FSW SCHOOL OF
HEALTH PROFESSIONS
NURSING

2024-2025
Department of Nursing Student Handbook

School of Health Professions
Florida SouthWestern State College
8099 College Parkway
Fort Myers, FL 33919

Dear ASN and BSN Student Nurses:

Welcome to the nursing programs at Florida SouthWestern State College!

We are pleased you have chosen Florida SouthWestern State College (FSW) to pursue your nursing education. The Department of Nursing is committed to assisting you in accomplishing your professional nursing education goals. Communication between students and faculty members is essential to facilitate your success. We encourage you to actively participate in your learning experience.

This handbook has been designed to provide you with the college policies, nursing program policies, and curriculum expectations to guide you in your nursing program progression to program completion. It is important for you to become familiar with the contents of this handbook, as it will serve as your guide for both academic and nonacademic policies.

Please note that the review and revision of the Department of Nursing Student Handbook is ongoing and will stay current to assure the quality of your education. All revisions will be communicated to FSW student nurses and will supersede previous editions that will require your acknowledgment and compliance during your nursing program. It is the expectation that you read the entire Department of Nursing Student Handbook and become familiar with our administrative policies and student code of conduct.

We welcome you and wish you academic success!

Leadership, Faculty, and Staff
Department of Nursing
School of Health Professions
Florida SouthWestern State College

Department of Nursing

Mission

The mission of the Florida SouthWestern nursing programs is to provide quality, affordable, nursing education programs within Southwest Florida communities.

Vision

Florida SouthWestern State College nursing programs will be recognized as beacons of excellence in nursing education, valued for knowledge, skills, and professionalism of graduates practicing within healthcare communities.

Accreditation

College Accreditation

Florida SouthWestern State College is accredited by **the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** to award associate and baccalaureate degrees.

For questions about the accreditation of Florida SouthWestern State College contact: Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: (404) 679-4500
Fax: (404)679-4558

www.sacscoc.org

Department of Nursing Accreditation

The Associate and Baccalaureate of Science degree nursing programs at Florida SouthWestern State College at the Charlotte, Collier, and Lee campuses located in Punta Gorda, Naples, and Fort Myers, Florida are accredited by the:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Telephone: 404-975-5000
https://acenursing.org/

*The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate and Baccalaureate of Science degree nursing programs is Continuing Accreditation.

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Department of Nursing Policies and Procedures

FSW offers a variety of program options that include online, day, and weekend hours depending on the program in which the student is enrolled. Faculty provide office hours to meet student needs. In addition, appointments can be made to meet with the program director or associate dean.

Name Badges

The BUC Card is the Florida SouthWestern State College identification card (ID). This card is also your official FSW Student ID, from access to student activities, library services, dorm rooms for on campus residents, campus purchases at the bookstore, and printing kiosks.

The FSW BUC Card ID must be worn when representing Florida SouthWestern State College nursing programs. ASN and BSN Program students who are going to a specific site for a 'practice experience' or "clinical experience" are required to have a BUC Card ID. BSN Students will be contacted by an Administrative Assistant regarding information on obtaining a BUC Card specific to the BSN Program.

Communication

Email

FSW related communication will only be sent through the official @bucs.fsw.edu, not a personal email or text message. Students must use their@bucs.fsw.edu email for school-related communications (professors, advisors, helpdesk support). Students should include their full name and FSW student ID # when sending all school-related communication.

ASN and BSN Student Forums

Student Forums are available on the Learning Management System (Canvas site) for all programs. These ASN and BSN Student Forums provide useful student information and/or changes in policies. Students are provided access to their respective program Student Forum once they have been fully admitted to a nursing program. It is the student's responsibility to check their program specific site on a regular and ongoing basis. Students are held responsible for all information posted to the forums.

Student Involvement in the Nursing Programs

Students are encouraged to express ideas and opinions to improve the academic experience in the nursing program at Florida SouthWestern State College. Together we can keep our nursing program strong and embrace ideas and opportunities for improvement. Students may communicate ideas or concerns by:

- Completing end of course Student Opinion Survey (SOS).
- Becoming a class representative and attending program or Department of Nursing Meetings.
- Becoming a member or officer in the Student Nursing Association.
- Becoming a member or officer in the Florida SouthWestern State College Student Government.

Ethics

Ethics is an integral part of the day-to-day practice of nursing. Nurses are constantly working with and making judgments about what should be done for other human beings. The nursing programs provide foundational knowledge for distinguishing ethical from unethical behavior. Ethical professionalism must be maintained in all course options and modalities of learning. Due to the nature of nursing practice, nursing students must be held to high ethical and professional standards.

Civility

The learning environments in which students gain knowledge, skills, attitudes, and values, provide the foundation for acceptable patterns of social and professional behaviors. Appropriate behavior is expected in all interaction and inappropriate social/professional behavior will not be tolerated at any time and can result in student suspension from the program.

Confidentiality

The right to privacy of students, faculty, staff, patient, families, and other health professionals should be judiciously protected by those associated with the Department of Nursing. Cognizance of and respect for the rights and privileges of others is an expectation of all within the helping professions. Department of Nursing faculty, staff, and students have an obligation to immediately report any violations of privacy and confidentiality.

Students are expected to honor, respect, and maintain the confidence and privacy of clients. All student/client encounters – written, oral, or other – obligate confidentiality under all circumstances. For written or online assignments, only the initials of a client's first and last name are used as identifiers.

Social Media Policy

Social media is defined as web-based and mobile technology used for interactive communication. Regardless of the type of social media, students are responsible for the content they post, text, and promote. Examples of social media may include (but are not limited to) the following: blogs, podcasts, social networks, group texts, and videos.

Privacy is a fundamental ethical and legal obligation for all nurses; therefore, the Department of Nursing embraces the American Nurses' Association Principles for Social Networking (ANA, 2011) as guiding principles: https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf

- When interacting on social media, students must be cognizant that information may be public for anyone to see and can be traced back to the student, the school, the facility, or the client.

