



# Bachelor of Science In Nursing Student Handbook

The guidelines noted in this document are utilized in conjunction with guidelines in the current ***MDC Student's Rights and Responsibilities*** handbook. Students will be notified in writing of any changes 30 days prior to implementation.

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## **Welcome**

The faculty and staff of the School of Nursing welcome you to the Medical Campus. We hope that your enrollment in the RN to BSN Program will lead to a challenging and satisfying career as a leader in the nursing profession. The faculty is here to help you reach your goals.

The information presented here is just the beginning. You will find these guidelines useful and relevant throughout this RN to BSN program. Read it carefully. We are happy to answer your questions.

### ***Equal Access/Equal Opportunity***

**Miami Dade College is committed to provide equal access to education and employment opportunities to all regardless of sex, race, religion, marital status, age, national origin or handicap. The administration is committed to implementing Federal and State laws and regulations and District Board of Trustees policies governing equal access/equal opportunity.**

**Miami Dade College is an equal access/equal opportunity affirmative action institution. This information is available in accessible formats. For this or special accommodations, call 305-237-4141 three days before the event. TDD: 1-800-955-8771.**

## **ACCREDITATION**

**This program has been accredited by the National League of Nursing Accrediting Commission (NLNAC) effective as of February, 2011.**

**PLEASE KEEP THIS COPY OF THE POLICY MANUAL  
FOR THE DURATION OF YOUR PROGRAM**

**CRITERIA FOR ADMISSION, & APPLICATION PROCESS**

## ADMISSION REQUIREMENTS:

- An active **Florida** license as a registered professional nurse.
- An earned A.S. Nursing degree from a **regionally accredited** college.
- A minimum of a 2.5 cumulative GPA and 2.5 GPA in nursing coursework for a regionally accredited A.S. Nursing program, or equivalent.
- Successfully completed background investigation and drug screen.

## Checklist for Bachelor of Science in Nursing (BSN) Degree Applicants

To apply to the Bachelor of Science in Nursing degree, you must:

1. Complete the Miami Dade College application online at <http://www/mdc.edu>
2. Apply online at [www.bsnmdc.edu](http://www.bsnmdc.edu) for the BSN program. Designate Medical Center Campus as “preferred” campus, and enter: N5100 as your preferred program
3. Official college transcript(s) from all educational institutions attended must be mailed directly to: **Miami Dade College Kendall Campus**  
Attention: Transcript Processing Services  
11011 S.W. 104<sup>th</sup> Street, Room 3113  
Miami, Florida 33176-3393  
For more information, go to [www.mdc.edu/transcripts](http://www.mdc.edu/transcripts).
4. You must submit for admission:  
\$30.00 one-time non-refundable application fee  
\$25.00 Bachelor’s Degree administrative fee  
***Once admitted to program:***  
\$200.00 Specialized Transfer non-refundable fee to receive the 30 credits for NUR 3997

## Courses required before formal Admission into the BSN Program:

Course	Required Credits
BSC2085/L Human Anatomy and Physiology I ( <b>with Lab</b> )	4
BSC2086/L Human Anatomy and Physiology 2 ( <b>with Lab</b> )	4
CHM1033/L Chemistry for Health Science ( <b>with Lab</b> )	4
MCB2010/L Microbiology ( <b>with Lab</b> )	4
HUN1201 Essentials of Nutrition	3
STA2023 Statistical Methods	3
PSY2012 Introduction to Psychology	3
SYG2000 Introduction to Sociology	3
DEP2000 Human Growth and Development	3

**Please note that foreign transcripts will be evaluated on a course-by-course basis:.**

- Graduates of foreign schools must complete the CPT Reading and Writing sections and have a minimum of 12 college credits at Miami Dade College before transcripts are evaluated.
- Evaluations of foreign transcripts may take longer than 8 weeks.
- All foreign transcripts must be translated by a certified language translator and must be accompanied by a copy of the original transcript.
- Application is deemed incomplete until transcript evaluation is completed.

**MIAMI DADE COLLEGE  
SCHOOL OF NURSING**

**MISSION**

The mission of the School of Nursing is to provide our diverse student population with an excellent multicultural education that prepares them to skillfully practice nursing in a global society with an emphasis on lifelong learning.

