submitted to the Florida Board of Nursing. As per FBON regulations, the student will be required to sit for his or her first attempt at the NCLEX within 6 months of graduation (the day the student passed the NCLEX Readiness II comprehensive final exam).

**Note:** *NCLEX READINESS II is not a nursing core requirement course, but rather a graduation requirement for Azure College School of Nursing.*

4. .

I have read and understood Azure College's NCLEX Readiness Review policy for the nursing program. The provisions of this policy are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change and/or revise this policy as deemed necessary and desirable at any time. Additionally, the College reserves the right to cancel the result of any exam for a student or group of students if cheating is suspected.

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Student

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Date

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Print Name

Effective Date: Feb 2014

Revised Date: Jan 2017

## **Appendix G: Forms and Disclosures**



**WITHDRAWAL FORM**

Student Name: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_

Reason(s) for Withdrawal: \_\_\_\_\_

I understand that:

**Students that have either failed a clinical nursing course or withdrawn from a clinical nursing course regardless of the reason are eligible to be readmitted one time only.**

Submit this completed form to the campus nursing Program Administrator.

The **Documentation of Student Status at Time of Withdrawal** form must be attached to this document. Students who are eligible for readmission to the Nursing program are required to submit the completed **Request for Readmission** form.

**NOTE: IN CONJUNCTION WITH COMPLETION OF THE NURSING DEPARTMENT WITHDRAWAL FORMS, STUDENTS MUST ALSO WITHDRAW FROM THE COURSE(S) IN ACCORDANCE WITH THE COLLEGE WITHDRAWAL PROCESS. FOR THE COLLEGE WITHDRAWAL POLICY REGARDING NON-NURSING COURSES, REFER TO THE COLLEGE CATALOG.**

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

\_\_\_\_\_  
Date

**DOCUMENTATION OF STUDENT STATUS AT TIME OF WITHDRAWAL**

Student Name: \_\_\_\_\_

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

Course Withdrawn From: \_\_\_\_\_

Days/Evening (If applicable): \_\_\_\_\_

Enrolled in:

Nursing Program

At the time of the withdrawal, the student was (Place check mark next to all applicable):

- passing the course
- failing the course (Must also choose appropriate box below)
- Theory grade less than 76 percent
- Clinical failure
- Math competency failure
- College lab failure
- Additional Information:

**Additional Note**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ADMISSIONS DISCLOSURE FORM FOR NURSING PROGRAM**

|   |                       |
|---|-----------------------|
| Understand Azure College NCLEX Readiness Review policy for the nursing programs and agree to abide by it.   | <b>Initials</b> _____ |
| Understand Azure College graduation policy and requirements for the nursing programs and agree to abide by it.  | <b>Initials</b> _____ |
| I am aware that to practice nursing as a licensed practical nurse or as a registered nurse in any state or U.S. territory, I must pass the National Council of Licensing Examination prior to working in the health care field.   | <b>Initials</b> _____ |
| Because of the nature of the Nursing program and regulations by state boards of nursing, I understand that a random drug/alcohol screening can be done anytime there is suspicion of substance abuse in both the campus and clinical settings.  | <b>Initials</b> _____ |
| I understand that a medical or criminal background check failure will prohibit me from completing the nursing program. Depending on state requirements, a failed background check may or may not impact my eligibility to sit for the National Council of Licensing Examination (NCLEX).  | <b>Initials</b> _____ |
| I understand that all prerequisite and core-requisite courses must be completed <b>prior</b> to starting the NCLEX Readiness review courses.  | <b>Initials</b> _____ |
| I understand that successful completion of the nursing program qualifies me to sit for the licensure examination, but I have not been promised by any college employee that completion of the program guarantees passage of the licensing examination or employment in nursing.   | <b>Initials</b> _____ |
| I understand it is my responsibility to verify the transferability of all courses completed at other schools. It is my responsibility to obtain official transcripts for review from other schools where I have attended.   | <b>Initials</b> _____ |
| Academic Honesty Statement: by affixing my signature below, I acknowledge I am aware of the Azure College policy concerning academic honesty, plagiarism, and cheating. This policy is defined in the current Nursing Student Handbook. I further attest that the work I submit, including exams and quizzes, is solely my own work. I will not have used any notes, materials, or other aids except those permitted by the instructor. | <b>Initials</b> _____ |

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**School Representative's Signature**

\_\_\_\_\_  
**Title**

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**Representative's Printed Name**

---

**Date**



**ACKNOWLEDGEMENT OF RECEIPT OF NURSING  
STUDENT POLICIES AND HANDBOOK**

I, \_\_\_\_\_ have read the information provided in the *Nursing Student Handbook*. The material has been reviewed in class by faculty. I have sought clarification from faculty for any uncertainties regarding this information.