Students are prohibited from disclosing through social media information such as, but not limited to, the following:

- Patient-protected health information as defined by HIPAA, including identifiable information concerning patients, clients, and clinical rotations and locations.
- Clinical discussions for the purpose of education include any identifiable information related to patients or clinical institutions and employees.
- Location of clinical sites.
- Confidential or non-public proprietary information including photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
- Comments that are damaging to FSW, other students, faculty, staff, clinical institutions, and, employees.
- Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Postings that are in violation of any state or federal laws.

Improper use of social media may violate state and federal laws established to protect patient privacy and confidentiality and can result in both civil and criminal penalties. Inadvertently or unintentionally breaching privacy and confidentiality may result in disciplinary action including:

- Failure in a course.
- Report/notification to the administration of the School of Health Professions or FSW college administration.
- Student conduct review by the Student Progression Committee (SPC).
- Dismissal from the clinical site, simulation, or laboratory.

- Dismissal from the nursing program.
- Report to the Florida Board of Nursing.
- Students are legally responsible for any and all communications on social media websites. If you make a mistake, admit it immediately.

Health Care Privacy (HIPAA) Statement

Protected Health Information (PHI) is any and all information covered by the Health Insurance Portability and Accountability Act (HIPAA). It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery. Students are not allowed to take photographs in the clinical setting.   No reproduction of the client's hospital record is allowed.

Students who violate patient confidentiality can be subject to removal from clinical agencies, program dismissal, and/or civil penalties such as fines or criminal prosecution. For more information about the HIPPA Privacy Rule visit: Summary of the HIPAA Privacy Rule | HHS.gov

Department of Nursing Programs
End-of-Program Student Learning Outcomes (EPSLOs)

ASN EPSLOs	BSN EPSLOs
At the completion of the ASN Program, the graduate will be able to: 1. Interprofessional Collaboration: Build effective nursing and interprofessional collaborative relationships through open communication, mutual respect, and shared decision-making to achieve quality care outcomes 2. Information Literacy and Healthcare Technology: Demonstrate effective use of information and healthcare technology to deliver high-quality nursing care. 3. Social Determinants of Health: Provide compassionate, respectful nursing care that embraces differing beliefs, practices, and lifestyles to meet the needs of healthcare recipients. 4. Professional Identity: Demonstrate the knowledge, skills, and attitudes of the professional nurse while upholding the legal, ethical and regulatory standards of nursing practice. 5. Contemporary Evidence-based Practice: Integrate contemporary evidence-based practice to provide safe quality nursing care through the use of clinical judgment.	At the completion of the BSN Program, the graduate will be able to: 1. Integrate knowledge from nursing and general education into the practice of professional nursing. 2. Incorporate contemporary concepts of professional nursing practice within the interprofessional healthcare community to promote social determinants of health. 3. Apply transcultural principles and patient-centered care to professional nursing practice. 4. Analyze current and changing information technology and organizational systems to promote a caring, safe practice environment. 5. Evaluate current evidence-based practice within the framework of healthcare. 6. Apply leadership knowledge, skills, and attitudes that support healthcare policies promoting safe, quality nursing care within healthcare systems.

Clinical Standards

Core Performance Standards for Student Nurses

The nursing program complies with the Americans with Disabilities Act. Any students requiring special accommodations or classroom modifications should make an appointment with an adaptive services coordinator for students with disabilities at your Florida SouthWestern State College campus. It is the student's responsibility to communicate documented modifications or needs to the professor at the beginning of each course.

Nursing at the associate degree level involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to successfully complete the clinical and laboratory requirements, all students must possess:

- Sufficient visual acuity such as is needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, fire alarms, etc.
- Sufficient gross and fine motor coordination to respond promptly and implement the skills, including the manipulation of equipment, required in meeting health needs.
- Sufficient communication skills (speech, reading, writing) to interact with individuals and communicate their needs promptly and effectively as may be necessary in the individual's interest.
- Sufficient intellectual and emotional functions to plan and implement care for individuals, application of knowledge in the skillful performance of the nursing function. In order to provide direct patient care safely and to be able to utilize equipment in a variety of health care settings, the student must meet the following physical, mental and emotional requirements.
- Nursing Education: https://www.sreb.org/publication/americans-disabilities-act

Physical, Mental and Emotional Requirements

- Nursing involves the provision of direct patient care for individuals and is characterized by the application of knowledge in the skillful performance of nursing function. In order to provide direct patient care safely and to be able to utilize equipment in a variety of health care settings, the student must meet the following physical, mental and emotional requirements.

Physical Requirements

- Ability to walk the equivalent of five miles per day
- Ability to reach above shoulder level
- Ability to hear
- Ability to distinguish colors
- Ability to adapt to shift work
- Demonstrate a high degree of manual dexterity
- Ability to work with chemicals and detergent
- Ability to tolerate exposure to dust and/or fumes
- Ability to perform repetitive tasks
- Ability to grip
- Demonstrate a high degree of physical flexibility
- Ability to bend both knees
- Ability to sit for periods of time
- Ability to climb stairs or ladder
- Ability to stand for long periods of time

- Ability to lift 25 pounds
- Ability to squat
- Ability to perform CPR

Mental and Emotional Requirements

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to concentrate
- Demonstrate a high degree of mental flexibility
- Ability to cope in an acceptable manner with confrontation
- Ability to handle multiple priorities in a stressful situation
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate a high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

Core Performance Standards

Requirement	Standard	Example
Critical Thinking/Clinical Judgment	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients

Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergencysignals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

*Adapted from the Board of Directors of the Southern Regional Education Board (SREB) Guidelines for Nursing Education: https://www.sreb.org/publication/americans-disabilities-act

CastleBranch and CB Bridges

The college is required to submit to clinical sites satisfactory evidence that each program participant is free from contagious disease and does not otherwise present a health hazard to hospital clients, employees, volunteers, or guests. Students are required to follow the requirements of the School of Health Professions and the clinical agencies. This includes certification in **American Heart Association Basic Life Support for Healthcare Providers.**

Students are required to register with CastleBranch and maintain compliance with all CastleBranch and clinical site requirements throughout the program. If non-compliant, students **WILL NOT** be permitted to participate in clinical which may result in course failure.

