



FLORENCE-DARLINGTON TECHNICAL COLLEGE

# Nursing Student Handbook

»»»» 2025-2026



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## Nursing Program Types Offered:

- Associate Degree Nursing
- Practical Nursing
- LPN to RN Transitional

## Accreditation

The Associate Degree Nursing Program is approved by the SC License and Labor Regulatory agency, State Board of Nursing, and is accredited by the Accreditation Commission for Education in Nursing, Inc.

### **Accreditation Commission for Education in Nursing, Inc.**

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# SECTION I: FDTC NURSING PROGRAM

## Philosophy and Mission

The mission of the FDTC Department of Nursing is to prepare nursing students to be competent, essential caregivers through a dynamic curriculum and clinical experiences, which provide the requisite skills and knowledge for state licensure so that the community nursing needs are met. The vision of the Department of Nursing is to become a Nursing Education “Center of Excellence” that is continuously aligned with innovative practices and technology.

The Department of Nursing supports the Florence–Darlington Technical College Mission Statement, which provides a high-quality education that furthers the regional economic development, enhances the quality of life in the region we serve and supports students’ marketability in the global economy. Through instructional programs, business & industry partnerships, and community involvement, the College will play a major role in the economic development and quality of life of its constituents. The educational experience at Florence–Darlington Technical College will enhance the student’s marketability in today’s global economy.

The Philosophy of the Department of Nursing includes general beliefs about nursing, man, health, environment, society, and education, and is derived from the College Mission Statement.

Nursing is an art and a science based on knowledge and research from the humanities/fine arts, social/behavioral sciences, and natural science/mathematics. Nursing is an interactive, holistic, and therapeutic process of caring for and about clients, families, and communities across the life span. The nurse is a competent, knowledgeable, accountable and collaborative member of the multidisciplinary health care team. The nurse promotes effective communication while maintaining client and organizational confidentiality. Utilizing the nursing process, critical thinking skills, and ethical/legal principles, the nurse, as a client advocate, manages care and teaches self-care to promote wellness, optimal health and/or a peaceful death.

Health is viewed along the wellness–illness continuum; and is a dynamic process of man adapting to the constantly changing internal and external environment. The environment consists of circumstances, surroundings, and conditions that continuously impact man, a biopsychosocial being, who strives to adapt to changes. Society is an interacting community or group of people, whose ability to adapt is influenced by ethnic, socioeconomic and cultural diversity, morals, values and beliefs. Nursing manipulates the environment, or assists man in society to adapt, as continuous changes occur across the life span.

Education is a dynamic, life-long process, which integrates knowledge from global resources into an organized framework. Nursing education integrates a variety of culturally diverse learning experiences to promote student learning of a selected body of knowledge, which is based on previous knowledge and progresses from simple to complex. The student assumes the role of an active participant in her/his education process, thereby sharing the responsibility and accountability for his or her own learning. The Faculty develops behavioral criteria or outcomes for safe, ethical practice, and continuously evaluates student achievement, progress toward graduation, and professional licensure. At each level, the nurse must demonstrate vocational/professional behaviors within the scope of practice as defined by the State Nurse Practice Act and ANA Standards of Practice.

## Program Information

The FDTC Associate Degree Nursing program prepares students for this performance profession requiring intellectual, interpersonal and psychomotor skills that are based upon biological, behavioral and humanistic principles. Graduates of the Associate Degree Nursing program are prepared to work in a variety of settings including hospitals, clinics and outpatient centers. Upon completion of the program, the student is eligible for an Associate Degree in Applied Science and may apply to take the National Council Licensure Examination for Registered Nursing Practice (NCLEX-RN).

## Career Description

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the lifespan. The nurse is a competent, knowledgeable, accountable and collaborative member of the interprofessional health care team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health and/or a peaceful death. Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long term care facilities. There are numerous additional opportunities for nurse employment. According to the U.S. Bureau of Labor Statistics, the average annual salary for registered nurses was \$80,660 as of May 2024.

## Student Program Learning Outcomes

The faculty of the Florence Darlington Technical College (FDTC) school of nursing used the six QSEN competences as a foundation to redefine the student program learning outcomes. The outcomes were leveled across four levels of the curriculum to show a progression from simple to complex knowledge, skills, and behaviors. Each course of the curriculum has a set of outcomes derived from the leveling of outcomes. As the student successfully completes each course in a level, the student will achieve the level outcomes which ultimately leads to achievement of the program outcomes.

### Patient-Centered Care/Safety

Coordinate safe and effective care respecting patients' preferences, values, age, culture, and needs to promote optimum patient outcomes.

### Ethical/Integrity

Demonstrate professional, ethical, and legal behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.

### Health Informatics

Utilize clinical technology to coordinate and support clinical decision-making in the provision of patient centered care.

### Evidence-Based Practice

Formulate nursing practice decisions utilizing scientific research and evidence-based protocols to incorporate into the care of patients and families.

### Clinical Judgement

Integrate judgments in practice, substantiated with evidence, in the provision of safe care to promote the health of patients and families.

### Collaboration & Teamwork

Collaborate with interprofessional team members, patients, and their support systems to achieve improved health outcomes.

### Leadership

Integrate concepts of current organizational and systems leadership to coordinate quality patient centered care.

## ADN Requirements

- Formal acceptance in FDTC
- Students must be eligible to take any of the nursing program co-requisite courses at the time of initial acceptance into the nursing program.
- RWR 100 or ENG 155 or equivalent scores
- MAT 102 or equivalent test scores
- Minimum grade of "C" is required for all program courses (BIO 210, BIO 211, BIO 225, MAT 110, ENG 101, PSY 201, Elective, NUR 105, 134, 165, 106, 265, 241, 266, 243, 267, and 239)

## Admission Requirements

- 2.75 Program GPA (Admission to Nursing Program)
- 2.0 Cumulative GPA (To Continue in the Nursing program)
- 2.0 GPA (College)
- TEAS test: Proficient level overall mean 65.7% and in Reading 69%, Math 65%, English/Language 64%, and Science 55% categories (TEAS tests may be repeated, in 30-day time period). Students are allowed only four (4) attempts total on the TEAS test
- The TEAS must not be more than four (4) years old
- Nursing Career Talk within last year
- Students must have successfully completed BIO 210, BIO 211, ENG 101, and MAT 110 to apply to the ADN program
- BIO courses, including those being transferred for BIO 210, 211 and 225, must not be more than five (5) years old AT THE TIME YOU BEGIN THE PROGRAM. In order to be eligible for acceptance, Biology courses may only be repeated ONCE at any college, including FDTC. Biology courses with W/WF will be counted as an attempt
- Applicants who have LPN licensure by equivalency due to unsuccessful completion of a RN program are NOT eligible for the Advanced Placement for ADN program

## Academic Requirements

- A minimum grade of "C" is required for all NUR/PHM courses
- Students must maintain a minimum 2.0 cumulative GPA to progress in nursing classes. Students who drop below GPA requirements will be placed on academic probation.
- Students may only repeat a nursing course once (NUR/PNR)
- Students who have two (2) failures in nursing courses (NUR/PNR) have not made satisfactory academic progression and must leave the program

## Fall Admission Semester

| SEMESTER 0           |                                                  |             |           |              |
|----------------------|--------------------------------------------------|-------------|-----------|--------------|
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| BIO 210              | Anatomy & Physiology I                           | 3           | 3         | 4            |
| BIO 211              | Anatomy & Physiology II                          | 3           | 3         | 4            |
| MAT 110              | College Algebra                                  | 3           | 0         | 3            |
| ENG 101              | English Composition I                            | 3           | 0         | 3            |
| Total Hours          |                                                  | 12          | 6         | 14           |
| SEMESTER 1 (Fall)    |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 105              | Pharmacology for Nurses                          | 1           | 0         | 3            |
| NUR 134              | Beginning Nursing Skills                         | 3           | 6         | 5            |
| BIO 225              | Microbiology                                     | 3           | 3         | 4            |
| Total Hours          |                                                  | 7           | 9         | 10           |
| SEMESTER 2 (Spring)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 165              | Nursing Concepts/Clinical Practice I             | 3           | 9         | 6            |
| NUR 106              | Pharmacologic Basics in Nursing Practice         | 2           | 0         | 2            |
| PSY 201              | General Psychology                               | 3           | 0         | 3            |
| Total Hours          |                                                  | 8           | 9         | 11           |
| SEMESTER 3 (Summer)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 241              | Health Promotion & Risk Reduction Maternal-Child | 2           | 6         | 4            |
| NUR 265              | Nursing Concepts/Clinical Practice II            | 3           | 9         | 6            |
| XXX XXX              | Elective: Humanities/Fine Arts                   | 3           | 0         | 3            |
| Total Hours          |                                                  | 8           | 15        | 13           |
| SEMESTER 4 (Fall)    |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 243              | Health Promotion & Risk Reduction in Children    | 2           | 6         | 4            |
| NUR 266              | Nursing Concepts/Clinical Practice III           | 3           | 9         | 6            |
| Total Hours          |                                                  | 8           | 15        | 13           |
| SEMESTER 5 (Spring)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 239              | Mental Health Nursing                            | 2           | 6         | 4            |
| NUR 267              | Nursing Concepts/Clinical Practice IV            | 3           | 9         | 6            |
| Total Hours          |                                                  | 8           | 15        | 13           |

**Minimum Total Credit Hours: 68**

# ADN Spring Admission

| SEMESTER 0           |                                                  |             |           |              |
|----------------------|--------------------------------------------------|-------------|-----------|--------------|
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| BIO 210              | Anatomy & Physiology I                           | 3           | 3         | 4            |
| BIO 211              | Anatomy & Physiology II                          | 3           | 3         | 4            |
| MAT 110              | College Algebra                                  | 3           | 0         | 3            |
| ENG 101              | English Composition I                            | 3           | 0         | 3            |
| Total Hours          |                                                  | 12          | 6         | 14           |
| SEMESTER 1 (Spring)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 105              | Pharmacology for Nurses                          | 1           | 3         | 1            |
| NUR 134              | Beginning Nursing Skills                         | 3           | 6         | 5            |
| BIO 225              | Microbiology                                     | 3           | 3         | 4            |
| Total Hours          |                                                  | 7           | 12        | 10           |
| SEMESTER 2 (Summer)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 165              | Nursing Concepts/Clinical Practice I             | 3           | 9         | 6            |
| NUR 106              | Pharmacologic Basics in Nursing Practice         | 2           | 0         | 2            |
| PSY 201              | General Psychology                               | 3           | 0         | 3            |
| Total Hours          |                                                  | 8           | 12        | 11           |
| SEMESTER 3 (Fall)    |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 241              | Health Promotion & Risk Reduction Maternal-Child | 2           | 6         | 4            |
| NUR 265              | Nursing Concepts/Clinical Practice II            | 3           | 9         | 6            |
| XXX XXX              | Elective: Humanities/Fine Arts                   | 3           | 0         | 3            |
| Total Hours          |                                                  | 8           | 15        | 13           |
| SEMESTER 4 (Spring)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 243              | Health Promotion & Risk Reduction in Children    | 2           | 6         | 4            |
| NUR 266              | Nursing Concepts/Clinical Practice III           | 3           | 9         | 6            |
| Total Hours          |                                                  | 5           | 15        | 10           |
| SEMESTER 5 (Summer)  |                                                  |             |           |              |
| Course Prefix/Number | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 239              | Mental Health Nursing                            | 2           | 6         | 4            |
| NUR 267              | Nursing Concepts/Clinical Practice IV            | 3           | 9         | 6            |
| Total Hours          |                                                  | 5           | 15        | 10           |

**Minimum Total Credit Hours: 68**

## Nursing — LPN to ADN Transition

**Advanced Placement for ADN Degree:** Associate in Applied Science with a major in Nursing. The LPN to ADN Transition program prepares LPNs, with a current unrestricted license in the state of South Carolina, and the opportunity to pursue an associate degree in nursing. The LPN to ADN transition program is academically challenging. The program is open to men and women who provide evidence of interest, motivation, and aptitude in health care. Students are awarded an associate of applied science degree in nursing and are eligible to take the National Council Licensure Examination (NCLEX-RN). Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long-term care facilities. There are numerous additional opportunities for nurse employment. Upon completion of the program, the student is eligible for an Associate Degree in Applied Science and may apply to take the National Council Licensure Examination for Registered Nursing Practice (NCLEX-RN). According to the U.S. Bureau of Labor Statistics, the average annual salary for registered nurses was \$80,660 as of May 2024.

## Career Description

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the lifespan. The nurse is a competent, knowledgeable, accountable, and collaborative member of the interprofessional healthcare team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health, and/or a peaceful death. Nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long-term care facilities. There are numerous additional opportunities for nurse employment.

## Student Learning Outcomes

The faculty of the Florence Darlington Technical College (FDTC) school of nursing used the six QSEN competencies as a foundation to redefine the student program learning outcomes. The outcomes were leveled across four levels of the curriculum to show a progression from simple to complex knowledge, skills, and behaviors. Each course of the curriculum has a set of outcomes derived from the leveling of outcomes. As the student successfully completes each course at a level, the student will achieve the level outcomes which ultimately lead to the achievement of the program outcomes.

### Patient-Centered Care/Safety

Coordinate safe and effective care respecting patients' preferences, values, age, culture, and needs to promote optimum patient outcomes.

### Ethical/Integrity

Demonstrate professional, ethical, and legal behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.

### Health Informatics

Utilize clinical technology to coordinate and support clinical decision-making in the provision of patient centered care.

### Evidence-Based Practice

Formulate nursing practice decisions utilizing scientific research and evidence-based protocols to incorporate into the care of patients and families.

### Clinical Judgement

Integrate judgments in practice, substantiated with evidence, in the provision of safe care to promote the health of patients and families.

### Collaboration & Teamwork

Collaborate with interprofessional team members, patients, and their support systems to achieve improved health outcomes.

### Leadership

Integrate concepts of current organizational and systems leadership to coordinate quality patient centered care.

## LPN to ADN Transition Admission Requirements

- 2.75 Program GPA (Admission to Nursing Program)
- 2.0 Cumulative GPA (To Continue in Nursing)
- 2.0 GPA (College)
- TEAS test: Proficient level overall mean 65.7% and in Reading 69%, Science 55%, Math 65%, and Language 64% categories (TEAS tests may be repeated, but not within the 30-day time period) Students are allowed four (4) attempts on the TEAS tests
- The TEAS must not be more than four (4) years old
- Nursing Career Talk within the last year
- Applicants who have LPN licensure by equivalency due to unsuccessful completion of a RN program are **NOT** eligible for the Advanced Placement for ADN program
- Applicants must have worked full-time as a licensed LPN for 1 year before applying to the transition program
- Completion of prerequisites: BIO 210, BIO 211, BIO 225, MAT 110, ENG 101, PSY 201, and Elective Humanities/Fine Arts 3 credit hours with a grade of "C" or better
- BIO courses, including those being transferred for BIO 210, 211, and 225, must not be more than five (5) years old AT THE TIME YOU BEGIN THE PROGRAM. In order to be eligible for acceptance, Biology courses may only be repeated ONCE at any college, including FDTC. Biology courses with W/WF will be counted as an attempt.
- Minimum grade of "C" is required for all program courses (BIO 210, BIO 211, BIO 225, MAT 110, ENG 101, PSY 201, Elective, NUR 105, 134, 165, 106, 265, 241, 266, 243, 267, and 239)

## At the Beginning of the Program

In order to be eligible for acceptance, Biology courses may only be repeated ONCE at any college, including FDTC. Biology courses with a W/WF will be counted as an attempt.

- Licensed as an LPN in South Carolina with no conditions or disciplinary action. Applicants who have LPN licensure by equivalency due to unsuccessful completion of an RN program are NOT eligible for the Advanced Placement for ADN program.

## Academic Requirements

- A minimum grade of "C" is required for all NUR courses
- Students must maintain a minimum 2.0 cumulative GPA to continue to progress in nursing classes. Students who drop below GPA requirements will be placed on academic probation. The cumulative GPA must be 2.0 or higher to graduate
- Students may only repeat a nursing course once (NUR)
- Students who have two (2) failures in nursing courses (NUR) and have not made satisfactory academic progression must leave the program. Students who fail NUR 201 may not continue in the Advanced Transition track. Students may reapply through the traditional ADN nursing program.