**VISION/VALUES**

The Vision of Miami Dade College School of Nursing is to be a school of excellence, renowned for its Values:

- An environment that enhances student learning and professional development empowered through innovation, state of the art technologies, teaching excellence and support programs that equip each learner with the knowledge, skills and values to succeed. The School of Nursing assists students to develop life- long strategies that promote professional nursing responsibilities and global citizenship.
- A culture of inquiry and evidence that is characterized by the commitment of faculty, staff and students to accountability for learning excellence through scientific inquiry based on the nursing process , evidence based practice, technology, interdisciplinary experiences and community partnerships.
- An exceptional work environment that makes MDC's School of Nursing the "employer of choice" for an exemplary, diverse nursing faculty workforce, who benefit from extensive faculty development and educational opportunities, who engage in a true shared governance model, and who utilize state of the art technology while teaching, contributing to an exceptional quality learning environment.
- Quality community partnerships with healthcare agencies in Miami Dade County to meet the community needs by educating culturally-competent nurses who can provide high quality healthcare and education to a multicultural society.
- A commitment to cultural initiatives that allow students to develop an appreciation for the diversity of the individual in our global society, resulting in the delivery of holistic, culturally sensitive nursing care.
- Sustainability practices that distinguish Miami Dade School of Nursing as a leading innovator in educating our students as contributors to a healthy environment, and an understanding of the impact of our changing environment on the health of each individual.
- Resource development and operational efficiencies that ensure effective support for the School's long-term efforts to provide an innovative and exemplary learning environment through the use of technology, research, and ongoing process evaluation.
- Global awareness of health care issues that impact the curriculum and provide an international perspective on health.

## **Miami Dade College Learning Outcomes**

**Purpose:** Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

**As graduates of Miami Dade College, students will be able to:**

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

## **RN-BSN Program Outcomes**

Upon completion of the RN-BSN degree, graduates will be expected to demonstrate the following:

1. Integration of theoretical and scientific knowledge from nursing and related disciplines to provide quality, culturally competent healthcare to multi-cultural clients and communities in our global environment.
2. Application of appropriate evidence-based findings to change and improve nursing practice.
3. Analysis of theories and concepts from nursing and related disciplines in professional nursing practice.
4. Analysis of ethical, legal, and socio-economic issues to develop unique nursing strategies to improve the healthcare delivery in a dynamic global community.
5. Utilization of professionalism, communication, interdisciplinary collaboration, and creative leadership and management to enhance healthcare for diverse populations.
6. Integration of professional nursing knowledge, abilities and skills in the provision of complex and unique nursing care to a variety of diverse populations.
7. A commitment to life-long learning to enhance critical thinking and professional values and behaviors in professional nursing care.

**MIAMI DADE COLLEGE  
SCHOOL OF NURSING**

**Bachelor of Science in Nursing Philosophy**

In support of the mission of the college, the nursing faculty believe that baccalaureate nursing education should be accessible, affordable and of high quality, keeping the learner at the center of decision making in the context of a dynamic, global community. We believe this educational process enhances and expands the essential knowledge, values and professional behaviors expected of the baccalaureate nursing graduate. This program allows the School of Nursing to provide a broader, more complex, and higher level of education for the technical nurse in the community.

The faculty believes that human beings influence, and are influenced by the changing world in which they live. The unique experiences of life impact or assist persons to develop as individuals equipped with the capacity to love, value, care, nurture, learn, and creatively respond to changing situations. Human beings exercise choices, adapt to the environment, and have the capacity for self-actualization. Human beings are actual or potential recipients of nursing care, and may be individuals, families, local or global communities. The faculty believes that human beings are held together by common bonds, and recognize the diversity of cultural goals and values within the global community.

Health is a state of optimal functioning on a continuum of wellness to illness. The aims or goals of nursing are to promote health, reduce risk factors, or prevent illness. If illness occurs, then the goal of nursing shifts to restoration and maintenance of health, and the facilitation of coping and adaptation for targeted populations.

Nursing is viewed as a practice discipline encompassing both art and science. The faculty values universal access to health care. We believe that the profession of nursing is an integral part of the health care systems that makes provision for effective utilization of human, scientific, technological, and economic resources in the delivery of health care.

Nurses intervene and care for human beings through primary, secondary and tertiary prevention and restoration behaviors. Nurses use the tools of communication, caring, research, evidence-based practice, critical thinking, and professionalism to care for persons in various stages of illness, and to promote care of the physical environment. The increasing complexity of the health care system requires that nursing assumes responsibility for assuring that the values of caring and concern for human beings have primacy in the decision-making process using all available scientific and technological resources. Nurses use a scientific, goal-directed, interpersonal process in assisting individuals, families, local and global populations to achieve a valued health state.