A student, who has a change in health status due to an injury, hospitalization, pregnancy, etc., should report this change to the ASN Program Coordinator. Once health has improved, **the student must have a letter from their healthcare provider stating the health improvement and clear the student to return to the clinical area and participate in clinical activities.**

Student nurses who do not meet the standards of good physical and mental health as required by clinical facilities for safe patient care may reapply and be considered for application to the ASN Program after the resolution of the health problem.

Health Insurance
The ASN Program students are required to have personal health insurance throughout the program and students need to provide proof in their CastleBranch account. Proof of personal health insurance throughout enrollment in the program, naming the student, and dates of coverage are required. Any injury received while attending an FSW class or clinical should be promptly reported to the professor and ASN Program Coordinator.

Liability Insurance
ASN Program students enrolled in a clinical course at FSW are covered by liability and special risk accidental insurance through the college. In case of injury or error in the lab or clinical setting, **the student must contact the course instructor immediately**. It will be the student's responsibility to follow the current procedure as directed by the instructor. This insurance does not cover injury at the clinical site that may occur when a student is not on the clinical unit (i.e., on break, in the cafeteria, or in the parking lot). Claims are between the student and the insurance provider, not FSW.

Admission Requirements:

The FSW ASN Program requires completion of a Level 2 Background Check before acceptance into the ASN Program can be finalized.

Clinical Agency Requirements:

To meet the requirements of various clinical agencies where students complete their practice experiences and initial and eligibility for licensure by the Florida Board of Nursing as a registered nurse, students are required to pass a Level 2 Background Check and a drug screen. The background screening ensures consistency with the requirements of Chapter 435, Florida Statutes and by health care agencies with which Florida SouthWestern State College has clinical affiliation agreements.

- Students are required to disclose arrests or conviction records for misdemeanors and/or felonies and pass a drug test.
- Clinical practice facilities have the right to refuse to permit a student to attend practice in their facility due to criminal charges, or failed drug tests. If a student is denied access to clinical practice, this could result in a course failure and dismissal from the ASN Program. Students may be required to complete an information verification form as part of their practice requirements at certain clinical agencies. This form requires that students verify they have an acceptable Level 2 FBI/FDLE and Extended Criminal Background.

Arrests while enrolled in FSW Department of Nursing Programs

If a student nurse is arrested at any time while enrolled in a Department of Nursing program, the arrest must be reported to the program director or associate dean within two (2) business days (Monday – Friday) after the arrest. Failure to do so may result in dismissal from the program. A student arrested for a disqualifying offense during the program will be placed on academic probation until the case disposition can be obtained.

Identification of the Chemically Impaired Student Nurse

The nursing program is responsible for identifying individuals with deteriorating academic performance, behavioral changes, and excessive absenteeism. It is the responsibility of every faculty member, clinical instructor, and student nurse to immediately report unsafe working conditions or hazardous activities related to chemical impairment that may jeopardize the safety of the individual student, the patient, or colleagues. Faculty members are also responsible for recognizing the signs and symptoms of chemical impairment on academic and clinical performance.

Client safety requires that all providers of care be mentally alert and able to think critically sufficient to make sound clinical judgments. Many factors (i.e., drugs, alcohol, lack of sleep, etc.) can interfere with the ability to think critically. Consistent with [Florida SouthWestern State College's drug free workplace](#)

The nursing program prohibits any student from reporting to practicum to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy will result in disciplinary action up to and including immediate suspension, expulsion, and/or a requirement of satisfactory participation in a college-approved drug or alcohol rehabilitation program in accordance with the Florida Board of Nursing. A student who is suspected of violating this policy will not be allowed to provide patient care in the clinical setting.

Admitted students may be required to submit to additional drug testing prior to or while attending clinical practice sites at the student's expense. Refusal to comply could result in dismissal from the nursing program. Suspicious behavior includes, but is not limited to:

- When there is reasonable suspicion that the student nurse is under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogens, marijuana, or other non-prescribed controlled substances.
- After the occurrence of a work-related injury, illness, or accident while at the school, hospital, or any affiliate academic or clinical site.
- Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized the safety of others or resulted in damage to equipment.
- Student nurses who are taking over-the-counter or prescribed medication are responsible for being aware of the effect the medication may have on their academic performance or personal behavior and should report to their instructor or advisor the use of any medication that may impair their performance.
- Student nurses who refuse will be subject to disciplinary actions, up to and including dismissal from the program.
- **Medical Marijuana –** The use of marijuana for any reason, prescribed or otherwise is not permitted. This is in accordance with Federal Law and agreements with our healthcare clinical partners.

Associate of Science in Nursing Program

Chain of Command

The chain of command is intended to facilitate communication and provides the students with a framework for problem solving.

This line of communication begins with student and/or person closest to the situation and proceeds as follows until the situation is resolved.

- Course Faculty and/or Clinical Associate
- Program Coordinator, Campus Specific
- ASN Program Director
- Associate Dean, Department of Nursing
- Dean, School of Health Professions

Campus Transfer

Once accepted to a nursing program on a specific campus, students will not be able to transfer. All campus and program selections are final.

Student Employment Policy

The ASN Program is rigorous and demanding of time, energy, and talent. Nursing education should be the priority. Working is not recommended for ASN Program students. If working is required, working no more than 20 hours per week is suggested for the greatest success. Students are not permitted to work the shift immediately preceding the starting time of their assigned program class, clinical, simulation day, or lab hours.