## LPN to ADN Transition Program Fall Admission

| Prior Learning Equivalency                               |                                                  |             |           |              |
|----------------------------------------------------------|--------------------------------------------------|-------------|-----------|--------------|
| Course Prefix/Number                                     | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| PNR 110                                                  | Fundamentals of Nursing                          | 3           | 6         | 5            |
| PNR 122                                                  | Pharmacology                                     | 3           | 0         | 3            |
| PNR 128                                                  | Medical/Surgical Nursing I                       | 4           | 9         | 7            |
| PNR 138                                                  | Medical/Surgical Nursing II                      | 4           | 9         | 7            |
| Total Hours                                              |                                                  | 14          | 24        | 22           |
| Student will receive 15 credits for prior learning (LPN) |                                                  |             |           |              |
| Prerequisite Requirements (Semester 0)                   |                                                  |             |           |              |
| Course Prefix/Number                                     | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| BIO 210                                                  | Anatomy & Physiology I                           | 3           | 3         | 4            |
| BIO 211                                                  | Anatomy & Physiology II                          | 3           | 3         | 4            |
| BIO 225                                                  | Microbiology                                     | 3           | 3         | 4            |
| XXX XXX                                                  | Elective: Humanities/Fine Arts                   | 3           | 0         | 3            |
| ENG 101                                                  | English Composition I                            | 3           | 0         | 3            |
| PSY 201                                                  | General Psychology                               | 3           | 0         | 3            |
| MAT 110                                                  | College Algebra                                  | 3           | 0         | 3            |
| Total Hours                                              |                                                  | 21          | 9         | 24           |
| SEMESTER 1 (Fall)                                        |                                                  |             |           |              |
| Course Prefix/Number                                     | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 201                                                  | Transition for LPNs                              | 2.5         | .5        | 3            |
| NUR 106                                                  | Pharmacologic Basics in Nursing Practice         | 2           | 0         | 2            |
| NUR 241                                                  | Health Promotion & Risk Reduction Maternal-Child | 2           | 6         | 4            |
| Total Hours                                              |                                                  | 6.5         | 6.5       | 9            |
| SEMESTER 2 (Spring)                                      |                                                  |             |           |              |
| Course Prefix/Number                                     | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 243                                                  | Health Promotion & Risk Reduction in Children    | 2           | 6         | 4            |
| NUR 266                                                  | Nursing Concepts/Clinical Practice III           | 3           | 9         | 6            |
| Total Hours                                              |                                                  | 5           | 15        | 10           |
| SEMESTER 3 (Summer)                                      |                                                  |             |           |              |
| Course Prefix/Number                                     | Course Name                                      | Class Hours | Lab Hours | Credit Hours |
| NUR 239                                                  | Mental Health Nursing Concepts                   | 2           | 6         | 4            |
| NUR 267                                                  | Nursing Concepts/Clinical Practice IV            | 3           | 9         | 6            |
| Total Hours                                              |                                                  | 5           | 15        | 10           |

**Minimum Total Credit Hours: 68**

# **Nursing — Practical Nursing (Fall Admission) Diploma:**

## **Program Information**

The Practical Nursing program prepares students for a vocation requiring intellectual, interpersonal, and psychomotor skills that are based upon biological, behavioral, and humanistic principles. Graduates of the Practical Nursing program are prepared to work in a variety of settings and upon completion of the program, the student is eligible to apply to take the licensure boards for Licensed Practical Nursing Practice (NCLEX-PN) There are three semesters and 48 credits in the PN program.

## **Career Description**

Nursing is an interactive, holistic, and therapeutic process of caring for and about patients, families, and communities across the lifespan. The nurse is a competent, knowledgeable, accountable, and collaborative member of the intra-professional healthcare team. Utilizing caring behaviors, communication skills, critical thinking, and professional behaviors, the nurse, as a patient advocate, manages patient care and teaches self-care to promote wellness, optimal health, and/or a peaceful death. Practical nurses are employed in health care facilities, physician's offices, home care agencies, industries, and long-term care facilities. There are numerous additional opportunities for nurse employment. According to the U.S. Bureau of Labor Statistics, the average annual salary for practical nurses was \$50,468 as of May 2024.

## **Student Learning Outcomes**

The faculty of the Florence Darlington Technical College (FDTC) school of nursing used the QSEN competences and the NLN Guiding Standards as a foundation to redefine the student program learning outcomes (SLOs). This allows for the preparation of the practical nurse to provide safe, quality care within their scope of practice. The outcomes were leveled across three levels of the curriculum to show a progression from simple to complex knowledge, skills, and behaviors. Each course of the curriculum has a set of outcomes derived from the leveling of outcomes. As the student successfully completes each course in a level, the student will achieve the level outcomes which ultimately leads to achievement of the program outcomes.

### **Patient-Centered Care/Safety**

Provide safe and effective care, respecting patients preferences, values, age, culture, and needs to promote optimum patient outcomes.

### **Ethical/ Integrity**

Demonstrate professional, ethical, and legal behaviors consistent with the standards of practice and regulatory frameworks of the licensed practical nurse.

### **Health Informatics**

Utilize clinical technology to support clinical decision making in the provision of patient centered care.

### **Evidence-Based Practice**

Utilize scientific research and evidence protocols to incorporate into the care of patients.

### **Clinical Judgement**

Apply the nursing process and current research in the provision of safe patient care.

### **Collaboration & Teamwork**

Provide essential patient information to the interprofessional team to achieve improved health outcomes.

Student learning is progressive and multidimensional. It exists across the integrating concepts that comprise knowledge domains (Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry) within the teaching and learning experience. Graduate will:

- Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the healthcare team. (Human Flourishing)
- Provide a rationale for judgments used in the provision of safe, quality care for decisions that promote the health of patients within a family context. (Nursing Judgment)
- Assess how one's strengths and values affect one's identity as a nurse and one's contributions as a member of the healthcare team. (Professional Identity)
- Question the basis for nursing actions considering research, evidence, tradition, and patient preferences. (Spirit of Inquiry) 200

## Program Entrance Requirements

- RWR 100 or (delete) ENG 155 equivalent scores
- MAT 155 or equivalent tests cores
- Students must be eligible to take any of the program co-requisite courses at the time of acceptance into the nursing program.
- Formal acceptance to FDTC.

## Admission Requirements

- 2.0 Program GPA
- 2.0 Cumulative GPA
- TEAS test: Proficient level overall (TEAS tests may be repeated, but not within the 30-day time period.) Students are allowed 4 attempts total on the TEAS test. Overall Score of 58.7 (Reading 69% and Science 55%)
- Nursing Career Talk
- BIO courses being transferred for BIO 112 must not be more than 5 years old **at the time you begin he program. Other academic requirements: BIO 210 AND BIO 211 can be accepted for BIO 112.**
- A grade of "C" is required in all PNR courses.
- Students must maintain a minimum of a 2.0 cumulative GPA and 2.0 program GPA to continue to progress in nursing classes
- Students may only repeat a practical nursing (PNR) course once
- Students who have two (2) failures in practical nursing (PNR) courses and have not made satisfactory academic progress must leave the program.
- Minimum grade of "C" is required for all program courses (BIO 112 or BIO 210, 211, AHS 102, MAT 155/ MAT 110, ENG 101, PSY 201, PNR 110, 122, 128, 155, 138, and 183)

## Practical Nursing Program Fall

| Course Prefix/Number       | Course Name                         | Class Hours | Lab Hours | Credit Hours |
|----------------------------|-------------------------------------|-------------|-----------|--------------|
| BIO 112                    | Anatomy & Physiology                | 3           | 3         | 4            |
| <b>Total Hours</b>         |                                     | <b>3</b>    | <b>3</b>  | <b>4</b>     |
| <b>Semester 1 (Fall)</b>   |                                     |             |           |              |
| Course Prefix/Number       | Course Name                         | Class Hours | Lab Hours | Credit Hours |
| PNR 110                    | Fundamentals of Nursing             | 3           | 6         | 5            |
| PNR 122                    | Fundamentals of Pharmacology        | 3           | 0         | 3            |
| AHS 102                    | Medical Terminology                 | 3           | 0         | 3            |
| MAT 155                    | Contemporary Mathematics            | 3           | 0         | 3            |
|                            | <b>OR</b>                           |             |           |              |
| MAT 110                    | College Algebra                     | 3           | 0         | 3            |
| <b>Total Hours</b>         |                                     | <b>12</b>   | <b>6</b>  | <b>14</b>    |
| <b>SEMESTER 2 (Spring)</b> |                                     |             |           |              |
| Course Prefix/Number       | Course Name                         | Class Hours | Lab Hours | Credit Hours |
| ENG 101                    | English Composition I               | 3           | 0         | 3            |
| PNR 128                    | Medical/Surgical Nursing I          | 4           | 9         | 7            |
| PNR 155                    | Maternal/Infant/Child Nursing       | 5           | 6         | 7            |
| <b>Total Hours</b>         |                                     | <b>12</b>   | <b>15</b> | <b>17</b>    |
| <b>SEMESTER 3 (Summer)</b> |                                     |             |           |              |
| Course Prefix/Number       | Course Name                         | Class Hours | Lab Hours | Credit Hours |
| PNR 138                    | Medical/Surgical Nursing II         | 4           | 9         | 7            |
| PNR 183                    | Special Topics in Practical Nursing | 3           | 0         | 3            |
| PSY 201                    | General Psychology                  | 3           | 0         | 3            |
| <b>Total Hours</b>         |                                     | <b>10</b>   | <b>9</b>  | <b>13</b>    |

**Minimum Total Credit Hours: 48 | *BIO 210 AND BIO 211 can be accepted for BIO 112***

# SECTION II: STUDENT RESOURCES

## FDTC Libraries

The mission of Florence–Darlington Technical College Libraries is to serve the educational needs of students, faculty, staff, and members of the community by providing them with print, non–print, and electronic resource materials. These materials provide support for college transfer, technical education, and continuing education programs and are for use by individuals concerned with personal or professional growth and development. This mission is fulfilled by a professional staff who assist patrons in their effective use of the library resources.

The FDTC Libraries are located on the main campus and the health sciences campus. Resource rooms are available at the Hartsville and Lake City sites. The collection, which supports college transfer, technical education, distance learning, and continuing education programs, includes print, non–print, and electronic materials. The services include copying equipment, borrowing privileges, study rooms, interlibrary loan, Internet access, audiovisual viewing rooms, and computer lab.

Library staff provides information and guidance in locating and using library materials. Library orientation tours and information literacy instruction are available upon request for classes, individuals, or faculty.

## Additional Library Resources

All of the resources listed below are available to students from the library’s web page or the Nursing Research Guide, on or off campus 24/7. Off–campus, students may be challenged for credentials which are their username and password used to access email, Self–Serve, D2L, or any campus computer. The library provides reference access via chat reference, email reference and ask a librarian. Our policy is to respond to reference request within 24 hours.

The FDTC Libraries are a member of the Partnership Among South Carolina Academic Libraries (PASCAL) Consortium which gives our students the ability to borrow resources from 56 member institutions to include two medical universities and a host of other colleges and universities that have nursing programs.

### Electronic Databases

| Title                      | Description                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------|
| CINAHL Complete            | Indexing of top nursing and allied health literature                                                      |
| CINAHL Plus with Full Text | Full text access to hundreds of nursing and allied health journals                                        |
| Consumer Health Complete   | Comprehensive resources for consumer–oriented health content                                              |
| Lippincott Advisor         | Access to thousands of clinical topics and the latest evidence, guidelines, and best practice information |
| StatRef                    | Access to 600+ full–text titles, journals, and evidence–based point–of–care authoritative resources       |

## Nursing Video Collections

| Title                                            | # of Titles                           |
|--------------------------------------------------|---------------------------------------|
| Acland's                                         | 300 videos on real anatomic specimens |
| Nursing Current Concepts and Practice Collection | 515                                   |
| Visible Body                                     | Library of over 24,000 visual assets  |

## Nursing eJournal Collection

| Title                             | # of Journal Titles                        |
|-----------------------------------|--------------------------------------------|
| Health Source Nursing Academic    | Access to 500 scholarly full text journals |
| Ovid Nursing eJournals Collection | 150                                        |

## Nursing eBook Collections

| Title                   | # of Books                      |
|-------------------------|---------------------------------|
| eBook Central           | 166                             |
| EBSCO eBooks Collection | 248                             |
| Nursing eBooks @ EBSCO  | 700+                            |
| R2 - Rittenhouse        | Patron-driven acquisition - PDA |

## Reserve Collection

- 14 print titles

## Library Hours:

**Mondays & Wednesdays | 8am–5pm**

**Tuesdays & Thursdays | 8am–3pm**

With a valid Florence Darlington Technical College identification card, you may borrow material from Coker College or Francis Marion University. The rules of the borrowing institution must be followed.

Materials needed but not found in our library may be borrowed from other libraries via an inter-library loan.

## Student Services

At FDTC, we do our best to give our students all the resources they need to succeed in class and in life.

**Tutoring** is offered to provide academic/ preparation and support; assist in the reduction of failure rates; the development of basic skills; assist in retention, the development of a positive attitude toward learning; effective study habits; self-confidence; and to increase the student's understanding of the subject matter.

Online tutoring through Tutor.com is available for students 24/7. Login to Desire2Learn (D2L), access the course you need help with, and click on Tutor.com in the navigation bar. You can chat with a tutor immediately or schedule a tutoring session. If you have questions, please contact **tutors@fdtc.edu**.

**Career Preparation:** Looking for assistance in finding a job? FDTC Continuing Education and Workforce Development have developed an online Career Center to help make the task a little easier by having job information available at the click of your mouse!

**Student Employment:** Currently enrolled students and graduates who are interested in part-time and full-time employment should complete an Online Application for Placement Services. Placement Services is for off-campus jobs only. Students interested in Work Study positions should complete a FAFSA and check the Financial Aid website for federal work-study positions. FDTC works with area businesses to post current openings. Although employers may utilize various agencies to advertise their current employment vacancies, employment opportunities posted through the Student Activities website are only available for any SC Technical College graduate and students currently attending Florence-Darlington Technical College.

## Success Center

This office provides academic support and preparation services to all FDTC Students. These services include individual and group as well as online and distance learning tutoring in core and advanced courses, counseling, and academic needs workshops. Students also have access to computers, podcasts, Skype, Facebook, e-readers, anatomy models, printers, Internet sites, instructional resources, and other supplemental tools and instruction. For more information, call the Success Center at 843.661.8281 or visit the Center in Room 300 in the 300 Building.

## Advising and Advisors

Students are assigned an advisor when they begin pre-nursing studies at FDTC. They meet with the advisor at least once during the semester, in order to review their course of study and select classes for the next semester. This advisor may or may not be a nursing faculty member.

In the case of nursing, students in pre-nursing are assigned to an advisor within the Health Sciences Division. You will stay with this advisor until you are formally accepted into the nursing curriculum. If you were not initially assigned to a nursing faculty advisor, you will be upon acceptance into the program.

Advising is often equated with course selection, but there's actually a lot more to this relationship than PIN numbers and graduation planners. Advisors want to help students meet any and all educational goals. And it is because of this broad responsibility that the advisor/student relationship can take on many forms. In fact, some students benefit most by meeting with their advisors more often to share stories, gain advice, and map their road to academic success.

Advising is a partnership between students and their advisors. Advisors are essential to getting through the nursing program with a minimal amount of difficulty. With that in mind, here are the expectations of both parties. Here's a list of practical expectations for both students and their advisors.

### You should:

- Read all e-mails sent to your FDTC e-mail account
- Make sure your advisor knows your academic and personal goals
- Know who your advisor is. If you don't know or want to change your advisor, JUST ASK!
- Do not wait until the last minute to schedule your appointments—and you need to make an appointment!
- Come prepared for your appointment – course ideas, questions, etc.
- Don't hesitate to ask questions – take the initiative
- Check to be sure you've met course pre-requisites before registering
- Familiarize yourself with the academic policies in the catalog
- Know FDTC deadlines and dates
- Ask instructors and advisors for help when you need it.

In the end, you make all decisions. Only you know your long and short-term goals and how they are evolving. Seek out others for help in deciding what courses are important in reaching these goals, but don't forget your own responsibilities in the process.

#### **Academic Advisors should:**

- Be accessible and tell you their preferred method of contact (e.g. e-mail, phone, etc.)
- Be a responsive listener
- Help you determine your progress toward graduation
- Help you explore your interests, goals, and abilities, and relate them to academic majors (programs)
- Understand FDTC policies
- Refer you to support systems on campus
- Maintain confidentiality and understand the Family Educational Rights and Privacy Act (FERPA)
- Approve your schedule for the next semester.

#### **What else can you do?**

- Keep an advising notebook. Write down questions, plans, internship ideas, and other advising-related material.

## **Clinical Affiliates**

The FDTC nursing program is proud of its expansive relationships with multiple agencies in the greater Florence area. These relationships are invaluable to the experiential part of the nursing program—and we could not provide training without their collaboration and cooperation.

Multiple resources are available to faculty and students to support clinical learning experiences within these agencies. Many of the professionals within these affiliates serve on advisory boards and DACUM boards.

It is important for students to know we have established contracts and a set of guidelines for are participation in every clinical agency. We are guests in their facilities and they deserve our respect and gratitude.

## **Desire to Learn (D2L) Learning Management System**

Desire2Learn, or D2L, is the Learning Management System adopted by Florence-Darlington Technical College. The college chose this option after its previous experience with WebCT and Blackboard. We believe that Desire2Learn has proven to be a robust, simple, and easy-to-use platform for delivering content over the web.