The baccalaureate learner is engaged in a continuous process of gathering, exchanging, synthesizing, and managing information. Learning then is the collaborative process of changing behavior through the development of the cognitive, affective, and psychomotor abilities inherent in each individual. The collaborative learning process is enhanced and facilitated when learners, as

well as faculty, possess and practice self-awareness, acceptance, understanding, and effective communication. We believe that the education of individuals for professional careers is dependent on the socialization process in which faculty members model professional role behavior, and learners acquire the values, knowledge, and behaviors necessary to function as professional practitioners of nursing. To support the teaching-learning values of the college, faculty believe that creativity and innovation are the keystones in responding to the changing educational needs of a diverse community, whether it be classroom or hybrid instruction, simulation, or distance learning.

The professional nurse, as a leader, must be willing to take risks and serve as a client advocate to create innovative, planned changes that contribute to the improvement of the quality of health care. The professional nurse functions autonomously and in collaboration with other health care providers. Accountability and quality of care are assessed in accordance with published standards of care, individual and professional values, and the professional Code of Ethics. Nurses at the baccalaureate level engage in independent and collaborative practice to improve and promote access to health services, and achieve high quality, fiscally responsible outcomes. Critical thinking, self-evaluation, and self-directed learning are regarded as essential components for continual personal and professional development. The faculty believes that opportunities should be provided for life-long learning.

The Baccalaureate Degree Graduate will possess the competencies that characterize a professional nurse, including the knowledge, skills, and pre-requisites to be eligible to apply for post-baccalaureate certificates, Master of Science (MSN) programs, and doctoral study in nursing. Graduates will be able to provide and manage the care for individuals, families, local and global communities. Graduates will be able to use creative leadership, and advanced knowledge and skills to improve the health as well as promote quality health care in a multi-cultural global environment.



## MIAMI DADE COLLEGE SCHOOL OF NURSING

### RN-BSN Conceptual Framework

The Miami Dade College RN-BSN conceptual framework is based on a systems theory approach. This approach is supported by six core components, which guide individual course expectations and program outcomes for the graduate. **The baccalaureate core components are:**

- **Professionalism**
- **Critical Thinking**
- **Health Care Delivery Systems**
- **Communication**
- **Evidence-based Practice**
- **Globalization of Nursing Practice**

The faculty believes that the baccalaureate nursing student moves into an expanded role and scope of practice reflected by the American Nurses Association Standards of Professional Performance. These standards include application of the nursing process, quality of practice, education, professional practice evaluation, collegiality, collaboration, ethics, research, resource utilization and leadership. These commonalities are subsumed within the baccalaureate core components.

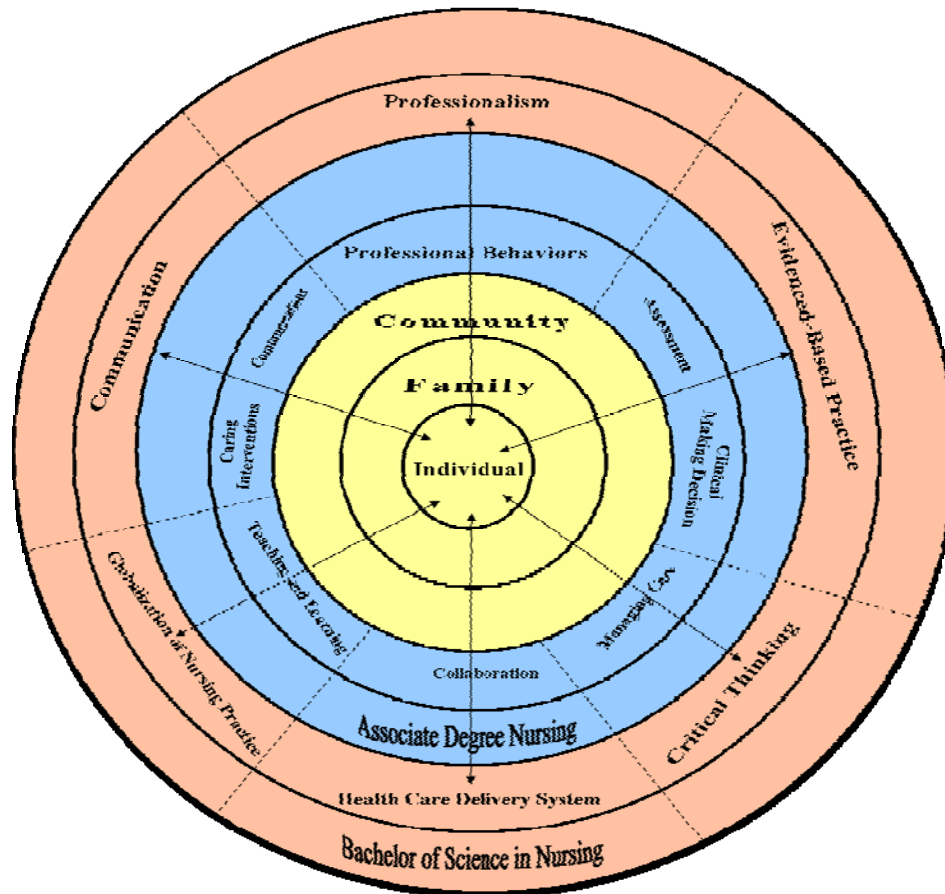
**The RN-BSN curriculum framework encompasses the Associate Degree components expected of all diploma and associate degree nursing graduates.** These are further enhanced in conjunction with the utilization of the baccalaureate core components to expand the knowledge base and expectations of the baccalaureate nurse. The focus of these expanded roles and functions of the baccalaureate nurse is not only the individual, but families, and local as well as global communities. In this open system, the nurse utilizes expanded knowledge and functions to promote, restore and maintain health in new and innovative ways that impact the individual, as well as the global community.