Academic Progression

In the ASN Program, each student is evaluated on application of theoretical concepts, safe performance in the clinical area, and ethical behavior expected of a professional nurse.

90 – 100	=	A
80 – 89.99	=	B
77 – 79.99	=	C
60 – 76.99	=	D
Below 60	=	F

*In order to obtain a passing grade in a course, a minimum **average <u>examination score</u> of 77% must be achieved**. Once the 77% is achieved, other assignment grades will be included to calculate the overall final grade. There will be no rounding of any grade in order to receive a higher letter grade. For example, a grade of 77%, C, will not be achieved by rounding up from 76.5% or above.

Pharmacology and Drug Calculation Policy

The ASN Program student must have a thorough knowledge of pharmacology and be able to solve medication dosage problems. A drug calculation competency test is required each semester in designated courses. The student is required to score a minimum of 90% in order to pass the examination. Failure to achieve a minimum of a 90% by the third attempt will result in a course failure. To ensure student success, students will engage in self-study activities to prepare for the competency test. In addition, pharmacology content will be included in every unit of the curriculum and included in unit examinations when appropriate.

Medication Administration Policy

The medication administration guidelines are found in course syllabi. Students may only give IV push medication under the direct supervision of the clinical instructor and are subject to the policies and procedures of the hospital site. **NO cardiac meds or controlled substances may be administered IV push by a student nurse at any time during clinical or preceptorship experience.**

Dress Code

Students must maintain a clean, neat, and professional appearance when on campus in class, laboratory, simulation, and clinical rotations. When wearing any part of the uniform, the student represents FSW, the nursing program, and the profession of nursing.

Uniforms are to be obtained from the approved vendor through the FSW bookstore and must adhere to FSW Nursing policy. Students are expected to wear the approved uniform to class, lab, clinical, and simulation.
The uniform includes:

- White scrub top with FSW Nursing logo
- Purple scrub pants (No joggers)
- Nursing polo – (purple or white for volunteer hours)
- School of Health Professions jacket (optional)
- FSW approved clinical badge whenever students go to the clinical areas
- Picture IDs must be worn at all times in lab and clinical settings
- White leather shoes
  - Clean all white leather shoes with closed back and toes are required. Hi-tops, clogs, or sandals are not acceptable. Sports shoes or tennis shoes must be leather and not have color logos. In order to prevent transmission of infection, shoes worn for clinical duty should not be worn for other purposes. Socks need to be white and cover your ankles.

Additional Dress Code Requirements

- Hair must be clean, neat, not extremely colored, or loose enough to come in contact with patients or equipment.
- If the student's hair falls below the collar, the student will be asked to style the hair off the collar.
- Sideburns and beards should be trimmed closely and neatly maintained.
- Jewelry should not be worn, except for wedding bands, earrings, and the nursing watch. Students may wear one small pierced post earring per earlobe. No visible body (facial, nose,) or tongue-piercing jewelry is allowed in the clinical/lab setting.
- Tattoos are not to be visible when in the clinical area. A plain white, long sleeve tee shirt may be worn under the uniform top to cover tattoos. Tattoos on areas outside of clothing coverage, i.e. neck or facial, should be minimized through camouflage make-up.
- Fingernails will be short (fingertip length), neat, clean, and without polish. Acrylic, gel, artificial nails, or nail jewelry are not allowed.
- Make-up should be natural, used with discretion, and suitable for a professional environment. False eyelashes or lash extensions are not allowed.
- Students should be clean and without offensive body or mouth odors**. This can include the smells from perfumes, cigarette smoke, and failure to wear deodorant.**
- Essentials, such as pens, stethoscopes, a watch with a second hand, penlight, scissors, and notepaper are considered part of the uniform and should be carried in the clinical areas.
- The clinical facility staff reserves the right to deny access to the facility if a student's attire is deemed inappropriate. **Failure to comply with dress code may result in the student being removed from the clinical area. This will result in a clinical absence.**

Standardized NCLEX- RN® Preparation

FSW utilizes standardized testing resources to assist students with preparation for the NCLEX-RN® examination throughout the program. The ASN Program offers assessments and remediation activities with online practice testing and proctored testing over major content areas each semester. These preparation tools, in combination with the nursing program content, assist students to prepare more efficiently as they gain confidence and familiarity with nursing content.

Assessments help the student to identify what they know and to identify knowledge gaps. Practice and Integrated assessments are used for assessment throughout the nursing program. The purpose is to help students to know their areas of strengths and weaknesses. When a gap in knowledge is identified, remediation is a process of reviewing content in an area that was not learned or not fully understood. Remediation is intended to help the student review important information to be successful in courses and on the NCLEX- RN®. Practice tests, remediation, and integrated assessments count toward the course grade. Please see the course specific syllabus.

Active learning/remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. Any topic area in which the student scores below 70% requires that the student complete a handwritten remediation template intended to help the student review important information needed to achieve success.

During the final semester of the nursing program, all students are required to attend the NCLEX- RN® Live Review. The schedule for the review is posted in advance. Students from both the day, and the evening weekend program attend the Mandatory Live Review and must be present for the entire three days to meet course requirements. Students are responsible for this cost.

ATI Capstone Content Review and Comprehensive Assessment

All students in their final semester are enrolled in the ATI Capstone Content Review course and take an end of program comprehensive assessment.

Students complete a series of diagnostic exams that measure student readiness for the NCLEX- RN® examination. These examinations are mandatory and established benchmarks for success must be met prior to receiving the final course grade. All students are required to sit for a comprehensive final assessment and reach the designated benchmark for the exit exam. Students who do not reach the exam benchmark receive a grade of incomplete (I) for the course and must complete remediation as supervised by course faculty.