All nursing courses make their D2L course the hub of all class activity. All course information is stored within the D2L shell—and all course testing takes place within the shell as well.

Students are urged to check in daily to their D2L courses—and to become proficient in posting and using the resources.

D2L help for students is available at [eng260.fdtc.edu/helpwiki/index.php](http://eng260.fdtc.edu/helpwiki/index.php).

# SECTION III: STUDENT POLICIES/STUDENT HEALTH AND SAFETY

## Health Requirements Policies

### Immunizations

- Students admitted into the health science programs must present proof of immunization or immunity (statement of disease is not sufficient) for:
  - Tetanus-diphtheria-pertussis (Tdap) within the last 10 years. Td is not accepted.
  - Measles, mumps, rubella (MMR): two vaccinations after 12 months of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
  - Varicella (chickenpox): two vaccinations after 12 months of age and separated by 30 days OR proof by titer of immunity with a quantitative copy of lab result required
  - Hepatitis B (Hep B): three vaccinations according to CDC schedule AND after 1-2 months, proof by titer of immunity with a quantitative copy of lab result required. If titer is non-reactive, a repeat of three (3) shot series is required with an additional titer 1-2 months after last shot
  - 2-step PPD OR Quantiferon test within 2 months of start date and PPD or Quantiferon test annually.
- Immunizations are required in order to attend clinical. Once these vaccinations or immunity is established, they are complete. HOWEVER, students must submit annual documentation of Tuberculosis status (1 Step PPD or Quantiferon) and annual flu vaccine.
- Students must maintain annual documentation of Tuberculosis status (1 Step PPD) and annual flu vaccine.

### PPD/X-RAY and CPR Certification

Throughout the time you are participating in the Nursing curriculum, the following are required to be on file in the Department of Nursing Office:

- One-step PPD (annually)
- Quantiferon non-reactive titer - if PPD positive in past. CXR is not accepted.
- Chest x-ray must be done at any time the student is Quantiferon positive or develops respiratory symptoms indicative of TB (cough, weight loss, night sweats, and fever).
- Current CPR certification through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer) is required throughout the academic program. There must be a practice component to the training with skill competency required. CPR certification must be current through the end of the last month of the semester in order to be acceptable for the semester.

Students will **NOT** be allowed to attend class or clinical (including orientation) if the PPD and CPR are not current through the end of the semester in which the student is registering.

### Flu Vaccine

Students working in healthcare facilities are at a greater risk of acquiring and spreading communicable diseases, such as the influenza virus. Nursing students are held to the same health requirements as healthcare providers. The Centers for Disease Control and Prevention (CDC) recommends annual influenza immunizations for all healthcare workers.

The School of Nursing recognizes the benefits of requiring students to become immunized annually with the influenza vaccine to protect themselves and to prevent transmission to patients and coworkers. All nursing students are required to receive an annual flu vaccination within the time frame set forth by the CDC for the current academic year no earlier than September 1st and later than October 10th. Students can obtain an immunization through the healthcare provider of their choice and must submit a hard copy to the nursing department and upload written documentation into Castlebranch when they received the influenza vaccination.

Documentation submitted as evidence must be on agency letterhead and must include at a minimum, the name of the student, the date the injection was administered, and the name, signature, and credentials of the healthcare provider who administered the vaccination.

## **Tobacco Use Policy**

The health dangers associated with smoking are clear. FDTC and all clinical affiliates have no smoking policies in place. Nursing students are prohibited from smoking or chewing tobacco while in uniform or on academic time anywhere at clinical sites and on the HSC campus.

Smoking is allowed in approved areas on the campus when the student is not in uniform.

## **Student Illness, Injury, and Hospitalization Policy**

**Student Illness:** A signed *Medical Clearance Form* statement is required from a health care provider before a student can attend any nursing class, laboratory, or clinical experience in the following situations:

1. Student illness/injury lasting for more than 3 consecutive days
2. Students with impaired behavior
3. Treatment or hospitalization requiring medical intervention (includes Emergency room care).

The Medical Clearance Form is to be addressed to the department chair and must state the student is able to perform all essential functions and nursing activities in a manner that will neither harm the student nor compromise patient safety. The Medical Clearance Form must also clearly state any restrictions that are in place. E.g., Students are not to lift more than five pounds for the next month. If any accommodations are needed, the healthcare provider must specify the accommodations in detail and must also include a date when the student may resume full participation. Placement in clinical may need to be adjusted accordingly within the guidelines of health care agencies and specific course objectives.

### **Impaired Behavior: See Substance Policy**

### **Surgery**

Elective, non-emergent surgeries that could interfere with performance and learning in the class or clinical site should be scheduled outside of the academic year.

### **Injury**

The student is responsible for immediately reporting a personal injury that occurs in the college laboratory or clinical site. The student is responsible for seeking medical attention. If the injury is of such a nature that the student could not provide safe patient care or might further aggravate the injury by returning to the laboratory or the clinical area within 24 hours of the injury, a physician's Medical Clearance Form and approval of the faculty will be required before the student will be readmitted to class or the clinical area.

## Attendance

Students should carefully review the attendance policy considering any illness or hospitalization. Because there are a limited number of excused clinical absences that can be made up in any semester, absences greater than the allowed time frame for a course will result in a withdrawal from the course.

Violation of the Student Illness, Injury, and Hospitalization Policy may result in the imposition of academic sanctions including dismissal from the nursing program.

## Title IX: Pregnancy and Delivery

Pregnancy is a wonderful and normal experience in one's life. While this is a normal experience, clinical rotations may place the pregnant or early postpartum student at particular risk for adverse health events. While clinical assignments can be controlled to some extent to minimize risk, it is possible that unexpected and unintended exposures to patients with viral or bacterial infections, dementia, or unsteady gait may occur during clinical rotations.

Florence-Darlington Technical College does not discriminate against any student on the basis of pregnancy, parenting, or related conditions. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students seeking pregnant and/or parenting accommodations are encouraged to disclose the pregnancy in a timely manner and shall be afforded the opportunity to establish makeup work or other alternative arrangements. A student who elects to withdraw from the course on or after the census will be assigned a "W" or "I;" however, the "W/I" will not be considered in satisfactory academic progress calculations, until the designated accommodations period ends.

Pregnant or parenting students seeking accommodations are responsible for contacting the FDTC Disabilities Coordinator. They should submit medical clearance forms for the pregnancy and after delivery to the Coordinator, not the faculty. The student, SDO, and faculty will meet to discuss potential accommodations.

*The Student Disability Office is located in room 111B in the 100 Building. Please contact the ADA Coordinator at 843.661.8124.*

## Castlebranch

All health science students, including nursing students, must meet a number of requirements in order to be permitted to begin the health-related program, participate in clinical experiences, and to sit for the NCLEX exam. FDTC uses an online company called **CastleBranch** ([castlebranch.com](https://castlebranch.com)) to manage most of these requirements.

Students are required to set up and maintain an account throughout their entire nursing education. Through this account students will complete an initial criminal background check and drug testing; upload proof of CPR certification, PPD, immunizations, site-specific orientation materials and other requirements of the program. Information about setting up and managing your account is available through D2L.

## Student Drug/Background Screening Policy

Applicants are to be advised that due to specific contract requirements by the clinical agencies used for clinical by the Nursing Program, background checks and drug screenings are part of the admission and retention process. The background check/drug screening will be completed once the applicant has been accepted to the nursing program.

Applicants with specific conviction histories or positive drug screenings may ultimately not be accepted into the Associate Degree Nursing Program or the Practical Nursing Program.

### Positive Background Screening Findings

A student in the Nursing Program who is terminated from an agency and is considered ineligible for rehire by that agency will be considered a clinical denial and will be dismissed from the program. The Dean of Nursing will notify students who have positive findings on their background checks in writing. The student is encouraged to meet with the Department Chair of Nursing. The background report will be sent to the agencies, who decide if the student is allowed to conduct clinical rotations at the facility. If one agency denies clinical to a student, it is considered as a denial from all other clinical agencies and the student will be removed from the Nursing curriculum. In order to be eligible for graduation, the student must be able to complete **all** clinical rotations. The student will be notified of the agency's denial in writing by the Department Chair of Nursing.

### Report of Arrests and/or Criminal Charges or Convictions

Students must report to the Dean of Nursing any arrests and/or criminal charges or convictions filed subsequent to the completion of the initial background screening and within three business days during the program. Failure to report may result in dismissal from the program. The Nursing Department will then notify health care agencies.

A student with a positive drug screen is not eligible for admission to or, once enrolled, continuation in the nursing program. Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per Nursing Department policy, including dismissal.

### Initial Drug Screening

In order to provide competent health care workers and be in compliance with clinical agency contracts, students will be required to submit to drug/background screening prior to taking any nursing courses. A variety of specimen collection methods for drug screening may be utilized some of which may include but are not limited to: blood, urine, hair, saliva and breath. Students are responsible for the costs involved with drug/background screening.

### Procedure for Testing

The student will enter the data into the agency approved background screening company's computer database and pay the fee, the company will then notify the student via email when to be present for drug testing. The Department of Nursing authorized personnel will pull the student's data from the background screening company's data base. Information is kept confidential. Any student who does not submit the drug screen within the allotted time frame will not be allowed to enter into clinical courses for that semester. Any transfer student or a student out of nursing clinical courses for one semester will be required to have drug/background screening prior to re-entering curriculum courses. Only drug/background screenings conducted through the college-approved agency will be accepted.

### **Positive Drug Screening Findings**

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to have detectable levels of legal drugs which are not disclosed and/or for which no prescription can be produced. Positive findings on a drug screen or refusal of a drug screen will result in administrative withdrawal from the Nursing Program. Any student with a positive drug screen who desires to have the sample retested and confirmed must do so at their own expense.

### **Random Drug Screening**

Random drug screening may be required at any time during the course of the study. Students are responsible for the costs involved with drug/background screening.

### **Reapplication after Removal from the Program of Study**

Students removed from Nursing Programs for drug-related issues/positive background screenings are not eligible for re-application.

## **Violation/Suspected Violations of Alcohol/Drug Policies**

No student under the influence of alcohol/drugs or impaired in any way will be allowed to attend class, clinical, or lab or to remain on campus. Violations/suspected violations will be reported to the Registrar and to the proper law enforcement officials.

The Nursing Program policies require testing for any substance if there is probable evidence to suspect that a student is impaired. Reasons to suspect violations of the Alcohol/Drug policy include but are not limited to:

### **Physiological characteristics of the substance-abusing person include, but no are limited to:**

- Smell of alcohol on breath, other unexplained body or breath odor
- Flushed face, reddened eyes
- Diaphoresis, pallor
- Pupillary changes—abnormal constriction or dilation
- Slurred speech
- Weight loss
- Sudden hyperactivity vacillating with lethargy or vice-versa
- Blackouts, seizures
- Memory lapses
- Impaired coordination—psychomotor skills, gait
- Fine hand tremor
- Numerous injuries/accidents with vague or unusual explanations
- Declining health.

### **Behavioral characteristics of the substance-abusing person include, but are not limited to:**

- Extreme and rapid mood changes, irritability, loss of orientation
- Excessive absenteeism, tardiness, frequently leaves unit/class
- Unusual/frequent excuses or apologies for the failure to meet deadlines
- Isolation/withdrawal from group—professionally and socially
- Decreased classroom and clinical productivity, fluctuating performance
- Inappropriate physical appearance, unkempt appearance
- Excessive use of mouthwash, mints, etc.
- Arriving early and staying late at work (clinical, class) for no apparent reason

- Overly solicitous to administer medications (especially narcotics) for own or others' patients
- Greater discrepancies in the documentation of controlled substances administration
- Uses PRN medications more frequently with maximum PRN dosage given
- Alone in the medication room more than others
- May have many somatic complaints requiring more prescriptions for self.

Violations/suspected violations will be handled according to the policies of the clinical agencies and/or the Nursing Program policies and procedures. In the absence of an appropriate clinical agency policy requiring a blood test for suspected violations of the Alcohol/Drug Policy, a clinical instructor who has reasonable evidence to suspect a policy violation will request that the student submits to the appropriate test.

The student will be responsible for any expenses incurred in complying with agency/school requirements. Refusal to comply with or evidence of a violation of the clinical agency's and/or the school's nursing policies and procedures will result in the student being required to leave clinical and may result in disciplinary action including, but not limited to, failure of the course and termination from the nursing curriculum.

## **Students with Discipline due to Physical, Psychiatric, or Substance Abuse**

Any student with a physical, psychiatric, or substance abuse disorder that has resulted in disciplinary action by an employer, school, or by legal charges must report the disorder on the Health and Sciences Division admission physical and on the application to the SC LLR – Board of Nursing for practical and registered nurse licensure.

## **Student Clinical Injuries/Accidents Policy**

Any student who is injured or involved in an accident while in clinical or field placement must immediately report the incident to their clinical instructor, seek appropriate first aid/medical care and complete required health agency forms.

## **Student Informed Consent on the Prevention and Transmission of Transmittable Disease**

Healthcare students are at risk of contracting transmittable diseases during client care. Upon admission into the student's respective program, all students are required to abide by the Center of Disease Control's (CDC) Standard Precautions in order to decrease the transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC's Guidelines and to practice Standard Precautions in all clinical/laboratory settings.

Standard Precautions may be summarized as treating all body substances, body fluids, and blood of all clients as potentially infectious. Protective barriers (gloves, gowns, masks, and protective eyewear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to, the following:

1. Wear gloves when touching blood and body fluids or items soiled with blood and body fluids/substances.
2. Wash hands before and after all client contact and particularly after accidental contact with blood or body fluids/substances.
3. Use protective barriers (mask, gown, gloves, eyewear) when needed to prevent exposure to blood and body fluids/substances.
4. Change gloves between clients.

5. Refrain from all direct client care and from handling client care equipment and devices used in performing invasive procedures until the condition resolves if exudative lesions or weeping dermatitis are present.
6. Comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.

Health Science Division students who perform exposure-prone procedures should know their HIV Antibody status. Health Sciences Division students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from the previous infection should know their HbsAg status, and if that is positive, should also know their HBeAg status.

Health Science Division students who are infected with HIV or HBV (and are HbeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel (provider) and been advised under what circumstances if any, they may continue to perform these procedures.

## Definition of Invasive Procedures

Invasive procedures are the procedures that pose a significant risk of transmission of HIV or HBV. CDC defines such procedures as surgical entry into tissues, cavities, or organs, or repair of major traumatic injuries associated with any of the following:

1. An operating or delivery room, emergency department or outpatient setting, including both physicians' and dentists' offices.
2. Cardiac catheterization and angiographic procedures.
3. A vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur.
4. The manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.

The CDC recommends that all Health Science Division students who may be exposed to blood in an occupational setting should receive the Hepatitis B vaccine, preferably during their period of professional training and before occupational exposure should occur. The Health Science Division supports this recommendation but does not require this immunization.

## COVID-19

If you are having COVID-19 symptoms or test positive, you must be cleared by a healthcare provider before you can return to class/clinical.

## Evacuation and Fire Safety Policies

1. The signal for an emergency evacuation of certain designated areas or of all buildings will be given by the alarm system as follows:
  - One (1) long, continuous ringing of the alarm
  - Intermittent ringing with the flashing of lights
2. At the sound of the evacuation alarm all persons should exit the building(s) following the route posted in each classroom. All persons should assemble in the designated area for their building—either through the front door or across the street to the parking lot OR out the back door through the parking garage and beyond the student parking area. It is important that each person reports to their assembly area, that they are safely in the clear by at a minimum of 50 feet from the building, and that they do not obstruct emergency vehicle traffic.
3. Persons should remain in the assembly area until the “all clear” signal is given.
4. The “all clear” signal for returning to class and/or to work shall be given by security personnel, maintenance personnel, certain designated faculty or staff, or by a PA system.
5. Normally, the President’s approval is required for the dismissal of classes. In the absence of the President, the Vice President of Business Affairs, or Vice President for Academic Affairs Services in that order will make the decision.

## Fire Procedures:

1. Personnel safety is the first consideration when a fire is discovered. Attempt to extinguish the fire before sounding the alarm only if you are positive that the fire can be extinguished within seconds.
2. Upon discovering a fire, locate and pull the nearest alarm station.
3. Call the fire department at 669-1110.
4. Call the switchboard at 0.
5. Call Security at Ext. 8510. Advise the guard where you can meet to determine or verify the location of the fire.
6. The switchboard should contact the sheriff’s department at 911 for assistance with crowd and traffic control.
7. The switchboard should contact security via radio to confirm that they know about the fire.
8. The switchboard should contact Physical Facilities via radio, and then telephone, Ext. 8230, so maintenance and custodial personnel can assist as required.
9. Security personnel should verify the fire location and then call the fire department again to confirm the fire and give additional information. Security should advise the fire department of the entrance to campus that the fire truck should take and should meet the fire truck at the entrance to escort the firefighters to the fire.
10. If the fire occurs during weekends or when the college is closed, the person discovering the fire should pull the alarm, contact the fire department at 669-1110, contact the security guard, and then report to the security booth to give instructions to the fire department upon its arrival.