General education requirements consisting of the humanities and sciences serve as a foundation to establish the integrity of the baccalaureate degree by fostering awareness of the concepts of society and culture, improving integration of knowledge and decision making, promoting commitment to lifelong learning and assisting students in achieving their full potential.

The nursing faculty believes that the world and nursing are ever changing, and nursing continues to be an ever-growing body of knowledge. Therefore, the faculty, as nursing professionals, is open and receptive to identifying those changes, adding to that body of knowledge, and modifying the curriculum accordingly.

**MIAMI DADE COLLEGE  
SCHOOL OF NURSING**

**RN-BSN Conceptual Framework**



The yellow inner circle represents the individual who resides with family and lives in a community.  
 The blue circles represent the core competencies of the ADN program.  
 The apricot (nursing) circle represents the core competencies of the RN-BSN program.

## **DEFINITIONS OF BSN CORE COMPONENTS**

### **Globalization of nursing practice**

The baccalaureate nurse provides culturally competent and sensitive care to individuals, families, local, and global communities through the process of collaboration. The baccalaureate nurse addresses issues affecting nursing practice worldwide, utilizing knowledge of the concepts of culture, cultural competence and brokerage, community, and international health goals.

### **Critical Thinking**

The intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action. The baccalaureate nurse will demonstrate professional commitment using appropriate clinical judgment and decision-making skills using scientific and moral thinking.

### **Evidence-based practice**

Nursing activity supported by research findings and/or demonstrated as being effective through a critical examination of current and past practices. The baccalaureate nurse utilizes basic knowledge and concepts of nursing research steps and processes in quantitative and qualitative research. The baccalaureate nurse critiques research to determine the usefulness and appropriate application of research findings to improve nursing practice.

### **Communication**

The process that allows people to exchange information by one or several methods, these behaviors include speaking, writing, computer literacy, and health education in a culturally competent manner. The baccalaureate nurse will communicate effectively and demonstrate competence in information technology.

### **Professionalism**

The skill, competence, or standards expected of a member of a profession. The baccalaureate nurse will adhere to professional nursing practice and performance standards when caring for individuals, families, local and global communities. The baccalaureate nurse will demonstrate knowledge of professional nursing practice and performance standards including behaviors, legal issues, ethics, values, accountability and their application in practice.

### **Health care delivery systems**

The practice arenas in which the baccalaureate nurse provides and promotes access to health care services to individuals, families, local and global communities. The baccalaureate nurse demonstrates knowledge of selected delivery systems, health policies, and finance when negotiating health care for selected populations.

**MIAMI DADE COLLEGE  
SCHOOL OF NURSING**

**RN-BSN CURRICULUM**

The Bachelor of Science in Nursing program is designed for licensed RNs with an A.S. degree in Nursing **from regionally** accredited Associate in Science Nursing programs. This program will build upon the lower division Associate in Science Nursing Program. The general education and common prerequisites enhance the development of the cultural, intellectual, and social aspects of the professional nurse. The curriculum is designed to ensure that the program incorporates a clear scope and sequence of coursework, thereby allowing for a seamless transition.