Eligibility for Florida Registered Nurse (RN) Licensure
During enrollment in the semester in which a student is scheduled to finish ASN Program requirements, the student should pre-register to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The college will submit the names to the Florida Board of Nursing once all degree completion requirements are met.

Community/College Volunteer Service Hours
All ASN Program students must complete 16 hours of volunteer service. The volunteer hours must be completed in an FSW-approved health related community setting **before entering the last semester**. This project assists the student to develop an awareness of FSW health professions' programs, affiliated healthcare services, community services, and resources. Pre-approval from a faculty member is required prior to volunteering. Once the volunteer hours have been completed, the signed document will be submitted by the student to the Student Success Advisor.

Student Involvement in the National Student Nurses Association (NSNA)

Just as the faculty are expected to participate in their professional organization, student nurses are encouraged to join the student nurse pre-professional association. https://www.nsna.org/membership.html

Once a member of the NSNA, you are an honorary member of the Florida Student Nurse Association (FNSA). FNSA offers many membership services: scholarships, reduced rates for nursing periodicals, student government opportunities, annual conventions, leadership conferences, State office opportunities, etc.

FSW has an active chapter of FNSA https://www.fnsa.net/ (Region 7) and has various activities throughout the year.

Attendance Policy
Regular attendance and class participation are significant factors that promote success in college. Attendance and punctuality are mandatory for all ASN students. The third (3rd) and each subsequent classroom absence or arriving late will result in a five (5) point deduction from the final course grade. Students assume responsibility for attending all classes, however in the event a class period is missed, the student is responsible for all material covered and all announcements.

Punctuality and attentiveness are courteous and professional behaviors exemplified by:
1. Being on time and remaining for the entire class period.
2. Remaining in the classroom until a break or the end of the period.
3. Turning off/silencing cell phones, and other communication devices including smartwatches.

Student Classroom Behavior
Behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Students who continue to engage in disruptive behavior will be referred to the Student Progression Committee (SPC) and may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Open food and drink containers are not permitted in classrooms, laboratories, or computer rooms. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory.

Zoom Best Practices

When participating in Zoom meetings students are expected to follow the following guidelines:

- Choose a productive learning environment free from distractions.
- Students must be seated in a chair or at a desk, dressed appropriately and in the designated uniform
- Set up and login 5-10 minutes early to test audio/video.
- Camera's must be turned on for the duration of the Zoom session and students who do not comply will be removed from the class and the class will be counted as an absence.
- Participation is mandatory during class activities.
- Recording of Zoom meetings by students is not permitted.
- Students are to be muted when not speaking.
- Use headphones to reduce audio feedback disruptions and to protect the privacy of classroom conversations if not alone.
- Be respectful when using the chat feature and keep it to course-related content.
- Avoid the following during Zoom meetings:
  - Distracting or dangerous locations (be mindful of pets and household members).
  - Inappropriate or offensive virtual backgrounds.
  - Disruptive language and behavior.
  - Eating or chewing gum during the Zoom meeting.
- Sharing screenshots of Zoom meetings as this could violate privacy rights.
- Review the **FSW Standards for Virtual Classrooms** on the link below. Failure to comply may result in dismissal from the class for the day or other disciplinary action.
  https://www.fsw.edu/online/standards

Technology and Course Requirements

Some courses require products or software from a variety of sources. These are explained in individual courses and may require an additional purchase. Students must have access to a portable laptop computer with wireless internet capability and a wireless router with a webcam for online activities, online testing, or conferences for courses with online components, as listed in the FSW AY 24-25 catalog.

1. View the Canvas orientation from FSW Online. Browser information is provided.
2. The use of some tablets is not recommended due to limited functionality.
3. There is an expectation that students have continuous access to a computer capable of performing tasks that are needed to complete assignments and access the websites assigned.
4. Professors will not accept the excuse of not having a computer available for why assignments have not been completed by due dates. Plan ahead in case your computer is out of commission.
5. It is strongly recommended that all work be saved to an external source or storage device in addition to the computer hard drive.
6. Ongoing access to a portable laptop computer and an active account with an Internet service provider (ISP) and a webcam is required for any online activities or testing.

Computers in Classroom

Faculty must authorize the use of computers in the classroom. Unless the course instructor approves computer use, computers, and other electronic equipment, including phones, should remain off during the class.

Academic Standards

1. Academic standards in the ASN Program are very rigorous and require full-time commitment.
2. Admission to the program and completion of the curriculum does not guarantee the award of RN licensure by the Board of Nursing.
3. A grade of C or higher must be earned in General Education (16 credits) and program specific (14 credits)

courses.

4. Attendance and punctuality are mandatory for all classes. The third and each subsequent classroom absence and/or partial absence will result in a 5-point deduction from the final course grade.
5. Attendance (100%) is required for all laboratory, simulation, and clinical activities.
6. A clinical failure may result if more than two clinicals are missed.
7. A minimum percent score of 77% on exams must be earned in each Nursing/NUR course in order to progress in the program. A score of less than 77% earned in a Nursing/NUR course, **according to the syllabus grading requirement,** will result in a course failure.
8. All assignments, including clinical requirements, must be completed and turned in prior to the administration of the final examination.
9. If a minimum percent score of 77% is not achieved in two (2) or more Nursing/NUR courses, dismissal from the program may result.
10. Prior to withdrawal from a course, the student must meet with an advisor to discuss financial aid and academic progression.
11. Students who must repeat a course are responsible for any new/additional charges such as curricular changes, student fees, or other associated program fees.
12. Dismissal from the nursing program will occur if a student is deemed unsafe or unprofessional in clinical practice/patient care.