## Security and Vehicle Safety

1. Students must wear a visible FDTC ID in clinical and when on the HSC campus.
2. Security Officers at Florence–Darlington Technical College will:
  - a. Prevent unauthorized persons from entering buildings
  - b. Reduce theft and vandalism potential
  - c. Protect facilities from damage due to fire, water, or malfunctioning equipment
  - d. Maintain order on the campus roads and in the parking lots
  - e. Advise College management of any hazardous or unusual situations
  - f. Serve as ambassadors of Florence–Darlington Technical College by offering and rendering assistance as required to students, faculty, and visitors.
3. Security officer coverage is provided seven days a week, 24 hours per day, including holidays.
4. Automobile Jump–Start Special Assistance:

Security officers may be able to assist in jump–starting vehicles when requested by the vehicle operator. Before accomplishing a jump–start, security officers are to obtain a written waiver from the operator relieving Florence–Darlington Technical College and Security from liability.
5. Reporting Lost or Missing Items:
  - a. Upon receipt of lost or missing items on the campus, Security will obtain and report all pertinent facts to the Physical Facilities Department.
  - b. During normal business hours, Security will stand by and render assistance as requested by Physical Facilities.
  - c. If the report is received during non–business hours, Security will investigate to the extent possible and, if needed, request assistance from the appropriate law enforcement agency.
6. Afternoon Parking Lot Patrol:

Security is required to assume a high visibility posture in the parking lots at the rear of the campus during the late afternoon when students are walking to cars in dusk or dark lighting conditions. High visibility can include walking patrol in the rear lots or cart patrol with the yellow flashing light on.
7. Vehicle Accidents:
  - a. In the event of a vehicle mishap on campus, the first priority is to render assistance to the people involved and to obtain any medical or law enforcement support dictated by the situation.
  - b. The primary concern is attention to any injured parties and the direction of traffic to avert other involvements.
  - c. Once appropriate law enforcement and/or medical support arrives, security officers will help the operators and/or passengers of the technical college students or staff involved.

# SECTION IV. STUDENT POLICIES

## STUDENT BEHAVIOR

### The Nursing Code of Ethics

The Nursing Code of Ethics is a tool for nurses at all levels of practice. The Code establishes and reiterates the fundamental commitments and values of nurses. It identifies the boundaries of professional nursing practice and loyalties and outlines the duties of nurses extending beyond individual patient encounters. According to the American Nurses Association, the Code of Ethics for Nurses is the “social contract that nurses have with the United States public. It exemplifies our profession’s promise to provide and advocate for safe, quality care for all patients and communities. It binds nurses to support each other so all nurses can fulfill their ethical and professional obligations.”

The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient, makes decisions, and acts consistent with the obligation to provide optimal patient care.

#### **The ANA Code of Ethics for Nurses serves the following purposes:**

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession’s nonnegotiable ethical standard.
- It is an expression of nursing’s own understanding of its commitment to society.

#### **The ethical principles that nurses must adhere to.**

- Justice is fairness. Nurses must be fair when they distribute care, for example, among the patients in the group of patients that they are taking care of. Care must be fairly, justly, and equitably distributed among a group of patients.
- Beneficence – Doing good and the right thing for the patient.
- Nonmaleficence – Doing no harm, as stated in the historical Hippocratic Oath. Harm can be intentional or unintentional.
- Accountability – Accepting responsibility for one’s own actions. Nurses are accountable for their nursing care and other actions. They must accept all of the professional and personal consequences that can occur as a result of their actions.
- Fidelity – Keeping one’s promises. The nurse must be faithful and true to their professional promises and responsibilities by providing high-quality, safe care in a competent manner.
- Autonomy – Patient self-determination is upheld when the nurse accepts the client as a unique person who has the innate right to have their own opinions, perspectives, values, and beliefs. Nurses encourage patients to make their own decision without any judgments or coercion from the nurse. The patient has the right to reject or accept all treatments.
- Veracity – Being completely truthful with patients; nurses must not withhold the whole truth from clients even when it may lead to patient distress.

**[nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses](https://nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses).**

## Professionalism

The nursing profession demands that the individual not just be responsible and accountable, but also mature and reasonable in behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism in many ways including attending classes and clinical experiences, exhibiting courteous behavior, being prepared for class/clinical assignments, and being punctual for class/clinical.

The faculty at FDTC believe that standards of professional conduct are an integral aspect of professional education and expect nursing students to adhere to professional standards. Nursing students must adhere to the FDTC code of conduct specified in the Student Handbook. Additionally, the nursing faculty holds students accountable to the American Nurses Association Code of Ethics, ([nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/Ethics](https://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/Ethics))

Behavior inconsistent with these standards is inappropriate for students aspiring to a professional nursing career. Any student who violates the FDTC Code of Student Conduct will be counseled and referred appropriately according to the Student Policy and may be subject to dismissal from the nursing program. (**See Student Code of Conduct and Student Grievance Procedure Manual**).

### These standards include:

1. Respect the dignity and worth of all individuals, regardless of the nature of health problems, social or economic status, or personal attributes.
2. Respect patients' right to self-determination.
3. Provide safe, humane care, the needs of patients ahead of those of self.
4. Deliver patient care without prejudice.
5. Consider the values of others.
6. Demonstrate respect for all individuals with whom the student interacts including colleagues, students, preceptors, faculty, and families.
7. Provide opportunities for patients to participate in the planning of care.
8. Maintain professional boundaries.
9. Maintain confidentiality, including the privacy of patients.
10. Advocate for patients.
11. Maintain accountability and do not harass or threaten others.
12. Collaborate through the use of open dialogue, expressing one's self clearly and accurately.
13. Take responsibility for one's own actions, and help others instead of waiting to be asked.
14. Maintain emotional stability in class and clinical.
15. Treat clinical areas and the college environment with respect.
16. Exhibit dependability by attending class and clinical in an unimpaired state including but not limited to the use of drugs and alcohol.
17. Demonstrate reliability by fulfilling all program obligations.
18. Display honesty. Does not lie or provide false information, do not falsify patient records, or falsely represent oneself.
19. Demonstrate personal and professional integrity by the following: does not cheat on tests or check-offs, does not borrow or use work that has been completed by others and does not allow others to use work they have completed, does not copy material word for word, acknowledges through appropriate citations any words or ideas authored by someone else.
20. Does not use profanity or participate in indecent or lewd behavior. Is not insubordinate and does not assault others either verbally or physically. Treats nursing peers with respect in class and clinical.

21. Accept responsibility for professional growth. This includes preparing well for clinical so that patients may be cared for safely. Reflects on own behaviors, identifies areas for self-improvement, and accepts and reflects on constructive feedback from nursing faculty and institutional staff.
22. Is responsible for articulating nursing values and maintaining the integrity of the profession including reporting acts of dishonesty and professional misconduct.
23. Understand the role as a student and accepts the ability to function as a student:
  - Is courteous by using please, thank you, and you're welcome.
  - Respectful- Mrs. Doe, not "Jane".
  - Willingly accept direction and assistance including physical touch as necessary to complete the clinical skill appropriately.
  - Recognize and report errors.
  - Normal voice level; not elevated.
  - Accept the authority of the position.
  - State opinion/fact without being argumentative.
  - Accept rules/guidelines even if you don't always agree with them.
  - Arrive on time to class or clinical as expected.
  - Be ready to work with the appropriate tools and attitude.
  - Follow the chain of command-attempt to resolve an issue with the clinical or class instructor first.
24. Act in an ethical manner. Adheres to the ANA Code of Ethics for Nurses with Interpretive Statements (2021) which has set the ethical standard for the nursing profession. Adheres to the established dress code in all professional and clinical activities.

## Code of Academic and Clinical Conduct

### Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Students are given sufficient breaks during the class session to allow for students' needs to be met. Students are to remain in their seats during the entire class session. The disruption of students entering and exiting the classroom during the classroom session hinders the classroom learning environment. Students who disrupt the classroom learning environment will be disciplined by the course faculty, Dean of Nursing, and/or Registrar.

**Behavior that FDTC personnel may declare disruptive includes, but is not limited, to the following:**

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without faculty invitation to do so as part of the learning process
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff, or other students
- Electronic communications which are abusive, harassing, or excessive
- Incivility
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault
- Side conversations of any kind

**Instructors will call Public Safety and the HSC Division AVP immediately if there is a disruption in the classroom or if the following situations occur.**

- A student threatens or intimidates faculty, staff, or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as the discussion turning into a shouting

## **Bullying or Lateral Acts of Violence**

Bullying or other lateral acts of violence will not be tolerated in the Department of Nursing. Bullying is the demeaning and downgrading of an individual through vicious words and cruel acts that undermine confidence, limit response, and lower self-esteem. Bullying can involve both psychological and physical actions that can include but are not limited to, social media, written, and verbal material that results in psychological or physical harm. See FDTC Code of Conduct Manual

***Students who violate the parameters of behavior set by this policy are subject to the FDTC Code of Conduct process which can include probation, dismissal from class, dismissal from the program or other actions.***

## **Communication**

### **Email**

All e-communication with students will be by the official FDTC email address. Students are expected to review this email regularly. Failure to check your email is not an excuse for missing deadlines or requirements.

### **Formal Lines of Communication**

The faculty is concerned about the students; however, formal lines of communication are important. Therefore, when it becomes necessary to discuss a concern, please follow the FDTC student concern process. The following channels of communication are:

**Course faculty member.** If the problem is not resolved at this level then make an appointment with the **Dean of Nursing and Allied Health (Dr. Asha Anumolu)**. If the problem is not resolved at this level, the student should then make an appointment with the **Interim Vice President of Academic Affairs (Dr. Gina Mounfield)**. If the problem is not resolved at this level, the student should make an appointment with the **President of FDTC (Dr. Jermaine Ford)**.

### **Office Hours/Phone**

Faculty will post office hours for each semester. Students interested in meeting with an instructor should make an appointment during office hours. Faculty will explain their email and cell phone communication procedures for individual classes.

### **Student-Faculty Town Hall Forum Meetings**

Student Faculty Forum consists of students, faculty, and the Chair of the Nursing Department to discuss program policies, program updates, and any student concerns. These meetings will be scheduled twice a year and attendance is mandatory.

### **Change of Address/Phone Numbers**

To facilitate communication and ensure receipt of grades and important notifications, students should notify the instructor and student services immediately upon change of address, name, or phone number.

### **Bad Weather**

If FDTC is closed, classes and clinical are automatically canceled. If FDTC is open but county schools are closed where the student resides, the student may be excused from clinical but will be required to make up the time. The instructor must be notified by phone and email. If there is a delay in opening, start times are calculated by adding the time delay to 8 am (Ex: 2 hr. delay means classes start at 10 am). Delays for clinical should be addressed by the clinical instructor. Missed clinical time will need to be made up at the facility.

## **Class Attendance**

FDTC policy indicates that it is the responsibility of the student to attend all scheduled classes in each of the courses in that he/she is enrolled. Faculty and staff will work with students to accommodate emergency and unforeseeable circumstances that may impact student attendance.

### **Class/Clinical Attendance, Tardiness, or Absences**

1. It is the responsibility of the student to attend all scheduled classes in each of the courses that he/she is enrolled in. A student is considered in attendance until he/she withdraws or is absent more than 10% of the total hours that a course usually meets in a semester. When a student is absent more than 10% of the class time, the student may be administratively withdrawn from the class and is subject to a failing grade
2. A tardy is defined as coming to class/clinical after attendance has been taken.
3. An absence is defined as not coming to class/clinical, failure to return to class/clinical after a break or leaving prior to the end of class/clinical.
4. Three tardies will equal one absence. If the combination of absences and tardies exceeds the maximum number of absences allowed for the class/clinical, the student may be required to withdraw from the course.
5. It is the student's responsibility to keep a record of absences and tardies; the instructor, however, will keep the official records.
6. Absences are counted beginning with the opening session unless the college schedule accounts for and excuses the absence.
7. Written work must be turned in on due dates and times **regardless** of classroom attendance.

## **Classroom Atmosphere**

The faculty is in charge of the classroom and determine who may be present. Classrooms are places for serious academic inquiry and for the practice of college-level thinking. In order to create a positive learning atmosphere for all students, please abide by the following classroom rules:

Cell phones and other electronic devices: Turn cell phones/devices off during class and lab (Faculty have the right to collect cell phones). The vibrate setting is not acceptable—turn them off. Receiving or making a call during class will not be permitted. Students may give the number of the security office to emergency contacts, and an officer will come and notify the student in class if there is an emergency. Cell phones are not permitted in the clinical area.

Students who are expecting emergency telephone calls may leave their cell phones and other devices on vibrate provided:

- The instructor is notified prior to the beginning of class, and
- The student exits the classroom to accept the call, and the ringer is silenced
- Side conversations: Questions are expected and welcome. However, please do not hold side conversations while the instructor or classmates are explaining something. Ask the instructor first, not a neighbor, if there are any questions. Side conversations will result in the student being dismissed from class.

Language/respect: Vulgar language is not allowed in the classroom. Also, students are expected to show tolerance and respect to faculty and all members of the class.

- Dominating the class conversation: Many subjects in the class will be open to group discussion. If the instructor feels anyone is dominating the conversation, he or she may ask that individual to allow others to voice their opinions so the class can address more perspectives. The best way to understand new concepts is to talk about them from different points of view and allowing everyone the chance to participate is the best way to accomplish this goal.
- Attendance: Once students have entered the classroom, they are expected to remain present for the full class period and not to leave without permission and only under extreme circumstances. It is distracting to the instructor and to classmates if students wander in and out of the classroom.
- Children: Students are not permitted to attend class with a child or to leave a child unattended on campus while attending class.

## **Consequences**

Students who violate the parameters of behavior set by this policy are subject to the FDTC Code of Conduct process which can include probation, dismissal from class, dismissal from the program, or other actions.

# Social and Electronic Media Policy

*Adapted from ANA Principles for Social Networking and the Nurse*

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people. Nurses and nursing students (referred to collectively as “nurses”) have a professional obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Such benefits include an opportunity for broad dissemination and discussion of nursing and health-related education, research, evidence-based practice, and communication. Nurses separated by geography or other factors have the opportunity to interact with and learn from, their colleagues. Social networking can nurture relationships and mentors among developing professionals and can provide a forum for collegiate interchange and the development of an online professional presence. It also offers the profession a vehicle for educating the public on many nursing and public health matters in a changing and dynamic healthcare system. Nursing must have a professional presence and be visible online.

At the same time, the information contained on a social network has the capacity to go viral. Inaccuracies become “fact” by mere repetition, creating confusion that is particularly dangerous in discussions regarding the public’s health needs. Nurses must be aware that social networking venues are shared by their patients and colleagues. Unintended consequences of a nurse’s poor judgment can breach a patient’s privacy, damage a patient’s trust in the individual nurse and the profession, and further damage a nurse’s professional and personal future. Employers and educational institutions may also monitor social networking sites and make judgments—positive or negative—about a nurse’s professional suitability. Sharing patient information, even with names removed, may be enough to trigger a HIPAA (Health Insurance Portability and Accountability Act) violation and its associated penalties.

Often students do not realize that items posted on various electronic media can be accessed even if they have been deleted and even if the student uses various privacy settings. These documents are discoverable in a court of law. Privacy settings are not sufficient to ensure privacy and will not keep a student from being legally responsible for the information that they post.

Nurses and nursing students are held to a higher standard than the general public due to their positions of public trust and their potential ability to damage the reputation of a clinical facility with irresponsible postings. Therefore, students should be constantly aware of HIPAA and or The Family Educational Rights and Privacy Act of 1974 (FERPA) guidelines which require that confidential information related to patients or agencies/offices must not be disclosed.

Students may be personalized as well as legally responsible for anything that they post on social media sites. In addition, potential employers now commonly utilize analysis of public personal websites as a determination of possible job offers.

# Responsible use of Computer Technology and Social Media

## Your Online Reputation

The information you post and share online is NOT confidential. Assume anything you post or are tagged in is visible to the world at large and may affect your professional reputation for years to come. Today, many employers and academic institutions routinely search for potential candidates' online reputations. For more on developing and protecting your online reputation, we strongly encourage you to review:

## ANA Social Networking Principles

On a professional level, it has many significant benefits: from the collaborative exchanging of ideas or discussion of health issues; to the invaluable promotion of nursing and better health and health care for all. However, nurses have a responsibility first and foremost to their patients. As a nurse, you must always ensure that anything you post or publish could never undermine your patient's treatment or privacy. There is also the unavoidable truth that information on social media can take on a life of its own – where inaccuracies become “fact”.