The upper division nursing coursework is designed to prepare professional nurses to use the latest technology, knowledge, abilities, and skills to be effective in the current interdisciplinary setting and to prepare creative leaders for the promotion of quality health care in the complex, dynamic, global health care environment.

Upon successful completion of the Bachelor of Science in Nursing degree, student(s) will be able to provide nursing care in a variety of health care settings, develop advance nursing care as a profession and serve as exemplary role models for excellence in global nursing settings.

Students will be eligible for professional nursing positions in supervisory and middle management positions in local, state, federal government, such as the Veteran's Administration, Public Health, and Community Health agencies. Graduates will also be eligible to apply for post-baccalaureate certificates and Masters of Science in Nursing programs.

South Florida is a global community and the MDC School of Nursing RN-BSN program is designed to incorporate knowledge and skills with global nursing practice which will benefit diverse communities here and abroad. The RN-BSN program focuses on enriching the education of nursing students, using and contributing to global nursing research initiatives, encouraging culturally competent nursing practice projects, and coordinating global service outreach efforts.

The MDC School of Nursing is committed to improving the health of multi-ethnic populations and advancing professional practice. In partnership with others, the School provides nursing education and practical experience to advance the health of the residents of South Florida and to strengthen the global capacity of nurses to improve the health of vulnerable people.

## TOTAL RN-BSN DEGREE CREDITS – 125 CREDIT HOURS

Category	Number of Credits
Common Pre-requisites	31
Validated Core Nursing Courses	30
Upper Division Baccalaureate Nursing Core Courses	30
Electives	10
General Education	24 (*36 includes 12 credits from Common Course Prerequisites)
<b>TOTAL CREDITIS</b>	<b>125</b>

**\*NOTE: 12 credits of General Education are included in the Common Pre-requisites**

### Common Course Prerequisites (31 Credits)

Course	Credits	Course	Credits
BSC 2085 Human Anatomy & Physiology 1	3	MCB 2010 Microbiology	3
BSC 2085L Human Anatomy & Physiology 1 Lab	1	MCB 2010L Microbiology Lab	1/1**
BSC 2086 Human Anatomy & Physiology 2	3	HUN 1201 Essentials of Nutrition	3
BSC 2086L Human Anatomy & Physiology 2 Lab	1	STA 2023 Statistical Methods	3
CHM 1033 Chemistry for Health Sciences	3	PSY 2012 Introduction to Psychology	3
CHM 1033L Chemistry for Health Sciences Lab	1	SYG 2000 Introduction to Sociology	3
		DEP 2000 Human Growth and Development	3

**\*\*MCB Lab is a 2 credit course. One credit applies to Common Course Prerequisite category; 1 credit will apply toward the Elective category.**

### General Education Requirements by Subject Area (24 Credits)

(Table shows 36 credits. Twelve (12) of these Credits are Common Course Prerequisites)

Area/Course	Credits	Area/Course	Credits
<u>Communications</u> (6 cr) ENC 1101 English Composition 1 ENC 1102 English Composition 2	3 3	<u>Natural Science</u> (6 cr) CHM 1033 Chemistry for Health Sciences HUN 1201 Essentials of Nutrition	3 3
<u>Oral Communications</u> (3 cr) SPC 1026 Fundamentals of Speech Communication	3	<u>Mathematics</u> (6 cr) MAC 1105 College Algebra STA 2023 Statistical Methods	3 3
<u>Humanities</u> ( 6 cr) PHI 2604 Critical Thinking/Ethics (recommended) and 3 credits from Group B (selected with advisor's approval)	3 3	<u>General Education Elective</u> (3 cr) PSY 2012 Introduction to Psychology	3
<u>Behavioral/Social Sciences</u> (6 cr) SYG 2000 Introduction to Sociology (recommended) and 3 credits from Group B (selected with advisor's approval)	3 3		

### Electives (10 Credits awarded)

Courses	Credits
MCB 2013L Microbiology Lab  Elective may be from a variety of disciplines in or outside of nursing, depending on the student's interests and goals, and may include foreign language, computer, and general education courses. Must be upper division 3000 or 4000 level.	1 credit (from Common Prerequisites)  3 credits (1 course)

### Validated Nursing Credits (30 Credits)

Designation	Credits
<b>NUR 3997 Nursing Validation Credit</b>  <b>Please Note: Human Patient Simulation Check-off and NUR 4636L Community Health Nursing practicum both must be successfully completed in order to be awarded 30 credits as validation of knowledge of nursing.</b>	30