Academic Integrity Policy

Cheating is the giving or taking of information or material with the intention of wrongfully using it to aid oneself or another student in academic endeavors. The nursing faculty expects honesty from student nurses in relation to performing client care, written/electronic examinations, papers, care plans, and any other written/electronic assessments. Examples of cheating and academic dishonesty include, but are not limited to:

1. Copying test questions and/or answers electronically or manually before, during, or after the test.
2. Copying another person's written work and turning it in as your own without giving credit to the original author (plagiarism).
3. Turning in the same work for two assignments (self-plagiarism) or when an assignment is repeated in a subsequent semester in a different course.
4. Absent or improper citation of sources used to complete an assignment.
5. Utilizing outside sources during a closed-book test (i.e. hidden notes, cell phone, internet, etc.).
6. Two students turning in identical, or nearly identical assignments.
7. All student grievances shall first be brought to the attention of the instructor of the course and will follow the chain of command within the Department of Nursing and FSW.

See the **Academic-integrity-policy** in the current Florida SouthWestern State College Catalog for consequences of academic dishonesty and/or cheating.

Examinations

1. Students are required to be on campus for course examinations and must have access to a computer for testing with Lockdown Browser software.
2. Students are expected to bring a laptop computer to class for testing and/or quizzes.
3. Students are not allowed to leave the classroom during an exam.
4. If a student is late to an exam, the student may take the exam, but no additional time will be allotted due to tardiness, only answers submitted prior to the expiration of the time will be accepted for grading.
5. No phones, laptops/tablets, food, or beverages are allowed in the testing area.
6. For ATI exams, the student must follow additional or specific guidelines as outlined by the ATI.
7. Students utilizing adaptive services must follow Adaptive Services policy www.fsw.edu/adaptiveservices.

Concept Review – Post Failed Exam

If a student scores less than a 77% on an exam, they are required to schedule a meeting with the faculty within one day after the grades are posted to discuss strategies and review concepts for future success.

Students who have a grievance regarding a test question answer must email the faculty within five days of the posted grade and include current scholarly literature/textbook page numbers in support of their answer. After five days following the exam review, a grade appeal will not be considered.

Missed Exams

If a student has an emergency and must miss an exam due to an illness or an emergency, the student must notify the faculty two hours prior to the exam (unless extenuating circumstances). When the student returns to school, the student must meet with the professor and provide a note from the medical provider if due to illness or injury. The exam must be made up within five days of the student's return to class on a date set by the professor.

A student who is a "no call/no show" for an exam will receive a zero on the exam unless the absence was due to extenuating circumstances preventing notification. Documentation from the student justifying an absence and inability to notify the instructor may be required by the Department of Nursing or program director.

Additional ASN Clinical Policies

Travel Requirements

Students will be expected to travel to various practice sites during their course practice experience. Practice sites are subject to availability and students cannot always be assigned within the county closest to where they live. Occasionally, in order to meet graduation requirements (Florida Board of Nursing Nurse Practice Act), students from either program may be assigned to complete clinical hours during day, evening, or weekend hours.

Students are expected to provide their own transportation as necessary to attend clinical practice. Due to the availability of practice sites, carpooling is not always an option. Students should not expect to be assigned to the same clinical site due to transportation issues.

Clinical Practice Attendance and Tardiness Policy (This includes all Agency, Simulation, and Laboratory Experiences)

Attendance and punctuality are mandatory for all laboratory and simulation lab sessions. Clinical hours/preceptor hours cannot be completed when the college is closed due to holiday closures or spring break.

For clinical absence or tardiness, the student must:

- Contact by telephone the clinical associate and email the course faculty. A follow-up email to the course faculty must ``be sent for a written record as to the nature of the absence and stated availability to make up the clinical hours.
- For NUR 2942C Clinical Preceptorship the student must contact the clinical preceptor and the hospital unit, by phone and email the course faculty.
- If a clinical absence occurs, the student will be required to make up the clinical day at the end of the semester on a nursing program pre-scheduled make-up day.
- If a second clinical absence occurs, there may be no opportunity for make-up and the student may earn an unsatisfactory grade for clinical resulting in failure of the course.
- Failure to meet clinical practice, simulation, and/or laboratory attendance and punctuality requirements may result in an unsatisfactory grade in the course and may result in course failure.
- The first incidence of clinical tardiness will result in the student being sent home and this will count as a clinical absence. A written warning will be given to the student. The student will be required to make up the clinical time at the end of the semester on the nursing program pre-scheduled make-up day.

- The second incidence of tardiness may result in earning an unsatisfactory grade for the clinical course.
- A satisfactory grade in clinical(s) must be earned to pass a clinical course.
- Unsatisfactory student behavior(s) will be discussed in real time with the student and documented on the mid-term and final evaluations as applicable. At the discretion of the faculty/clinical instructor, a Level I Clinical Warning may be issued. Egregious acts may warrant an immediate dismissal from the clinical learning environment for dangerous and unsafe behavior.

No-Call/No-Show Policy

A No Call/No-Show is defined as "no communication prior to clinical start time". If the student arrives late to clinical without calling the instructor first, the student may be sent home. The student will receive a clinical absence which will require the student to make up the clinical day at the end of the semester on a nursing program pre-scheduled make-up day during finals week depending upon available clinical placement.

Unsafe/Unprofessional Clinical Practice Policy and Procedure

Students must meet academic and professional standards of behavior and adhere to clinical agency policies and procedures when in clinical practice to ensure client safety and well-being. Where there is unsafe or unprofessional practice a student may be removed from clinical practice to maintain client safety and well-being as well as the safety and well-being of other students, faculty, and agency personnel.

Although students will normally be notified during the semester when they are not meeting expectations, egregious deviations from the standards of care or other actions jeopardizing patient safety or unprofessional conduct can result in failure in a clinical course and/or dismissal from the ASN Program from a single incident in which no notification can be reasonably made.