With that in mind, the American Nurses Association (ANA) has created a set of principles to guide you when using social media, allowing nurses to get the best out of it while safeguarding themselves, the profession, and their patients:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient–nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

**[nursingworld.org/social](http://nursingworld.org/social)**

## ANA Social media tips

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse–patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

## Use of Social Media

“Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media.” **[ncsbn.org](http://ncsbn.org)**

All Florence area facilities have social media policies that govern the expected behavior of employees. This policy reflects the same guidelines as these clinical sites.

The FDTC Department of Nursing recognizes that social media is used more often as a communication tool. Social media can also be an educational tool.

When identifying yourself as an FDTC nursing student, you are then expected to conduct yourself in a professional manner that does not reflect poorly on FDTC or the Nursing Department.

## Policy Statements

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the College, staff, students, clinical facilities, patients/clients.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the college and department.
- Do not use FDTC marks, such as logos and graphics, on personal social media sites.
- Use of non-FDTC affiliated social media is prohibited in all capacities related to your Department of Nursing experience.
- Posting pictures, comments, or discussions addressing any classroom or clinical experiences, faculty or staff, or other aspects of the FDTC nursing program on any of these sites could result in discipline or dismissal from the program.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- If you discover you have been “tagged” on an unauthorized Facebook site, notify the individual responsible for the posting to remove the posting immediately. Follow up on this request with documentation from the individual who posted the comment/picture that it has been removed.
- No derogatory, libelous, or negative postings should ever be related to faculty, staff, or students.
- Be aware of your association with FDTC in online social networks. If you identify yourself as a student, ensure your profile and related content are consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on FDTC’s behalf, unless you are authorized to do so in writing.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others’ privacy, and confidential information.

## Procedure/Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as an FDTC nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that the content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession, which provides services to the public that also expects high standards of behavior.
- Adhere to all applicable college privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

## Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Violations will result in dismissal from the program.
- Students who share confidential, defamatory or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

## Smart Phones and Computers

Making and/or receiving non-emergency phone calls (including text messages) during class and clinical is considered an unethical practice. Phone calls and texts from family or friends are not allowed when class and clinical are in session. No cell phones, beepers, or other electronic devices (iPad, laptops) are allowed in clinical. Emergency calls to a student during clinical time must be directed to the student's clinical instructor. Emergency calls to a student on campus must be directed to the HSC Security Office.

Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note-taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

**Consequence:** Students who violate this policy do so at the risk of disciplinary action including probation, failure in a course, and/or dismissal from the program.

**FDTC E-mail Accounts:** FDTC uses email as one of several means of communication with students. An official FDTC email address is issued to each student at the time of admission to the College. This is the only email address that the College maintains for sending official communications to students. Students must check email on a regular basis (at least three times a week) in order to read important e-mail messages and notifications/announcements in a timely manner. In addition, certain communications may be time-sensitive, i.e. drug testing dates. Failure to read official College communications sent to the student's official email address does not absolve the student from knowing and complying with the content of those communications.

Each student must manage his/her College email account to assure that the Inbox file has sufficient space to allow for email delivery. Students who choose to forward their FDTC account email to another email address risk not receiving important official emails from the College. The Nursing program will not be responsible for the non-receipt of any official communication that is forwarded by a student to another email account.

## FDTC Code of Conduct

*The Department of Nursing follows the FDTC Student Code of Conduct/ Grievance Process.*

# SECTION V. ACADEMIC PROGRESSION AND RETENTION

## Grading Scale

Grades are awarded for the nursing program according to the following scale:

|            |   |
|------------|---|
| 92 – 100   | A |
| 84 – 91    | B |
| 78 – 83    | C |
| 68 – 77    | D |
| 67 – below | F |

## Rounding of Grades

**Final Grades will not be Rounded.**

The final grade for all Nursing courses (ADN/PNR) is **78**.

## Incomplete Grade (I)

Components for an Incomplete grade issued by the Nursing Program faculty will consist of **all** of the following:

- A student must be achieving satisfactory work in the enrolled course.
- An Incomplete grade (I) may be considered for the lecture component and/or written \ assignments if the student is unable to continue to meet the course objectives due to an unavoidable life event. The student must meet with the faculty for consideration of an incomplete grade.
- Students will be provided with a written outline specifying the work that will be completed.
- Students will be provided with a written timeline indicating when the work will be completed.
- A copy of the written outline and timeline will be placed in the student's file.
- After the work is completed, the Nursing Program faculty will submit a Change of Grade Form to the Registrar's Office.
- A student, who does not complete the work by the written timeline, will receive a grade of "F" in the course. In this event, the Nursing Program faculty will submit a Change of Grade form reflecting the final grade for the course.

## Academic Progression

### GPA Requirements

1. ADN/PN students must achieve a program GPA of 2.0 and a cumulative program GPA of 2.0 to progress in the nursing program. A student with a GPA below 2.0 will not be allowed to progress or graduate from the ADN/PN program.
2. ADN/PN students must maintain an 78 passing grade and a GPA of 2.0 to progress in the program.

## Unsuccessful Courses

1. A student may repeat the same NUR/ PNR course once. A withdrawal (W) in a NUR/PNR constitutes an attempt and will count as one failure. Any student who makes a grade lower than "C" (or W) on two NUR/PNR courses will not be eligible to continue in the program and will not be eligible for re-entry.
2. To progress in the curriculum, all NUR/PNR courses including prerequisites in each of the previous semesters of the curriculum must be completed with a grade of "C" or better.
3. Students who are unsuccessful in co-requisite biology or another general education course will not be permitted to progress in the nursing program.
4. Most NUR/PNR courses have both clinical and classroom components order for a student to complete a NUR/PNR course successfully, the student must pass both the theory and clinical components. A clinical failure results in a course failure and an F grade submitted for that course.
5. Students who fail two (2) nursing courses during the same admission, will be out of the nursing program (PNR or NUR).
6. Students who fail out of the nursing program (ADN or PNR) must sit out of the program for a minimum of two (2) years. After two (2) years, the student may reapply to the nursing program.

## Program Dismissal

1. Students may only repeat a nursing program course once (NUR, PNR, BIO). Students who have two (2) failures in nursing courses (PNR, NUR) have not made satisfactory academic progress and must leave the program
2. A student in the clinical setting who conducts herself/himself in an unsafe and/or unethical manner, as evaluated by the Faculty, may earn a clinical failure and be dismissed from their respective Nursing Program PNR or ADN.
3. Gross unprofessional behavior in class or clinical will result in dismissal from the program.

## Essential Functions

1. The student must be able to perform clinical duties without physical, mental, and/or emotional restrictions. If a student's health status changes and the student is unable to perform expected clinical duties, the student will not be eligible to continue in the nursing program.
2. If a student's health status changes (including pregnancy) following admission to the program, written documentation of emotional and/or physical ability to carry out expected activities of nursing care will be required each semester for continuation in the program.

## Re-entry to Academic (and non-academic)

1. Students who are out more than **one** consecutive semester will have to retest at their **last** level of competence, with the exception of repeated courses.
2. Students who are unsuccessful in a co-requisite biology course **will not** be permitted to progress in the curriculum. Re-entry **will not** be permitted until the biology course is successfully completed.
3. The student must take the final exam and make a **minimum score of 78**. The student may take the examination **one time**.
4. The student must achieve a grade of **85 or better** in the drug dosage calculation exam. The student may take the drug dosage calculation test **once**. If the student fails to make an **85 or better** in the DDC, the student **must** repeat the **NUR 106/PNR122** course.
5. If the student is attempting to repeat **2<sup>nd</sup> semester** or higher, the student must demonstrate skills competency with an assigned instructor. The student must achieve satisfactory on selected clinical skills prior to reentry into the nursing program. The student may perform the skill only **one time**.
6. ***Returning students will be admitted based on space availability.***
7. If the student is unsuccessful in completing any of the above requirements, she/he will have to take the course to receive credit for NUR courses.

## Students with Disability

It is the student's responsibility to make any disability known to the Student Disability office within Student Affairs on the main campus. If you have a disability for which reasonable accommodations may be required in a class, please contact Student Disabilities Office (SDO) at 843-661-8124. The SDO is located in 11-A. If you have already arranged accommodations through SDO, please discuss them with each faculty member.

Accommodations must be arranged through the SDO with a MINIMUM of 48 hours' notice prior to any accommodation; although, the SDO would be grateful for advance notice of at least two weeks. Students who have extended time testing or other similar accommodation will do testing in the FDTC Assessment Center on the main campus.

## Transfer Credit for ADN/PN Nursing Courses

The following will apply to any student who is seeking transfer credit for **NUR/PNR** courses successfully completed in another Associate Degree, Practical Nursing, or Baccalaureate Nursing Program (external transfer credit) or any student who has withdrawn for non-academic reasons from FDTC's Associate Nursing Program or Practical nursing program after successful completion of NUR/PNR courses:

Students applying for admission to the Associate Degree Nursing or Practical Nursing program at FDTC and requesting transfer of credits from a previous school of nursing must submit a letter(s) of recommendation from the Department Dean or Director of the former Nursing Program(s) which addresses the student's status in terms of clinical and theory. The student must be eligible for readmission to the previous Associate Degree, Practical Nursing, or BS Nursing Program.

Transfer credit will be accepted for pharmacology, and fundamentals courses **only**. Pharmacology and fundamentals transfer courses must be completed within **6 months or less**. The process is as follows:

1. Meet all current entrance requirements for the College and be accepted into the ADN/PNR program.
2. Provide a copy of the course syllabus from the transfer college
3. Provide official copies of college transcript(s) for all transferable credits with the nursing application.
4. Provide a copy of each detailed course syllabus for ADN/PNR courses successfully completed, if seeking transfer credit from another college. Transfer courses must be evaluated as equivalent by FDTC Nursing Department Dean.
5. Take the final exam and achieve a minimum score of **78**. The student may take the examination only **one time**.
6. Achieve competency in drug dosage calculation at the level of entry seeking into the program, achieving a grade of **85% or better**.
7. If the student is attempting to repeat **2<sup>nd</sup> semester** or higher, the student must demonstrate skills competency with an assigned instructor. The student must achieve satisfactory on selected clinical skills prior to reentry into the nursing program. The student may perform the skill only one time.
8. Students are admitted based on space availability.
9. If the student is unsuccessful in completing any of the above requirements, she/he **must** take the course to receive credit for NUR/PNR courses.

## Course Failure

A student who is academically unsuccessful in a course will be contacted by the faculty of that course. Students will be scheduled to meet the faculty of the course to review their grades and answer any questions. **THIS IS NOT A GRADE APPEAL.**

Faculty will forward the name of students to the Department Chair in Nursing. The chair will schedule an appointment automatically with the students to discuss academic progression and any options available to the student. (NOTE: We will contact for appointments using FDTC email and Web-Advisor listed information).

Students are eligible to remain in the program and repeating a course will be processed according to the Re-entry with Repeating of Nursing-related courses policy.

***Students who fail out of the ADN/PN program must wait for two (2) years to reapply to the ADN/PN program.***

## Grade Appeal

Students may not appeal an assignment or learning activity grade, they must appeal the course grade. Appeals are related to potential errors. Students **cannot GRIEVE** a course grade except by grounds of discrimination. Please refer to the FDTC Student Code of Conduct for details regarding this process.

By Policy, it is in the NEXT semester that students should execute an appeal of the course grade. FDTC Policy states:

“Grade appeals are by policy set the semester after the course in question. So, course grades may be changed by an instructor only within the one term following the initial assignment of the grade; a Spring semester grade may be appealed during the following Summer semester; [Summer grades may be appealed in Fall; Fall grades may be appealed in Spring.]”

Process

1. The **initial** appeal of a grade is with the **course instructor** who assigned the grade. Students must meet the faculty person first. In cases where 2 faculty teach a class, both faculties must be present for this meeting. This is a formal meeting specifically to appeal the course grade—so students should explain what grounds they seek to have the grade changed. Generally, some errors or other factors should be discussed. The faculty will determine if the grounds are plausible. Faculty may have a brief amount of time after the meeting to decide. This is especially true if there are two faculty members in the course. The decision is then communicated to the student.
2. The **second** level of appeal is to the **Dean of Nursing and Allied Health** that oversees the course in which the grade was received. The faculty will submit a summary of the previous meeting to the Dean. The decision is then communicated to the student.
3. The **third** level of appeal is to the **Vice President of Academic Affairs (Dr. Mounfield)**; a written request of appeal is required at this level. This appeal must detail the argument and evidence for the grade appeal as well as information regarding the meeting with faculty and others. The Dean of Nursing and Health Science will submit a summary of the previous meeting to the VP. Once the written appeal is submitted, the Administrative Assistant will contact them to make an appointment to meet with the student.
4. The **fourth** and final appeal is to the **President of the college (Dr. Ford)**; a written request of appeal is required at this level. This appeal must detail the argument and evidence for the grade appeal as well as information regarding the meeting with the faculty. Once the written appeal is submitted, the student will be contacted to make an appointment.

## ADN and PNR Students Re-entry to Academic (and non-academic)

1. Students who are out more than one consecutive semester will have to successfully pass the last final exam. The student must take the final exam and make a minimum score of 78. The student may take the examination one time. Failure to achieve the minimum score of 78 will result in the student repeating the course.
2. Students who are unsuccessful in co-requisite biology courses BIO 211 and BIO 225 will not be permitted to progress in the curriculum. Re-entry will not be permitted until the biology course is successfully completed.
3. The student must achieve a grade of 85 or better in the drug dosage calculation (DDC) exam. The student may take the drug dosage calculation test once. If the student fails to make an 85 or better in the DDC, the student must repeat the NUR 106/PNR122 course.
4. If the student is attempting to repeat 2nd semester or higher, the student must demonstrate skills competency with an assigned instructor. The student must achieve satisfactory on selected clinical skills prior to reentry into the nursing program. The student may perform the skill only one time.
5. If the student is unsuccessful in completing any of the above requirements, she/he will have to take the NUR/PNR courses. Students may only repeat the PNR or ADN program one time.
6. Returning students will be admitted based on space availability.
7. The student must meet with the Student Success Coordinator for assistance in planning for success in the nursing program.

## Time Limit to Complete the ADN Program

A student must complete all NUR courses within 9 semesters and an LPN with advanced placement must complete all NUR courses within a total of 7 semesters. A student whose time limit has expired prior to program completion cannot be endorsed for graduation and NCLEX testing.

## Time Limit to Complete the PN Program

A student must complete all PNR courses within 6 semesters. A student whose time limit has expired prior to program completion cannot be endorsed for graduation and NCLEX testing.

## Dismissal

Any breach in confidentiality, unprofessional behavior, misrepresentation of information or violation of the policies and regulations of the College or contractual agencies constitutes grounds for discipline and/or dismissal from the program without the potential to re-apply in the future.

## Withdrawal

Students who do not complete course requirements must withdraw prior to the withdrawal deadline, or they will receive a "W/F" for the course. **A "W/F" in a nursing course will count as a failure in the nursing programs.**

## Termination from the Associate Degree Nursing Program

A student who violates the Associate Degree Nursing Program progression policies will not be allowed to continue in the Nursing Program.

## Termination from the Practical Nursing Program

A student who violates the Practical Nursing Program progression policies will not be allowed to continue in the Practical Nursing Program.

# Academic Misconduct

## *From FDTC Student Code of Conduct*

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in the FDTC Student Code of Conduct. Forms of academic misconduct include:

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test/answer sheet.
  - b. Using materials or equipment during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
5. Falsification of information, and other unlawful acts, with the intent to deceive is defined as:
  - Forgery, alteration, or misuse of college documents, records, or identification cards.
  - Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
6. Infringement of rights of others is defined to include, but is not limited to, the following:
  - Physical or verbal abuse inflicted on another person.
  - Severe emotional distress inflicted upon another person.
  - Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring either on or off campus during any college-approved.
  - Sexual harassment is inflicted on another person.
  - This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct limits an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  - Stalking, is defined as engaging in a course of conduct that would place a reasonable person in fear for their safety.
7. Other unlawful acts which call for discipline include, but are not limited to:

# Testing Policy

## Testing Environment

The nursing faculty is committed to maintaining a testing environment that respects the rights of others and upholds the integrity of the examination/quiz. Students are assigned to a testing room at the beginning of each semester. This will be posted on D2L and outside of the testing rooms (**161, 208, 266, and 269**). Students are required and expected to take all exams on the scheduled exam dates (per the course calendar).