### Upper Division BSN Core Nursing Courses (30 credits)

Course	Credits	Course	Credits
NUR 3805 Transition to Professional Nursing	3	NUR 4667 Globalization of Nursing Practice	3
NUR 3069 Advanced Health Assessment	3	NUR 4827 Leadership and Management Theory	3
NUR 3045 Culture in Nursing Practice	3	NUR 4636 Community Health Nursing	3
NUR 3846 Foundations of Professional Nursing	3	NUR 4636L Community Health Nursing Practicum	3
NUR 3165 Nursing Research	3	NUR 4945C Advanced Concepts Practicum	3

**The Bachelor of Science in Nursing (BSN) degree will be awarded to students who successfully meet the following requirements:**

- Completion of a minimum of 125 semester credit hours in identified coursework required for the BSN degree (credits include common prerequisites, general education requirements, nursing validated credits, and nursing core courses). Talk to an advisor for details.
- Completion of the final 30 hours at Miami Dade College
- Completion of a minimum of 30 credit hours of upper division (3000-4000 level) nursing coursework
- Completion of the Common Prerequisite requirements with “C” grade or **better**
- A minimum 2.5 cumulative GPA in MDC BSN Coursework (**Note: 3.0 cumulative GPA** is required to **enter** most graduate programs in order to continue your education)
- Pass CGS1060 or equivalency
- Satisfy the foreign language requirement

#### **Foreign Language Requirement:**

Students admitted to the RN-BSN program without meeting the foreign language requirement of at least 2 courses of sequential foreign language or American Sign Language at the secondary level (High School) or the equivalent of such instruction at the postsecondary level (6 credits) must earn such credits **prior to graduation**.

Information Subject to Change, there forth check with an academic advisor for updates.

## Sample Program of Study for RN-BSN Program

### Upper Division Core Nursing Courses

<b>Semester 1</b>	
NUR 3805	Transition to Professional Nursing
NUR 3069	Advanced Health Assessment
<b>Semester 2</b>	
NUR 3846	Foundations of Professional Nursing
NUR 3045	Culture in Nursing Practice
<b>Semester 3</b>	
NUR 3165	Nursing Research
NUR 4667	Globalization of Nursing Practice
<b>Semester 4</b>	
NUR 4636	Community Health Nursing
NUR 4636L	Community Health Nursing Practicum (144 Clinical Hours in a pre-approved community Setting)
<b>Semester 5</b>	
NUR 4827	Leadership and Management Theory
NUR 4945C	Advanced Concepts Practicum (96 Clinical Hours in a pre-approved Leadership Role)
<b>Any course 3000 or 4000 Level for an elective of choice</b>	
<b>Current Electives Suggestions</b>	
NUR 3826 Ethical Issues in Health Care and the Environment (Immersion Travel Course)	
NUR 3178 Complementary Alternative & Health-Care	
NUR 3674 Faith Community Nursing/ Health Ministry	
NUR 3289 Principles of Gerontology	
CJE 3444 Crime Prevention (Offered on MDC North Campus)	

**Note: Students who wish to go to school full time will take 4 NUR Classes with the approval of the Department Chair. An individualized curriculum plan must be designed.**



## NUR 3997: Guidelines for Critical Behaviors Performance Examination to Award the 30 Credits



**Purpose:** to evaluate the student's ability to perform selected nursing skills and responses to Critical Thinking Situations that will measure the student's ability to think critically and apply Nursing Knowledge, Biological and Psychological Principles towards patient care. Successful completion of this performance examination will validate core course and the student will be awarded the 30 credits under course number NUR 3997.

**Process:** the examination is administrated after the student has successfully completed NUR 3069 Advanced Health Assessment and before the 5<sup>th</sup> semester courses (NUR 4827 &NUR 4945C). Students are required to go to the Human Patient Simulation Lab and sign up to practice prior to taking the performance examination. Once the student has eight courses completed a form will be generated from the School of Nursing signed by the Department Chair of the BSN Program and the Dean of the School of Nursing for the student to take to the registrar's office for the NUR 3997 to be applied to transcript for the 30 credits.

**Setting:** the examination will be administered in the Human Patient Simulator Lab or on the onsite laboratory if available for testing. Simulated clinical situations are based on complex patients and expected outcomes from previous education. High fidelity simulators, models or mannequins may serve as the patient.