Examples of unacceptable clinical practice behaviors include, but are not limited to, the following:
- Inadequate preparation for the clinical assignment.
- Careless or negligent behavior when caring for a client.
- Providing care without the supervision of a Registered Nurse.
- Failure to report an omission of, or error in care.
- Falsifying patient records.
- Breach of client confidentiality.
- Breach of professional ethics.
- Breach of social media policy.
- Failure to adhere to agency policies and procedures.
- Absence from clinical practice without appropriate notification to instructor and/or agency.
- Chronic tardiness.
- Impairment (drugs and/or alcohol; sleep deprivation, prescribed medications).
- Non-adherence with dress code/professionalism policy.

Removal from clinical practice (including simulation or laboratory) may be for a single clinical assignment; the remainder of a course; or all clinical practice courses. The student may receive an unsatisfactory clinical/failure in the clinical practice course(s) or be dismissed from the ASN Program when evidence of unsafe or unprofessional practice has been determined. Clinical failures will result in a failing course for the didactic and clinical component.

BSN Program

Admission Policy

For admission information, see Admissions in the FSW College Catalog and the admission requirements on the Nursing, BSN FSW College Catalog webpage.

Licensure Requirements for the BSN Program

Acceptance into the RN to BSN Program. Current valid, active, unencumbered, and unrestricted RN license.
Note that the license must remain current throughout enrollment in the BSN Program. BSN Program students must notify the program director if their license becomes inactive for any reason.
The student's RN license is checked on admission and before the practicum rotation.

Length of Program

Starting Fall 2024, the length of the Program is defined on the admission version of the student's individualized advising plan. For determining the 'on-time' completion standing; if the BSN student completes the BSN Program equal to the number of terms listed on the admission version of the student's individualized advising plan, or less, the student is considered to complete the BSN Program 'on-time.' If the student has requested modifications to the admission version of the individualized advising plan that lengthens the number of terms from the original advising plan, the student's graduation length of the program is longer than the 'on-time' completion and will be counted in the 'graduating at any length' category.

The BSN Program calculates the 'on-time' graduation and 'graduating at any length' measurements as program outcomes.

Attendance Policy

Students are expected to attend all classes for which they are duly registered. Regular attendance and class participation are significant factors that promote success in college. In online learning, this expectation means participation in all assigned discussions and assignments.

It is expected that students will participate in all online activities and class assignments a minimum of two (2) days per week. Students are strongly encouraged to check for announcements and messages. The student is responsible for contacting the professor regarding issues related to non-participation and missed or late class assignments. For further attendance policy requirements, see the FSW College Catalog Class Attendance policy.

Grading Policy

The BSN Program uses the following grading system:

89.5 – 100	=	A
79.5 – 89.4	=	B
69.5 – 79.4	=	C
60 – 69.4	=	D
Below 60	=	F

Relationship of Credit Hours to Classroom and Clinical Hours -
The ratio of credit hours to clock hours for didactic (class lecture), and clinical or practice experiences are consistent for all Department of Nursing courses.

The ratio of credit hours to clock hours is as follows:
- Didactic: 1 clock hour per week per credit hour
- Clinical: 3 clock hours per week per credit hour

Online Assessment and Technology Requirements

All courses in the BSN Program have online assessment components. This component may consist of course examinations, learning activities, course discussions, and study guides. Nursing courses use the Canvas

environment for online examinations that are timed. If a student fails to complete an examination in the allotted time, only answers submitted prior to the expiration of the time will be accepted for grading.

Technology Required:

- Full-time faculty have cameras, a smartphone, and microphones available for conferencing with students.
- All students are to have access to a portable computer with internet and a web camera.
- Students are to bring a portable computer for course testing and quizzes to class.
- Some courses require products or software from a variety of sources. These are explained in individual courses. They may require an additional purchase.
- View the Canvas orientation from FSW Online. Browser information is provided.
- There is an expectation that students have continuous access to a computer capable of performing tasks that are needed to complete assignments and access websites assigned.
- Professors will not accept the excuse of not having a computer available for why assignments have not been completed by due dates. Plan ahead in case your computer is out of commission.
- It is strongly recommended that all work be saved to an external source or storage device in addition to the computer hard drive.

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FSW Minimum Technology Requirements

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A laptop or desktop computer with an updated operating system (e.g., Windows 7+, Mac OSX 10.11+, Chrome OS 58+)
250 MB Free Disk Space 2
GB Free RAM
Up-to-date web browsers (e.g., Chrome or Mozilla Firefox) a webcam and microphone
Stable high-speed internet

Tablets, smartphones, and other mobile devices may be suitable for the completion of *some* coursework. Technology requirements can **vary by program,** so you may also be required to acquire specific software or equipment to complete the course. **Look for that information** in your course **syllabus** at the start of the semester.

Please Note: Students can request a webcam or barrow a portable computer for their online courses, please submit the request form to Student Technology Check-Out Request

APA Style

The BSN Program requires all students to own the Publication Manual of the American Psychological Association, Seventh Edition. It is the expectation for baccalaureate prepared students to use APA Style format when writing all assignments/discussions in the BSN Program. This style is used in professional papers and nursing journals. Proficiency in APA Style will also prepare the BSN graduate for academic progression, in both master's and doctoral nursing programs.

Turnitin

All papers submitted to Turnitin.com should have a similarity core of 20% or less. If the similarity score is greater than 20%, the student is expected to review the report, make appropriate revisions in their paper, and resubmit the paper by the due date. At the discretion of the professor, the student may be required to rewrite and resubmit the paper.

Academic Standards

1. A student must earn a grade of "C" or above in all BSN Program upper division courses to successfully complete the course.
2. Students who fail or withdraw twice (any combination of F or W) from BSN Program courses will need to petition for approval to return to the program. Petitions should be addressed to the program Student Success Advisor II or BSN Program Director.
3. A student must maintain a cumulative GPA of 2.0 or higher. Failure to do so will result in the student being placed on academic probation.
4. A student who feels there are extenuating circumstances that warrant an exception to these academic standards may appeal to the student progress committee through the BSN Program Director. This request must be in writing and must explain the circumstances. If re-enrollment is approved, it is on a "space available" basis.