1. Students who are going to miss an exam are expected to contact the course faculty by phone and by email **before** the testing time. Failure to make this contact may result in a **zero (0)** for the exam (unless there are extenuating circumstances that may be presented to the Dean of Nursing by the faculty member).
2. Students who miss an exam are required to present a written excuse to the course faculty. Any illnesses will need to be verified by a healthcare provider. Failure to contact faculty will result in a zero (0) for the exam. Exceptions to this are allowed in individual circumstances after review by the Dean of the Nursing Department. Review is requested by course faculty and not students
3. Approved makeup exams must be taken within one (1) week of the scheduled exam date. If the makeup exam is not taken as scheduled, the students will receive a zero "0" for the exam. Students will only be allowed ONE makeup test per course. Makeup exams will have 10% deduction automatically. For example, if a student earns 84% on the makeup test then a grade of 75.6% will be recorded in the grade book (84-10%). Therefore, a student can only earn a maximum score of 90%.
4. Students are encouraged to arrive on exam day **15 (fifteen minutes)** early and wait quietly outside of the testing area.
5. Late students will **not** be permitted entrance to the exam room this is an unexcused absence.
6. **No food or drinks are allowed in the testing room.**
7. Students will enter the classroom upon the faculty member's direction using the designated door for entry to the exam area.
8. Students may be seated as directed by the faculty.
9. **Once the student enters the exam area, no talking is allowed. During the exam, students may not wear hats or hoodies in the exam room for testing integrity reasons.**
10. **No** electronic devices (i.e., cell phones/watches) of any kind are allowed during the exam including MP3 players. Any devices found during testing will result in the student being removed from the test. The student will receive a zero on that examination.
11. **No** personal items can be taken to computerized testing areas. Students should leave these items in their vehicles or in the lockers.

## Taking a computerized test:

- a. Students are to sign in upon entering the testing area and are required to wear their FDTC student ID.
- b. The proctor will provide instructions for program navigation and exam submission.
- c. Each student will sit at the assigned computer and wait to log onto the computer and go to their designated testing course.
- d. While in the testing area, the student is only permitted to open the designated testing program. No other internet sites/programs are allowed. Violators will be asked to close the computer down and exit the testing area. **Students will receive a zero for the examination**, be disciplined for academic misconduct, and/or be removed from the nursing program
- e. Once logged on to the computer for FDTC exams, the student will go to D2L/Evolve Next Gen. Once in D2L/Evolve Next Gen, the student will select quizzes.
- f. During the exam, the proctor will continually monitor the students including walking the testing room.

- g. After the student has submitted the exam, they are instructed to log off D2L and the computer.
- h. Students are to leave the exam area and return to the classroom at the designated time.
- i. Students **must not** block the hallway or congregate outside the testing area room.
- j. Students **will not be allowed** to enter the exam area once the exam process has begun.
- k. Students arriving after the exam has begun will not be admitted and will follow the **“Testing Attendance policy.”**
- l. Students with testing accommodations will be addressed per college policy.
- m. Students will have **4-course** exams during the spring and fall semester.
- n. During the summer semester, students will have **3-course** exams.
- o. **Students will not receive study guides will not prior to the exam.**

### Test Review

Faculty will review all exams, complete item analysis, and post grades prior to the next class meeting. Grades will be posted only on the electronic course system within five (5) business days of the unit exam when possible. Final exam grades are posted by college policy and are not available for personal review. Once the next exam is given, ***no further review of the previous test(s) is allowed.***

Students who make ***less than the required grade of 78*** on a nursing test are ***encouraged*** to follow up with the instructor.

### Class Assignments

Each class will have scheduled assignments. These assignments may consist of case studies, EAQs, written work, Sherpath, remediation, and patient reviews. Students must complete all assignments by the scheduled date. Failure to complete assignments by the assigned dates will result in the student receiving a “0” for the course assignment. **(Revised 6/10/2024)**

### Drug Dose Calculation

Students in **NUR 105** and **PNR 122** are required to pass the drug dose calculation exam with a score of **85%** prior to moving to the 2<sup>nd</sup> semester. Students will have **2 attempts** to pass the DDC. Students failing the DDC exam after two attempts in the **NUR 105 or PNR 122** will receive an “F” for the course.

## HESI Policies

**Health Education Systems Incorporated (HESI)** is a company that provides exams and other educational material designed to prepare student nurses for professional licensure and predict their likely success in tests such as the NCLEX-RN. It is a comprehensive assessment, retention/support, and review program that is integrated into the nursing curriculum to strengthen the knowledge base of students for a more competent and successful nurse. The comprehensive program provides resources that foster academic success and clinical decision-making. These tools, used in combination with the nursing program curriculum, will facilitate students’ preparation for the NCLEX, and increase the student’s confidence in their ability to test, and their familiarity with nursing and nursing-related content.

Data from content mastery assessments can be used by the nursing program to identify areas of need in the curriculum as a whole, as well as in individual nursing courses. In addition, this data can inform quality improvement initiatives and provide information for outcomes evaluation.

As a student progresses through the nursing program, they are constructing a core knowledge base and develop clinical reasoning skills. At this very important stage in education, HESI practice products allow faculty to assess whether students comprehend the key concepts and if they are able to apply what they are learning.

Students will be given the selected HESI exam each semester. The HESI exam grade will count as a predictor only. Students will be required to complete the HESI remediation. Failure to do so will result in an incomplete course until the assignment is completed. A conversion score will be used to determine the student's grade.

### **Computer Adaptive Test (CAT) for the HESI RN Exit Exam**

Just like the actual NCLEX–RN exam, the HESI RN CAT Exit Exam provides a tailored item selection based on the student's performance on the previous item, creating an individualized testing experience. This simulated NCLEX test environment helps assess students' readiness to sit for the licensure exam and can help improve student confidence and minimize test anxiety. The CAT is used in conjunction with the HESI Exit Exam results to customize remediation, the HESI RN CAT Exit Exam fully rounds out the students' testing experience prior to the licensure exam. The CAT is administered to NUR 267 students during the 2nd or 3rd week of the semester.

### **Evolve Adaptive Quizzes / Sherpath EAQ**

Students may be assigned adaptive quizzing associated with courses and remediation. Instructors may set the assignment to be scored by evolve or based on proficiency level (novice, intermediate, proficient). Course grades will be based off of the grade earned or the mastery achievement and percentage of questions answered at the level of mastery.

### **Policies for Return of McLeod Regional Medical (MRMC) Badges**

Students must return MRMC badges to the clinical or course instructor at the end of each semester. An **"Incomplete"** will be assigned to the student's final course grade until the student returns the ID badge

## **Advising and Registration**

Students are assigned an advisor when they begin pre-nursing studies at FDTC. They meet with the advisor at least once during the semester, in order to review their course of study and select classes for the next semester. This advisor may or may not be a nursing faculty member.

Students accepted into the Nursing program will be assigned an advisor in the Nursing department. Students are expected to meet with their advisors when:

1. They need to register for classes.
2. They have academic or programmatic difficulties.
3. They are needing additional support or direction.
4. They make 78 or below on a course test.

# Section VI. Clinical/Laboratory/Simulation

## Health Insurance Portability and Accountability Act (HIPAA) Regulations

Nursing students have access to the health information of patients encountered during clinical experiences. This privilege requires students to maintain the privacy and confidentiality of all patients. The Health Insurance Portability and Accountability Act (HIPAA) mandates regulations designed to insure patient privacy that all healthcare providers must follow.

Students must comply with HIPAA regulations and all procedures developed for its implementation. Violation of HIPAA may result in the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction.

Violation of these rules could result in significant civil and criminal penalties for students and the college, particularly if an improper disclosure of the information is done knowingly. Students will receive information regarding HIPAA regulations from the college and healthcare organizations. Permission to disclose health information to anyone other than the patient requires the patient's written authorization except in the following situations:

- Employees or supervisors who need the information to perform their duties.
- Medical providers for treatment purposes.
- Insurance companies to obtain payment for services.

### Confidentiality of Patient's Records

Students are expected to adhere to the requirements of professional behavior as outlined in the Nursing Program Student Handbook. Under certain circumstances, and with the clinical instructor's knowledge and approval by the clinical site, students may be granted permission to review a former patient's record in the Medical Records Department of the affiliating agency for the purpose of completing a nursing care plan or like the assignment. Every effort must be made on the part of the student to assure the confidentiality of the patient's medical record is maintained. Patient information may not be removed from the clinical facility and records may not be photocopied.

### Confidentiality of Patient Information

Information regarding patients/residents/clients and the healthcare environment is to be kept confidential and is only discussed during pre-and/or post-conferences. The disclosure of confidential information regarding patients/residents/ or health care environment may result in the imposition of an academic sanction including dismissal from the nursing program and/or a disciplinary sanction.

During clinical rotations each student will:

- Adhere to HIPAA standards while in the clinical setting.
- Students are not allowed to print or photocopy any part of the patient's medical record.
- Students are not allowed to take any part of the patient's confidential information out of the agency setting.
- Patient's confidential information is not to be included in the student's clinical paperwork.
- Failure to adhere to HIPAA standards will result in a clinical failure for the NUR/PNR course.

## On-Boarding and Clinical Requirements

Students will not be registered for a class or be allowed to participate in any nursing clinical unless they have a Castlebranch account and onboarding that is current **through the entire semester**—until the last day of the month of the semester in question. Onboarding for the next semester will take place about the midterm of the current term. Failure to meet deadlines is considered unprofessional behavior and can result in dismissal from the program. Students need to plan ahead to allow themselves enough time to meet deadlines.

### **Tentative On-Boarding Dates:**

**Fall: October**

**Spring: March**

**Summer: July**

**Falsification of any onboarding materials will result in dismissal from the Nursing Program.**

## Background Reports and Prior Convictions

Prior to beginning the first semester, the Department of Nursing will request a Background report on each student. A student convicted of any crime (except minor traffic violation) may not be authorized to apply to take the NCLEX Exam by the SCLLR – Board of Nursing, even if she/he successfully completes the Nursing curriculum. Background reports are kept in the Department of Nursing. Students who have an “arrest” or “conviction” documented on the Background report will meet with the Dean of Nursing to discuss an application for licensure prior to the third semester. If a student’s Background record shows convictions, the student may have to drop the NUR/PNR course whenever any clinical agency will not allow the student to do client care.

## South Carolina Student Passport

[info.carelearning.com](http://info.carelearning.com)

Students are required to complete the South Carolina Student Passport orientation process to include the following modules:

- Abuse and Neglect
- AIDET
- Bloodborne pathogens
- COVID-19
- Disaster Preparedness
- Electrical Safety
- Fire Safety
- Hand Hygiene
- Hazard Communications
- HIPAA
- Hospital Specific Course(s)
- Isolation and Standard Precautions
- Lewis Blackman Patient Safety Act
- Moving lifting and repetitive motion
- All McLeod Regional Medical Center modules
- All Medical University of South Carolina (MUSC) modules
- All MUSC Marion modules

Review and re-submission of these modules are required on an annual basis to be current **throughout the entire semester—until the last day of the month of the semester in question**. When modules have different expiration dates, the earliest date will apply to all modules. Students need to plan to allow themselves enough time to meet deadlines.

## Student Dress Code for Clinical

Students should adhere to the dress code at all times when in clinical areas for lab or simulation, student rotations, medical record assignments, or workshops.

### General Guidelines

- Standards of cleanliness, personal hygiene, and appearance must be maintained
- No offensive body odor
- No odor of smoke or cologne/perfume/powder
- Clothing must be clean, non-revealing, properly fitting, and in good repair (not torn, ripped, or frayed)

### FDTC Uniform

- a. Students must wear the approved Florence-Darlington Technical College Student Uniform. In the event, a new uniform is required, and there has been a change in the official uniform, **ALL** aspects of the new uniform are to be worn. Students cannot combine two different uniforms.
- b. This uniform must be clean, neat in appearance, not torn, and properly fitting to the student. Female students wearing the dress uniform should have the hem of the uniform dress no higher than the top of the knee.
- c. Uniform Pants: navy blue, uncuffed, hemmed, and **no side slit**. If the pants have a drawstring, the drawstring must be the color of the pants (hunter green). The waistband of the pants must sit on the waist. Pant hems may not touch the floor.
- d. Tops must be embroidered with navy/black thread on the left side of the chest with the FDTC logo.
- e. Standard white hose is to be worn with dresses.
- f. White knee-high stockings or plain white socks are to be worn with the pants uniform. "Footies" or ankle socks are **not** allowed.
- g. Lab coat or scrub jacket is to be worn to clinical when required by the clinical agency.
- h. On the day of clinical, the student can wear a plain white scrub jacket with an FDTC logo tag for warmth.
- i. Solid white leather shoes or leather athletic shoes must be in good repair and kept clean and polished at all times. All shoes must have no higher than a 1" heel and enclosed heel and toe.
- j. Suitable dress with a lab coat (**NOT** a short scrub jacket) is required to be worn in psychiatric and alternative clinical settings.
- k. Denim, sweatshirts, shorts of any kind, revealing blouses/clothing, sandals or other open-toed shoes, or another inappropriate dress is **NOT** allowed when functioning in the student role.
- l. Students should wear apparel labeled specific to FDTC Nursing only when functioning in the student role. ***Wearing an FDTC uniform during recreational activities or when functioning in another role is considered unprofessional behavior and may result in the program's discipline or dismissal.***
- m. **All** students' hair must be well-groomed and secured off the collar. White, metal or tortoise-shell-colored clips are to be used to secure the hair neatly off the collar. No additional hair ornaments are allowed. No ornate hairstyle allowed. Hair must be of natural color. No unusual hair colors (green, pink, blue, red, etc.) are permitted. Facial hair should be neat and closely trimmed.

- n. **Students are not allowed to wear false eyelashes.**
- o. Nails must be clean and well-manicured and no longer than ¼ inches long. No acrylic nails. If the polish is worn, it must be clear. No type of long-lasting, chip-free, or extended-wear nail color, such as Shellac or gel polish, is to be worn
- p. **Visible** piercings other than on the ears, **must** be covered.
- q. Undergarments (color or design) should **NOT** be visible. **A standard (Black, brown, white) non-decorative watch with a second hand is required.** Jewelry is **NOT** appropriate for the clinical laboratory and is limited to a plain wedding band, a professional watch, and one small stud earring in each ear lobe. **NO necklaces or bracelets may be worn (except for medical alert jewelry).** **NO jewelry in other pierced visible body parts, including tongue rings, nose rings, and gauges.** Tattoos must be covered in a white long-sleeved crew neck shirt or covered with waterproof makeup.
- r. Other Equipment
  - Watch with a second-hand measurement (no smart watch)
  - Non-erasable ball-point pen with BLACK INK.
  - Stethoscope
  - Simple calculator
  - Penlight

### **Name badges**

Students are required to abide by the Department of Nursing and the Facility policies and procedures, including but not limited to wearing the appropriate name tags in accordance with the “Lewis Blackmon Patient Safety Act of 2005”. Decorative badge holders are not to be used to hold badges. Students are not to wear more than one name badge to clinical. Agency clinical name badges are to be returned to the designated agency person on the student’s last clinical day by the student.

### **Consequence**

Students who do not adhere to FDTC/Nursing policies will be sent home from clinical and will be considered absent for that clinical day.

### **Travel to Clinical Sites**

Students are responsible for their own transportation to clinical sites and all other required activities. Students are responsible for costs incurred. Students are assigned to clinical sites based upon availability, student census, experiences available, and faculty availability.

## **Clinical Scheduling**

Clinical scheduling will vary from semester to semester depending on the availability of clinical sites. It may be necessary to attend clinical in the evening or on the weekend. It may also be necessary to do 12-hour shifts instead of 6 or 8-hour shifts. Please be aware that no student is guaranteed a straight-day schedule throughout the program.

Students must be prepared to drive to Hartsville, Marion, Florence, and Dillon for clinical assignments on weekdays, weeknights, and weekends as assigned. Clinical assignments are determined by faculty and are not subject to student preferences. Students may not request clinical placement. Hospital training is required for clinical time and may be scheduled prior to the beginning of the semester. **Note: The clinical schedule is subject to change at the needs/discretion of faculty, program, or site needs.**

# Lab/Simulation/Clinical Attendance Policy

## Clinical Laboratory

1. Students are expected to have 100% attendance for clinical/lab hours. If a student is sick or has an emergency, the student **must** notify the clinical instructor before the clinical day starts **by email and/or phone if possible**. The student must present **a signed, written excuse from a healthcare provider** to the faculty. Failure to communicate directly with the instructor prior to a clinical absence will be considered unethical performance and will result in clinical/course disciplinary action.
2. ***No call or no-show in the clinical/laboratory can constitute disciplinary action which may result in removal from the course.***
3. Tardiness in the clinical/laboratory is unprofessional. Students arriving after the faculty-designated start time are considered tardy. Students who have **one** tardy will be issued a verbal warning. Students who are tardy **two (2)** times will be given one written warning. Students who are tardy **three (3)** times will receive a clinical absence and will be sent home.
4. Students are expected to have 100% attendance for clinical/lab hours. Students are allowed to make up **only one (1)** excused clinical absence. Make-up clinical must be completed **prior** to entry into the next nursing course and **will be arranged by the lead faculty instructor for the course**. Students who do **not** complete the required make-up hours will receive a clinical failure for the course. Students with more than **10%** clinical/laboratory absences each semester may receive a clinical/course failure.