I have read and understand the information presented in the current *Nursing Student Handbook*, including the clinical attendance policy, and agree to abide by the policies stated.

I understand that during the course of the program, additional policies may be instituted as needed in order to address the requirements of assigned clinical facilities and/or accreditation requirements.

When in the clinical facility, the policies and procedures of that facility supersede those of the school.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

This form will be maintained in the student's file throughout the Nursing program.



# The School of Nursing

## Student Incident/Exposure Report

This report needs to be completed **as soon as** there is a known incident, even with no injury, and returned to the instructor.

|   |                          |  |                    |
|---|--------------------------|--|--------------------|
| Name of Student   |                          |  |                    |
| Class   |                          |  |                    |
| Date of Incident  |                          | TIME   |                    |
| Date Report Completed   |                          |  |                    |
| Date Instructor Knew of Incident                              |                          |  |                    |
| Check Appropriate Category                                    | <input type="checkbox"/> | <u>INJURY</u> : Any incident which results in harm, wound or impairment                        |                    |
|   | <input type="checkbox"/> | <u>EXPOSURE</u> : Any undesirable exposure that causes injury or may cause harm or loss to you |                    |
|   | <input type="checkbox"/> | Needle stick with contaminated needle to   |                    |
|   | <input type="checkbox"/> | Piercing of skin with contaminated sharp to  |                    |
|   | <input type="checkbox"/> | Splashing/spraying of blood or other potentially infectious material to                        |                    |
|   | <input type="checkbox"/> | Other (describe)   |                    |
|   | <input type="checkbox"/> | MEDICATION INCIDENT  |                    |
|   | <input type="checkbox"/> | OTHER  |                    |
| Description of the student's duties relating to the incident: |                          |  |                    |
|   |                          |  |                    |
| Describe circumstances of incident and be specific:           |                          |  |                    |
|   |                          |  |                    |
| Have you had the Hepatitis B vaccine?                         |                          |  | Yes _____ No _____ |
| <input type="checkbox"/>                                      | <input type="checkbox"/> |  |                    |
| <input type="checkbox"/>                                      | <input type="checkbox"/> |  |                    |

Names of Witnesses \_\_\_\_\_

|  |  |                           |                                 |                        |  |
|--|--|---------------------------|---------------------------------|------------------------|--|
| Student was advised to see:  | Personal Physician   |                           |                                 |                        |  |
|  | Public Health  |                           |                                 |                        |  |
|  | Other  |                           |                                 |                        |  |
| If you have any complications or problems from this incident, notify your physician. |  |                           |                                 |                        |  |
| Immunizations recommended:   | ISG  | HBIG                      | Hepatitis                       | Diphtheria/Tetanus     |  |
| Follow-up  | Contact source known   |                           |                                 | Contact source unknown |  |
| The following remedial action may minimize the likelihood of future exposure.        |  |                           |                                 |                        |  |
|  |  |                           |                                 |                        |  |
| <b>SAFETY</b>  | If equipment was involved, was it removed from service and/or sent for repair? |                           |                                 |                        |  |
| Yes _____  | No _____   | Date _____                |                                 |                        |  |
| Identify equipment:  |  |                           |                                 |                        |  |
| Follow-up needed for:  | Training<br>_____  | In-service<br>_____       | Equipment modification<br>_____ | Policy change<br>_____ |  |
|  | Personal protection<br>_____   | Technique change<br>_____ |                                 |                        |  |
| General Comments   |  |                           |                                 |                        |  |
|  |  |                           |                                 |                        |  |

Student's signature: \_\_\_\_\_

Action was instituted (date): \_\_\_\_\_

Report completed by: \_\_\_\_\_

Reviewed with Instructor (date): \_\_\_\_\_

Instructor's signature: \_\_\_\_\_