Lines of Communication

The BSN Program has a line of communication students are expected to utilize when attempting to solve problems, offer suggestions, get questions answered, etc. This line of communication begins with the student's course professor and proceeds according to the chain of command until the situation is resolved or the question is answered.

The chain of command is intended to facilitate communication and provides the students with a framework for problem solving.

This line of communication begins with student and/or person closest to the situation and proceeds as follows until the situation is resolved.

- Course Faculty
- BSN Program Director
- Associate Dean, Department of Nursing
- Dean, School of Health Professions

BSN Academic Policies and Procedures Relating to Students

The Department of Nursing follows the Academic Policies and Procedures Relating to Students found in the current FSW College Catalog.

Registration for the Final Semester

All courses required in the BSN curriculum must be successfully completed prior to the final semester or the Program Director's permission to take courses concurrently with enrollment with enrollment in NUR 4827C Leadership and Nursing Practice.

Progression in Program

Students should notify the Student Success Advisor II or the BSN Program Director if they anticipate an issue with their progression in the program.

Graduation Requirements

BSN Program students should run their graduation audit check each term. If a student has questions about the graduation audit, they should contact the Program Student Success Advisor II or Program Director.

Criminal Background Check and Health Requirements

CastleBranch Requirements

BSN students will be required to obtain a Level 2 Background Check, a 10-panel drug screen, and complete

the requirements for the CastleBranch Medical Document Manager. Students are also required to satisfy any additional requirements of the clinical agency.

Health Insurance

BSN students need to have health insurance in place before beginning a practice experience and will provide proof (an image of a current health insurance card) to CastleBranch.com Medical Document Manager. This is required by all FSW clinical agencies. Any student injury or incident must be reported to the course faculty as soon as possible. The student should always have the course faculty's telephone number with them while at the practice experience.

Background Screening

Students will sign, and return to the Department of Nursing, the VECHS Waiver Agreement & Statement Form and the Application Notification & Acknowledgement Form.

The background check, drug screen, and medical document manager requirements must be completed before registering for the last course, NUR 4827C Leadership in Nursing Practice or by the deadline specified in the RN-to-BSN Student Forum. Failure to do so will prevent the student from being able to attend practice experience and result in unsuccessful course completion.

Medical records submitted through CastleBranch are owned by the student for the period of time the student has leased CastleBranch services.

Criminal History and Drug Test Findings

Each student will be provided with a detailed procedure for completing the Level 2 background and drug screens by CastleBranch.com or other vendor used by FSW. The results are reviewed by the BSN Program Director and/or Associate Dean. The BSN Program student may be asked to verbally explain or provide written explanation about results of the drug or background reports. The student could be denied access to the clinical or practice facility if they do not meet the clinical or practice requirements. Attempt will be made by the program director or designee to place student in an alternative clinical or practice experience location if possible. If the student cannot meet the requirements of any contracted facility, the student will not be permitted to enroll in the NUR 4827C Leadership in Nursing Practice course.

Arrests During the BSN Program

If a health profession student is arrested at any time while enrolled in the program, the arrest must be reported to the BSN Program Director or Associate Dean within two (2) business days after the arrest. Failure to do so may result in dismissal from the program. A student arrested for a disqualifying offense during the program will be placed on academic probation until the case disposition can be obtained. Practice experience privileges will be at the discretion of the program.

Impaired Provider

Client safety requires that all providers of care be mentally alert and able to think critically, sufficient to make sound clinical judgments. Many factors (i.e., drugs, alcohol, lack of sleep, etc.) can interfere with the ability to think critically. Consistent with FSW's Drug-free Campus and Workplace policy, the Department of Nursing prohibits any student from reporting to practicum to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy will result in disciplinary action up to and including immediate suspension, expulsion, and/or a requirement of satisfactory participation in a college-approved drug or alcohol rehabilitation program in accordance with the Florida Board of Nursing. A student who is suspected of violating this policy will not be allowed to provide patient care in the clinical setting.
Procedure:

If a faculty member or staff suspects a student of being impaired, the faculty member or staff member will take the following steps:

The student will be removed from the practice facility area.

- The BSN Program Director or designee will be notified.
- The student's behavior(s) may be validated by a second FSW nursing personnel if possible.
- Arrangements for student transportation to home will be made.
- The student will make a follow-up appointment with faculty and the BSN Program Director within 48 hours.
- FSW campus police will be notified, and the required incident report will be filled out by the faculty, or FSW employee who observed or supervised the student practice experience.

For BSN Program students, this expectation means participation in all assigned discussions and assignments. It is expected that students will participate in all online activities and class assignments a minimum of two (2) days per week. Students are strongly encouraged to check for announcements and messages. The student is responsible for contacting the course faculty regarding issues related to non-participation and missed or late assignments.

Student Opinion Survey (SOS)

Students are encouraged to complete all student opinion surveys and end-of-course program evaluations each semester if applicable.

Florida SouthWestern State College Department of Nursing Student Handbook

Evidence of Understanding

I have read the Florida SouthWestern State College Department of Nursing Student Handbook and understand that I am responsible for its content and agree to honor the policies and procedures specified within this document and Florida SouthWestern State College. I also understand that I am responsible for all content listed in the syllabus of each course.

I understand that if I have any questions or need clarification of anything contained in this handbook that I can contact the ASN Nursing Program Coordinator on each campus, the ASN Program Director, or the BSN Program Director for further clarification.

FSW Academic Policies and Procedures Relating to Students can be found in the college catalog: Academic Policies and Procedures Relating to Students

The policies and procedures in this handbook are subject to change as needed. **Any changes to the handbook will be communicated through program-specific Student Forums.**

Signature _____

Name (Printed) _____

Student ID Number _____

Date _____

Draft: Fall 2024