See the BSN Manual of Clinical Performance for additional information.

## Academic Calendar 2013-2014



### Day Abbreviations

M - Monday • T - Tuesday • W - Wednesday • R - Thursday • F - Friday • S - Saturday •  
U - Sunday • TBA - To be arranged

	<b>FALL 2013 2013-1</b>	<b>SPRING 2014 2013-2</b>	<b>SUMMER 2014 12 Weeks 2013-3</b>	<b>SUMMER 2014 1st 6 Week 2013-3</b>	<b>SUMMER 2014 2nd 6 Week 2013-3</b>
<b>REGISTRATION BEGINS</b>	<b>W</b> <a href="#"><u>June 19, 2013</u></a>	<b>M</b> Oct 14, 2013	<b>M</b> Mar 3, 2014	<b>M</b> Mar 3, 2014	<b>M</b> Mar 3, 2014

**State Employee Tuition Waiver Applicants Must Register for Eligible Courses NO EARLIER Than One (1) Day Prior to Class Beginning Date**

<b>STUDENT SERVICES OFFICES OPEN ON SATURDAY 8:00 AM - 12 Noon</b>	<b>S</b> Aug 24, 2013 <b>S</b> Sep 7, 2013	<b>S</b> Dec 21, 2013 <b>S</b> Jan 11, 2014	<b>S</b> May 17, 2014	<b>S</b> May 17, 2014	<b>S</b> May 17, 2014
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<b>REGISTRATION ONLY WITH INSTRUCTOR OR DEPARTMENT APPROVAL</b>	<b>M</b> Aug 26, 2013	<b>T</b> Jan 7, 2014	<b>M</b> May 12, 2014	<b>M</b> May 12, 2014	<b>M</b> Jun 23, 2014
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Note: \$50 late fee  
assessed for classes  
added/registered on or  
after the first day of  
those classes

<b>CLASSES BEGIN</b> Weekday/evening and Weekend	<b>M</b> Aug 26, 2013 <b>S</b> Sept 7, 2013	<b>T</b> Jan 7, 2014 <b>S</b> Jan 11, 2014	<b>M</b> May 12, 2014 <b>S</b> May 17, 2014	<b>M</b> May 12, 2014	<b>M</b> Jun 23, 2014
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<b>LAST DAY TO DROP WITH REFUND; CHANGE</b> courses without financial penalty;	<b>F</b> Aug 30, 2013	<b>M</b> Jan 13, 2014	<b>R</b> May 15, 2014	<b>W</b> May 14, 2014	<b>W</b> Jun 25, 2014
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**REGISTER, ADD** a course or **CHANGE** sections with instructor or department approval; change from **AUDIT STATUS** to **CREDIT STATUS** or from **CREDIT STATUS** to **AUDIT STATUS**

<b>12-WEEK MINI-TERM BEGINS</b>	<b>M</b> Sep 30, 2013	<b>M</b> Feb 10, 2014			
<b>LAST DAY TO WITHDRAW</b> from courses W grades; <b>REGISTER</b> for institutional credit-by-exam	<b>W</b> Nov 6, 2013	<b>W</b> Mar 19, 2014	<b>T</b> Jul 1, 2014	<b>R</b> Jun 5, 2014	<b>R</b> July 17, 2014
<b>LAST DAY OF CLASSES</b>	<b>F</b> Dec 13, 2013	<b>F</b> Apr 25, 2014	<b>F</b> Aug 1, 2014	<b>F</b> Jun 20, 2014	<b>F</b> Aug 1, 2014
<b>FINAL EXAMS:</b> Regular weekday and evening classes	<b>S</b> Dec 14, 2013 through <b>F</b> Dec 20, 2013	<b>S</b> Apr 26, 2014 through <b>F</b> May 2, 2014			
<b>VIEW FINAL COURSE GRADES</b> <a href="#">Click here</a> to log in to your MyMDC account	<b>U</b> Dec 22, 2013	<b>U</b> May 4, 2014	<b>U</b> Aug 3, 2014	<b>U</b> Jun 22, 2014	<b>U</b> Aug 3, 2014
<b>LAST DAY TO APPLY</b> for graduation and have your name appear in the commencement program	<b>M</b> Mar 24, 2014	<b>M</b> Mar 24, 2014	<b>M</b> Mar 24, 2014	<b>M</b> Mar 24, 2014	<b>M</b> Mar 24, 2014
<b>COMMENCEMENT CEREMONY</b>	<b>S</b> May 3, 2014	<b>S</b> May 3, 2014	<b>S</b> May 3, 2014	<b>S</b> May 3, 2014	<b>S</b> May 3, 2014