*Revised 12/8/2022*

## Nursing Laboratory and Simulation

### Laboratory Practice

Nursing laboratory practice and experience are considered the same as clinical experience. This provides students an opportunity to develop expertise with clinical skills.

### Simulation

The goal of case simulation is to provide realistic client care scenarios for nursing students at all phases of the curriculum which encourage human flourishing, nursing judgment, the spirit of inquiry, and professional identity while increasing clinical competency in a wide variety of client care situations.

Located on the second floor of the Health Sciences building, the Simulation Lab provides a variety of life-like models for all nursing students. Each student will be assigned simulation exercise(s) in each clinical nursing course. Students will also have the opportunity to reinforce previously learned clinical skills and increase clinical competency in areas identified by the clinical Instructor.

### Simulation Lab policies

- a. The student will be assigned scenario(s) in each clinical Nursing course.
- b. Active participation in the simulation scenario(s) is mandatory.
- c. The student will be assigned a time and date to participate in the simulation scenario(s) per course faculty.
- d. The student will participate in the simulation scenario(s) under the direct supervision of a faculty member or assigned personnel.
- e. The student will notify course faculty prior to an absence.
- f. If the student misses a scheduled simulation assignment, a make-up time may be scheduled at the discretion of the course faculty.

**Simulation Lab rules:**

- a. **Face masks are optional.**
- b. **No** food or drink is allowed in the Simulation Lab.
- c. Backpacks, totes, purses, etc. are not allowed in the Simulation Lab.
- d. Cameras, cell phones, or any other electronic devices are not allowed in the Simulation lab.
- e. The student will wear gloves when performing client care.
- f. Use of the simulation lab is by appointment only. Students must be accompanied by faculty when using the simulation mannequin. Unsupervised use of the simulation mannequin is not allowed.
- g. The student will be under the supervision of the instructor or assigned personnel at all times. Students are required to complete all simulation hours.
- h. The student will conduct themselves in a professional manner (i.e. no horseplay, children, friends, spouses, or profanity is allowed in the labs).
- i. The student will wear his/her student clinical uniform with FDTC picture ID while in the Simulation Lab.
- j. The student will clean up and put away supplies etc. at the end of lab/simulation
- k. No items or equipment should be removed from the Simulation Laboratory.

**Simulation Lab procedure for assigned scenario(s):**

1. The instructor for each clinical course will decide:
  - a. The choice of scenario(s).
  - b. The schedule for running the scenarios with students.
  - c. Necessary supplies for the scenarios.
2. The students will be assigned a time to participate in the assigned scenario on a form provided.
3. The instructor will provide the assigned personnel with a copy of the schedule and scenario data is available to assist.
4. The course instructor will set up the scenario (assigned personnel if available).
5. The instructor will run the scenario with the student.
6. Upon completion of the scenario, the student(s) will assist with cleaning up the lab, putting away supplies, etc.
7. When the instructor has finished running the simulation for the day, the instructor will make sure that the lab room is neat and clean, and that the door is locked.
8. The instructor will conduct a debriefing session after the simulation experience. Students are required to attend and participate in the de-briefing session.

**Legal Limits for the Practice of Professional Nursing by Student Nurses**

The South Carolina Nurse Practice Act authorizes the student nurse officially enrolled in an approved school of nursing to practice those professional nursing competencies identified and gained in each nursing content course under the direct supervision of the assigned clinical instructor. Practicing these professional nursing competencies while employed in other settings is a violation of the South Carolina Nurse Practice Act Laws Governing Nursing in South Carolina and is subject to provisions of that act.

Any student who uses the abbreviation of "SN", student nurse, on any card, sign or device to indicate that she/he is a student nurse in a clinical setting other than nursing course assignments at FDTC, will be subject to the Associate Degree Nursing Program's Unsafe/Unethical Practice Policy.

## IV Policy: ADN

Students officially enrolled in the Associate Degree Nursing Program at Florence–Darlington Technical College may perform procedures and administer certain ordered intravenous treatments according to the departmental and respective clinical agency policies. Prior to performing any IV procedures/treatments the student will complete appropriate course content and demonstrate competency in theory and clinical skills.

Students officially enrolled in **NUR 165** may perform the following procedures/treatments when the instructor is present:

- Discontinue peripheral IV sites in the presence of a nursing instructor or primary care nurse.

Students officially enrolled in **NUR 265** may perform the following procedures/treatments when the instructor/designated RN is present:

- Monitor intravenous therapy lines/devices and electronic infusion pumps.
- Monitor PCA and Epidural Therapy in the presence of a nursing instructor or the primary care nurse.
- Discontinue a peripheral saline lock in the presence of a nursing instructor or the primary care nurse.

Students officially enrolled in **NUR 243, NUR 266, and NUR 267** may perform the following procedures and administer ordered treatments via peripheral and central venous access lines/devices (*in addition to previous IV skills of previous semesters*) when their instructor or designated RN is present:

- Initiate peripheral IV lines
- Maintain and monitor electronic infusion pumps for central venous (subclavian, jugular) lines.
- Monitor total nutrient admixture (TNA), total parenteral nutrition (TPN), or peripheral parenteral nutrition (PPN) via **EXISTING** central venous access (subclavian, jugular, PICC) lines/devices and electronic infusion pumps.
- Maintain and monitor intravenous fluids via **EXISTING** central venous access (subclavian or jugular) lines and peripheral IV lines.
- Initiate, maintain, monitor, and discontinue fluids with medication added or “piggyback” medications if mixed by a registered nurse (RN), licensed pharmacist, or licensed physician (or if medication is attached to the piggyback and needs reconstituting) by **EXISTING** central venous access (subclavian and jugular only) lines/devices and peripheral lines.
- Maintain and monitor electronic infusion pumps for implantable vascular access lines.
- Obtain, maintain and monitor intravenous fluids, TPN, PPN, and fluids with medication added or “piggyback” medications if mixed by an RN, licensed pharmacist, or licensed physician (or if medication is attached to the piggyback and needs reconstituting) to lines accessing **EXISTING** implantable vascular access devices.
- Monitor PCA and Epidural therapy.

Students **MAY NOT** perform the following Intravenous Procedures/Therapies at any time prior to graduation:

- **Draw Blood for labs or any treatment.**
- Initiate the administration of blood or blood products, i.e. platelets, albumin, plasmanate, and/or chemotherapy.
- Administer IV “bolus” or “push” medication.
- Initiate, maintain, and discontinue PCA therapy.
- Initiate, maintain, or discontinue intraspinal (intrathecal) infusions.

- Initiate or terminate access to implantable vascular access devices.
- Declot implantable vascular access device lines.
- Obtain blood samples from central venous lines or implantable vascular access devices/lines.
- Neither mix IV medication nor IV fluids nor add medication to IV fluids (to include medication that is to be added to piggybacks that are not attached directly to the piggyback to be reconstituted).
- Piggyback IV medication less than 50 mL volume.
- “Flush” a central venous access device.

## IV Policy: PN

- Students officially enrolled in the Practical Nursing Program at Florence-Darlington Technical College may **NOT** perform procedures and administer intravenous treatments.
- Students officially enrolled in PNR courses may perform the following procedures/treatments when the instructor is present:
  - Monitor peripheral and central venous access sites [subclavian, jugular, femoral, and peripherally inserted central catheter (PICC),] lines, and devices.
  - Monitor flow rates for IV fluids (without medication) administered via peripheral sites and central venous access sites (subclavian, jugular, femoral, and PICC) manually and with infusion pumps.
  - Monitor IV intake when IV is infusing by gravity or with an infusion pump with peripheral and central venous sites (subclavian, jugular, femoral, and PICC).
  - Monitor patient-controlled-analgesia (PCA) and Epidural Therapy.
  - Discontinue a peripheral saline lock in the presence of a nursing instructor or the primary care nurse.

## Licensed Practical Nurses (LPNs) as Students

During the ADN nursing program clinical experiences, students who are licensed as LPNs function in the **student role** and perform according to the clinical expectations of the respective course. You may **NOT** function in the LPN role.

## Patient/Client Assessment in Hospital Setting

All patient/client assessment, admission, transfer, and/or discharge procedures completed by a student must be reviewed and co-signed at the time of completion by the licensed staff nurse responsible for that patient.

## Medication Administration Policy

Failure to follow this policy may result in dismissal from the Nursing Program in which the student is enrolled. The level of supervision of medication administration in the clinical laboratory varies according to the course level of the student and the **legal scope of practice**. The goal is to ensure the highest quality of patient care and safety while providing a maximum learning experience. Students may be limited in medication administration as specified by the clinical instructor and clinical facility.

### Medication Policies for All FDTC College Nursing Students:

1. Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose, and patient education prior to administration.
2. Students will verify all medications with their clinical instructor or designated staff registered nurse (RN) utilizing the 6 “Rights” prior to medication administration.

3. Students will NOT administer intravenous chemotherapy agents nor “bolus” epidural infusions.
4. All medications administered by the student will be under **direct supervision** by the staff RN or the clinical instructor.
5. Students will NOT administer blood products or serve as the double-check for blood product administration (Fresh Frozen Plasma, Red Blood Cells). Students may monitor the infusion after two RNs have completed the double-checking process and started the infusion.
6. In specific clinical facilities, special policies regarding medication administration may override the policies of the Nursing Program.

### **Controlled Medications**

***A student is not to be given controlled medication keys or access codes by any person in any clinical agency.*** An FDTC instructor (full-time/part-time) or primary care nurse will pull the controlled medication, allow the students to administer the medication in the presence of the instructor or primary care nurse, and ensure the student signs the medication record (the instructor will make an entry in the nursing notes to state the witnessing of the controlled medication administration). If a hard copy medication record is utilized by the agency, the instructor will co-sign on the medication record with the student.

### **Unsafe/Unethical Student Practice in the Clinical Setting**

Definition: Unethical nursing practice consists of those behaviors that fail to conform to professional standards of conduct. Unsafe nursing practice describes those behaviors that threaten or endanger the well-being of the patient. For example, medication errors are unsafe and failure to notify faculty prior to clinical absence is unethical performance. Dishonesty is also considered unethical. These actions may result in clinical failure for the nursing course/s. Students with unsafe clinical skills will be removed from clinical and will have a Clinical Review to determine their status in the course and program.

## **Guidelines for Evaluating Unsafe/Unethical Practice**

The student will practice within the:

1. Provisions of the South Carolina Nurse Practice Act
2. American Nurses Association Code for Nurses
3. Policies and Objectives of the Department of Nursing
4. Policies and Objectives of the Health Care Agency

A student whose nursing practice/behavior is considered unsafe/unethical by her/his instructor will be required to leave the clinical setting. A Faculty Clinical Review Committee will be convened within 5 work days. The student is not permitted to return to the clinical setting until the clinical issue is reviewed and a resolution made. The Clinical Review Committee will make a recommendation(s) regarding remediation, clinical failure, and/or dismissal from the Nursing Program and/or further action. A Faculty Review may occur with one or more clinical incident reports if deemed necessary by course faculty. If recommendations are given, the student must satisfactorily complete all recommendations prior to returning to the clinical setting. A student who fails to satisfactorily complete the Faculty Review Committee's recommendations will be dismissed from the program and will not be eligible for re-entry.

## Student Clinical Review

Nursing students are legally responsible for their own acts, commission, or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe or unprofessional student behavior. Demonstration of unsafe conduct or unprofessional behaviors may result in immediate dismissal from the Nursing Program and student(s) may not be allowed to return to re-apply to the Nursing Program.

Students will be held accountable for unsafe conduct, unprofessional behaviors, or unsatisfactory clinical performance and those actions which violate the Florence- Darlington Technical College's Student Code, Department of Nursing's Procedures as described in the Student Handbook, or the South Carolina Nurse Practice Act. The Department of Nursing's Procedures reflects the policies and procedures of area healthcare facilities. ***A Student Clinical Review will be required when a student demonstrates unsafe conduct, inappropriate behaviors, unsatisfactory clinical performance, or violation of any portion of the above documents.***

### **Unsafe conduct and unprofessional behaviors include, but are not limited to:**

Nursing Program faculty reserve the right to remove from the clinical area any student deemed unsafe. The clinical facility or unit reserves the right to remove a student from the facility or unit and not allow the student to return. This can occur at any point during the semester or program. Should this occur, the student will have a conference with their course faculty member and the Department Head of Nursing. Any student who has a clinical evaluation of unsafe will be terminated from the Nursing Program with no possibility of re-entry or readmission.

### **The unsafe practice may include:**

- a. No call-no show for clinical
- b. Leaving the clinical site without notifying the instructor
- c. HIPAA violation
- d. Erroneous documentation, falsification, changes to client records or failure to document
- e. Unsafe behavior when administering medications, performing skills, or treatments
- f. Misappropriation of materials, equipment, another's belongings, or drugs
- g. Leaving clinical area/floor without faculty knowledge and permission
- h. Neglectful behavior either intentional and/or unintentional
- i. Failure to follow minimum standards of accepted nursing practice
- j. Failure to abide by policies and procedures as identified in the Student Handbook
- k. Acting in a manner, which discriminates against another, based on race, creed, religion, sex, age, national origin, or health-related diagnosis. Lack of preparation for the clinical laboratory.
- l. Performance that could jeopardize life, impedes recovery or interferes with the maintenance of the patient's current health status.
- m. Failure to immediately report a patient-care error to the clinical faculty and/or responsible nursing personnel.
- n. Performing a procedure prior to instruction and faculty check-off is considered unsafe nursing practice resulting in a required meeting with the student, instructor, and Department Head of Nursing within five business days and may result in termination from the program. Violations of principles of confidentiality.
- o. Violating any of the Standards of Professional Conduct, the PCC Code of Conduct, or ANA's Principles for Social Networking will result in a required meeting with the student, instructor, and Department Head of Nursing within five business days and may result in termination from the program with no possibility of return/reapplication.
- p. Failure of entering students to provide adequate clinical eligibility documentation by the deadline date and time may result in the student being terminated from the program and needing to reapply to the program and meet the current entrance requirements.

***See the FDTC Student Code of Conduct, Student Handbook, and the South Carolina Nurse Practice Act.***

All matters regarding Student Clinical Review are considered confidential and any related disclosure is considered inappropriate behavior. Pending the resolution of the Student's Clinical Review, the student is not allowed return to the clinical setting.

## Student Clinical Review Process

The purpose of the Student Clinical Review Process is to formally evaluate student conduct, behaviors, and performance in the clinical setting (Health Care facility) where student learning occurs. If remediation is recommended but improvement is not noted in the documented allotted time or unacceptable behavior(s) continue, then the student will receive a clinical failure "F" grade for the course.

### Clinical Review Process

- a. Course lead faculty will receive the FDTC Nursing Clinical Incident Report form. The course lead faculty will facilitate that a Student Clinical Review needs to be conducted and assemble
- b. Three to five (3-5) faculty members to serve as a review panel. The clinical faculty making a complaint will also be present as non-voting participants. Course lead faculty will communicate promptly to the Nursing Department Chair regarding
- c. the issue, the members of the committee, and when the review will take place.
- d. Course lead faculty will contact the student and inform the student of the date, time, and location for the Student Clinical Review verbally and in writing (FDTC email).
- e. Forward the Student Review fillable pdf form to the student.
- f. The student is then required to submit an account (using the FDTC Nursing Clinical Review-Student Record form) that clearly summarizes events, conducts, and addresses concerns in writing and submit electronically to course lead faculty. Submission should be at least **one** (1) work the day before the scheduled Student Clinical Review.
- g. Clinical and/or course faculty must submit a written account that summarizes events from the faculty perspective.
- h. If indicated, faculty will include additional documentation illustrating a pattern of behavior.
- i. At the review, the student and clinical faculty will verbally present their concerns and respond to questions.
- j. The student and clinical faculty will then be excused so that the committee may deliberate on a resolution that is in line with program policies.
- k. No deliberation will take place until the student and clinical faculty leave.
- l. Faculty deliberation will include only the written submission and verbal statements but can include previous performance issues.
- m. The panel will then make a detailed recommendation that may include, but is not limited to:
  - Remediation and counseling
  - Course/clinical failure
  - Termination from the Nursing Program.
- n. The Review committee must document their process, findings, and recommendation in writing using the Clinical Review Report form within 24 hrs. and submit it to the department chair for action.
- o. The department Chair will contact the student to schedule a meeting to receive the outcome within 5 workdays of the committee report and recommendations.

## Student Clinical Review Guidelines

- a. The Student Clinical Review is closed to the public. When the student presents information, only the designated faculty and the student are present.
- b. Faculty members may ask questions of respective course/clinical faculty and student relevant to conduct, behavior, concern, or performance.
- c. The student has the responsibility for verbally explaining/refuting the conduct, behavior, concern, or unsatisfactory performance.
- d. During the review, the student is to verbally summarize events in their own words and present any additional crucial information, so faculty members are able to make an informed resolution.
- e. The student will be informed of the final resolution by the department chair in a timely manner, within 5 workdays of receiving the panel recommendations.
- f. For students who are enrolled in more than one NUR/PNR course, the status in both courses could/may be affected by the outcome of the Student Clinical Review.

Nursing students are legally responsible for their own acts, commission, or omission, in the clinical area. It is the responsibility of the nursing faculty to evaluate unsafe or unprofessional student behavior. ***Demonstration of unsafe conduct or unprofessional behaviors may result in immediate dismissal from the Nursing Program and student(s) may not be allowed to return to re-apply to the Nursing Program.***

- Students will be held accountable for unsafe conduct, unprofessional behaviors, or unsatisfactory clinical performance and those actions which violate the Florence- Darlington Technical College's Student Code, Department of Nursing's Procedures as described in the Student Handbook, or the South Carolina Nurse Practice Act. The Department of Nursing's Procedures reflects the policies and procedures of area healthcare facilities. A Student Clinical Review will be required when a student demonstrates unsafe conduct, inappropriate behaviors, unsatisfactory clinical performance, or violation of any portion of the above documents.
- Students who have demonstrated ***unsafe*** clinical practice will be removed from the nursing course immediately, terminated from the Nursing Program, and will receive an "F" as their final grade.

### **Unsafe conduct and unprofessional behaviors include, but are not limited to:**

- a. No call-no show for clinical
- b. Leaving the clinical site without notifying the instructor
- c. Violation of HIPAA
- d. Medication error
- e. Erroneous documentation, falsification, changes to client records or failure to document
- f. Unsafe behavior when administering medications, performing skills, or treatments
- g. Misappropriation of materials, equipment, another's belongings, or drugs
- h. Leaving clinical area/floor without faculty knowledge and permission
- i. Neglectful behavior either intentional and/or unintentional
- j. Failure to follow minimal standards of accepted nursing practice
- k. Failure to abide by policies and procedures as identified in the Student Handbook
- l. Acting in a manner, which discriminates against another, based on race, creed, religion, sex, age, national origin, or health-related diagnosis.

***See the FDTC Student Code of Conduct, Student Handbook, and the South Carolina Nurse Practice Act.***

## Evaluation of Student Unprofessional Behavior, and Clinical Performance

- Students will be held accountable for unsafe conduct, unprofessional behaviors, or unsatisfactory clinical performance and those actions which violate the Florence Darlington Technical College's Student Code of Conduct, Department of Nursing's Procedures as described in the Student Handbook, or the South Carolina Nurse Practice Act. The Department of Nursing's Procedures reflects the policies and procedures of area healthcare facilities.
- A Student Clinical Review will be required when a student demonstrates unsafe conduct, inappropriate behaviors, unsatisfactory clinical performance, or violation of any portion of the above documents.
- Students who have demonstrated unsafe clinical practice will be removed from the nursing course immediately, terminated from the Nursing Program, and will receive an "F" as their final grade.

## Course-Level Review, Decision, and Action

Incidents of alleged violations will be initially reviewed and referred to at the course level or the equivalent academic level. Investigations may be managed by the course instructor(s) or departmental designee.

All matters regarding Student Clinical Review are considered confidential and any related disclosure is considered inappropriate behavior. Pending the resolution of the Student's Clinical Review, the student is not allowed to return to the clinical setting.

## Medical Clearance Form: This Form and Essential Functions Document Must Be Used For Students Who Have:

- Student illness/injury lasting for more than 3 consecutive days
- Student with impaired behavior
- Treatment or hospitalization requiring medical intervention Pregnancy
- Delivery of a viable infant or nonviable fetus with a return to classes/clinical before the usual six-week period after delivery
- ***Students returning to class/clinical after an illness must have a written excuse from the primary care personal stating that the student may return without restrictions.***
- **HIPAA Agreement**
- **Immunization/Flu update** – this form must be used for ALL immunization additions
- **PPD update** – this form must be used for all PPD additions
- **Quantiferon update** – this form must be used for all Quantiferon additions
- **Titer test update** – this form is used for submitted titer result
- **Multiple titer test update** – this form is used for submissions involving more than one titer test

# SECTION VII: EDUCATIONAL PARTICIPATION, GRADUATION, AND HONORS

## Nursing Program Educational Participation by Students

Students are invited to be active participants in their education and the nursing program. This can be accomplished through participation on one of the Nursing Department's standing committees.

Students may be nominated for student committee participation by nursing faculty and accept a committee assignment, or they may also choose to self-nominate. Self-nomination is through an email to the Dean of Nursing that describes their interest and qualifications.

### **Selection of Student Representative:**

- Student representatives shall be elected by their classmates within the first three weeks of the semester and will serve for a period of one semester.
- A re-election will occur each semester (Students may re-elect in the same class representative or they may elect a new one)
- Each elected class representative will sign an acknowledgment of duty form for each semester serving as class representative.

### **Student Representative Duties and Responsibilities:**

- Student representative will conduct a class meeting monthly.
- Student representative will encourage the class to provide questions, concerns, and any unresolved issues that the students want to be shared with the faculty and/or administration.
- The student representative will be notified and invited to attend the monthly nursing meeting.
- Student representative is expected to make positive contributions in relevant meetings
- Student representatives must maintain confidentiality and adhere to data protection of any shared information.
- It is the Student Representatives' responsibility to make every effort to attend faculty meetings and to bring the matters affecting the students they represent to the attention of academic staff members and college management. Each meeting provides a forum for the student representatives to share current issues, practices, and proposals in order to work together to best support the student population as a whole.
- If the student representative is unable to attend the monthly, he/she must provide notification to the faculty sponsor.
- **Failure to follow the guidelines will result in the student being removed as the student representative.**

A student who is interested in becoming a student representative on a nursing department committee must demonstrate and maintain the following characteristics:

- Positive attitude towards the Nursing Department and the College.
- Be in good standing **academically (GPA 2.0 or higher)**.
- Be polite and respectful toward administration, faculty, students, and staff.
- Demonstrate effective, respectful communication skills. (e.g. with faculty, students, articulating concerns, presenting ideas)
- Demonstrate personal and professional responsibility.
- Demonstrate cooperation and teamwork skills.
- Demonstrate compliance with uniform and dress code and program policies.
- Serve as a role model for their peers regarding class and clinical behavior.
- **Failure to follow the guidelines will result in the student being removed as the student representative.**

#### **Expectations:**

- Two students will be invited to sit on each nursing committee. They are responsible for attendance in such a way that one student representative is present for each committee meeting. This may include both attending each meeting or sharing by attending every other meeting.
- Committee schedules will be posted by semester and will consider student and faculty schedules.
- Term of student membership will be one semester with the opportunity to continue for a second semester with successful participation.

## **Graduation, Pinning, and Licensure**

### **Graduation Requirements**

All candidates for graduation must meet the following requirements:

1. Complete all required courses specified in the curriculum with a Program GPA and Cumulative GPA of 2.0 or higher.
2. Fulfill all financial obligations to the College.
3. The cumulative final GPA cannot be less than 2.0.
4. Earn at least 25 percent of the total credit hours of his/her curriculum at FDTC. (Exceptions can be made only by the Vice President for Academic Affairs.)

### **Graduation Application**

Access and print the graduation application.

1. Complete the student information portion of the application.
2. Obtain the required signatures.
3. Pay the \$25 per degree graduation fee in the Business Office.
4. Submit the completed Graduation Application to Registrar Services (100 Building, Room 100H).

Candidates for graduation must file an application for graduation with the Registrar's Office at the beginning of the semester in which curriculum requirements will be completed. A \$25 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each. All students who wish to participate in the May Commencement Ceremony must submit a Graduation Application to Registrar Services by the first Friday in March.

## Exercises

Commencement exercises are held at the end of each Spring Semester. Fall graduates and potential summer graduates (with 12 hours or less to complete) may participate in the May exercise. A rehearsal is scheduled prior to the Graduation Ceremony. All candidates for graduation are expected to attend both the rehearsal and the commencement ceremony. The Registrar Services Office should be notified if a student does not plan to attend Commencement.

## Pinning

The FDTC Pinning ceremony is a time-honored tradition that presents the new graduate to the nursing profession. Pinning is scheduled in May for ADN graduates and in August for ADN and PN graduates. Only students that have fulfilled all graduation requirements participate in the Pinning ceremony. Each graduating class will have student representatives to work with faculty in planning for their pinning ceremony.

## Honors and Awards

### Academic Excellence Award

The Academic Excellence Award is given to a PN and ADN graduating student who has the overall highest program grade point average to be calculated in the semester prior to graduation.

### Thelma Laird Memorial Award

The Thelma Laird Memorial Award is given to a PN and ADN graduating student who represents the best nursing role model, and who is most admired by their classmates. The recipient of the Thelma Laird Memorial Award is determined by secret ballot vote by graduating senior students.

### Clinical Nursing Award

The Clinical Nursing Award is given to the outstanding PN and ADN bedside nurse from each graduating class of the Florence-Darlington Technical College Associate Degree and Practical Nursing Program. The purpose of this award is to recognize excellence in clinical nursing and compassion for the client. The Clinical Nursing Award was established through a generous gift to the Associate Degree Nursing Program from Dr. Sompong Kraikit, a local physician. The recipient of the Clinical Nursing Award is determined by the FDTC Nursing faculty vote.

## Licensure and NCLEX-RN

### Compact State Information

South Carolina is a member of the Nurse Licensure Compact (NLC). The NLC allows a registered nurse or licensed practical nurse licensed in a Compact state to practice across state lines in another Compact state without having to obtain a license in the other state. It is important to remember that the NLC requires nurses to adhere to the nursing practice laws and rules of the state in which he/she practices under his/her Compact license. If a nurse moves from one state to another and establishes residency, the nurse must apply for licensure in that state. In the case of electronic nursing practice (telenursing), the nurse must adhere to the practice standards of the state in which the client receives care. Please visit the National Council of State Boards of Nursing (NCSBN) website ([ncsbn.org](http://ncsbn.org)) for a list of states that have implemented the Compact.

“Primary state of residence” as defined by the Compact means the “person’s declared fixed permanent and principal home for legal purposes; domicile.” Proof of primary residence may include but is not limited to:

1. Driver’s license with a home address;
2. Voter registration card displaying a home address;
3. Federal income tax return declaring the primary state of residence.
4. Military Form # 2058– state of legal residence certificate; or
5. W2 from US Government or any bureau, division or agency thereof indicating the declared state of residence.

If your primary state of residence is another Compact State, you are not eligible for RN or LPN licensure in South Carolina.

### **Eligibility for Licensure**

Upon successful completion of the program, graduates are eligible to take the licensure examination administered by the State Board of Nursing for South Carolina, and upon satisfactory completion, they will be designated as a Registered Nurse (RN). Candidates who have criminal records may be required to appear before the State Board of Nursing which will determine eligibility to write the licensing examination.

### **Background checks**

Effective March 2, 2009, an applicant for a license to practice nursing in South Carolina shall be subject to a criminal history background check as defined in 40–33–25 of the Nursing Practice Act.

Background checks are required at the student’s expense. While in the program, if a student has any criminal conviction more serious than a minor traffic violation, he/she MUST notify the Department Head and State Board of Nursing for South Carolina no later than 90 days prior to the date of program completion (803–896–4550, Columbia, SC). Failure to do so may hold up the permit to test.

This process requires you to provide a full set of fingerprints including additional information required to obtain a criminal history background check, conducted by the State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI). The cost of conducting a criminal history background check is determined by MorphoTrust USA. Please contact them for appropriate fee.

To schedule an appointment online with Identogo/MorphoTrust USA please visit **identogo.com** or call 1-866-254-2366 for assistance in scheduling your CBC.

South Carolina applicants will need to show one (1) form of identification – a South Carolina State Issued Photo Driver’s License.

### **Applying for Licensure**

The candidate will apply to the South Carolina Board and register with the company that administers the national exam. The candidate may apply before graduation. The candidate will need to attach a passport-style photo to the application.

An RN candidate applying by examination pays \$90 to the Board. The candidate must also pay the testing company \$200. A candidate who is waiting to take the NCLEX may be issued a temporary permit. The candidate will need to pass on the first attempt so as not to have an interruption in employment eligibility.

A candidate who does not pass the first attempt is allowed to test again in 45 days. The candidate may continue to attempt the exam for up to a year before remediation is required. An applicant who has not passed the National Council Licensure Examination within three years of graduation must re-qualify to take the examination by enrolling in an approved nursing education program and demonstrating the Knowledge, skills, and ability of a graduate nurse. The Board assesses a \$65 fee for re-examination

### **Letter of Endorsement**

As part of the application process, each applicant must have a Board of Nursing Certificate of Endorsement from the nursing education program. This must be completed and signed by the present Director of the School of Nursing from which the applicant graduated. The form must be mailed directly from the College to the Board of Nursing. Certificates are not accepted from the applicant. FDTC Students must complete the online Pre-Graduation checklist in order to have an endorsement completed.

## **Licensure and NCLEX-PN**

### **Eligibility for Licensure**

Upon successful completion of the program, graduates are eligible to take the licensure examination administered by the State Board of Nursing for South Carolina, and upon satisfactory completion, they will be designated as Licensed Practical Nurse (LPN).

Candidates who have criminal records may be required to appear before the State Board of Nursing which will determine eligibility to take the licensing examination.

Note: Background checks are required at the student's expense. While in the program, if a student has any criminal conviction more serious than a minor traffic violation, he/she MUST notify the Department Head and State Board of Nursing for South Carolina no later than 90 days prior to the date of program completion (803-896-4550, Columbia, SC). Failure to do so may hold up the permit to test.

### **Applying for Licensure**

The candidate will apply to the South Carolina Board and register with the company that administers the national exam. The candidate may apply before graduation. The candidate will need to attach a passport-style photo to the application.

An LPN candidate applying by examination pays \$70 to the Board. BY exam w/90 day temp license \$80. The candidate must also pay the testing company \$200. A candidate who is waiting to take the NCLEX may be issued a temporary permit. The candidate will need to pass on the first attempt so as not to have an interruption in employment eligibility.

A candidate who does not pass the first attempt is allowed to test again in 45 days. The candidate may continue to attempt the exam for up to a year before remediation is required. An applicant who has not passed the National Council Licensure Examination within three years of graduation must re-qualify to take the examination by enrolling in an approved nursing education program and demonstrating the knowledge, skills, and ability of a graduate nurse. The Board assesses a \$65 fee for re-examination

### **Letter of Endorsement**

As part of the application process, each applicant must request a Board of Nursing Certificate of Endorsement from the nursing education program. This must be completed and signed by the present Dean of Nursing from which the applicant graduated. The form must be mailed directly from the school to the Board of Nursing. Certificates are not accepted from the applicant. Students who do not complete the information form for graduation will not be endorsed for licensure.

# Clinical Affiliate Agreement Process

April 7, 2022

- HSC Department Chair or Program Director initiates Clinical Affiliate Agreement and notifies the Administrative Assistant for Nursing.
  - The Clinical Affiliate Agreement may be signed first by the agency if the agency initiates the process.
  - The Clinical Affiliate agreement may be signed after the routing process if the agency does not initiate the process.
- The Administrative Assistant for Nursing updates the roster of Nursing Clinical Affiliates to include this new or updated agreement.
- The updated roster is provided to the Department Chair to accompany this Clinical Affiliate Agreement as it is routed for signatures.
- Department Chair obtains Vice President for Academic Affairs (VPAA) signature approval.
- Academic Coordinator for VPAA obtains Associate Vice President for Business Affairs signature approval.
- The Business Affairs division maintains contractual agreements for the College and retains a copy or original agreement.
- The Business Affairs division keeps the roster of Nursing Clinical Affiliates.
- The Business Affairs division returns the signed agreement to the Department Chair.
- If the Clinical Affiliate representative has not signed the form, the agreement is forwarded to that representative for signature approval.
- Final copies are routed to the following areas:
  - HSC Department Chair
  - HSC Administrative Assistant
  - Vice President for Academic Affairs
  - Associate Vice President for Business Affairs

# STUDENT SIGNED STATEMENT OF UNDERSTANDING

(REQUIRED TO BE SIGNED AND SUBMITTED TO THE INSTRUCTOR NO LATER THAN 5 BUSINESS DAYS)

I, \_\_\_\_\_, (print name) have accessed the FDTC 2024-2025 Nursing Student Handbook online and have carefully read the handbook. I understand and agree to abide by its policies and procedures. I understand that the policies within this handbook apply to the current academic year and changes implemented by the college during this time. I also understand that changes to the college, clinical agencies, and governing nursing agencies may require changes in these policies. **Students will be notified through an addendum indicating these changes** and the time they will go into effect. If/when these new policies go into effect, I will be held to these changes.

***Please note: The Nursing Student Handbook is subject to change dependent upon the needs of the Nursing Program and its accrediting agencies.***

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Nursing Course \_\_\_\_\_ Date: \_\_\_\_\_