**THE COLLEGE WILL BE CLOSED:** 12/22/2013 - 1/1/2014

**THE COLLEGE WILL BE OPEN:** 1/2/2014 from 8:00 a.m. to 7:00 p.m.  
and 1/3/2014 from 8:00 a.m. to 4:30 p.m.

**THERE WILL BE NO CLASSES, EVEN THOUGH THE COLLEGE WILL BE OPEN: 3/7/2014 (Employee Retreat)**

**HOLIDAYS**

<b>Labor Day</b>	<b>Martin Luther King, Jr. Day</b>	<b>Memorial Day</b>	<b>Memorial Day</b>	<b>Independence Day</b>
S Aug 31, 2013	S Jan 18, 2014	S May 24, 2014	S May 24, 2014	F July 4, 2014
U Sep 1, 2013	U Jan 19, 2014	U May 25, 2014	U May 25, 2014	S July 5, 2014
M Sep 2, 2013	M Jan 20, 2014	M May 26, 2014	M May 26, 2014	U July 6, 2014
<b>Veterans Day</b>	<b>Presidents Day</b>	<b>Independence Day</b>		
S Nov 9, 2013	S Feb 15, 2014	F July 4, 2014		
U Nov 10, 2013	U Feb 16, 2014	S July 5, 2014		
M Nov 11, 2013	M Feb 17, 2014	U July 6, 2014		
<b>Thanksgiving</b>	<b>Spring Recess</b>			
R Nov 28, 2013	F Apr 18, 2014			
F Nov 29, 2013	S Apr 19, 2014			
S Nov 30, 2013	U Apr 20, 2014			
U Dec 1, 2013	F Mar 7, 2014			

Calendar dates and times are subject to change without notice

## GRADUATION CHECKLIST:

The baccalaureate degree in Nursing will be awarded to RN students who meet the following requirements:

- Successful completion of a minimum of **125** semester hours in acceptable coursework required for the BSN degree.
- Satisfactory completion of all required practicum hours
- Successful completion of the **final 30 credits at MDC Campus**.
- Successful completion of 30 credit hours of upper division coursework.
- Satisfactory completion of the Human Patient Simulation Check-off (NUR3997)
- Completion of all Nursing courses with a “C” or **better**.
- Computer competency.
- Completion of the Common Prerequisite requirements with a “C” or better.
- A minimum of a 2.5 but **highly** recommended cumulative grade point average of 3.0 and higher in MDC BSN coursework.
- Satisfactory completion of the State of Florida College Level Academic Skills (CLAS).
- Properly apply for graduation as required by MDC regulations.
- The Medical Campus has its own graduation. The college will provide each student with the **caps and gowns** free which will be worn during the graduation ceremony
- BSN Students are given a beautiful stole to wear at graduation
- BSN Honor Society students are asked to wear their cords indicating membership
- The college graduation ceremony held in the month of April.
- **It is the student’s responsibility to apply for graduation around March.**

### MDC School of Nursing Pinning Ceremony

Each year in April and December the Miami Dade School of Nursing holds a traditional pinning ceremony signifying that students enrolled in the various nursing programs have completed all necessary course work towards graduation. The RN to BSN Program graduates are asked to attend and give students enrolled in the various other nursing programs encouragement to continue their educational goals towards the baccalaureate program. BSN Program graduates wear dark suits with white blouses signifying ready to take on their new leadership roles. The Official MDC School of Nursing BSN Pin may be purchase from the Medical Campus Book Store. Wear it proudly!!

### MDC BSN Honor Society

Students in the top 35% of their class and have a minimal of 12 credits in the BSN Program are **invited** to join the BSN Honor Society. This organization is the first steps the School of Nursing is taking towards bring Sigma Theta Tau, International Nursing Honor Society to the Medical Campus very soon.

### MDC School of Nursing Students Nurses Association

NSNA’s mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. As a student in the BSN program you are welcome to participate with the campus SNA serving as mentors.

## **Code of Academic and Clinical Conduct Adopted by NSNA House of Delegates 2001**

### **PREAMBLE**

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care 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 developments of an ethical foundation and need not be limited strictly to the academic or clinical environment by can assist in the holistic development of the person.

### **A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.  
Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from patients regarding any form of treatment or research.
15. Abstain from the use of substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

## PROFESSIONAL BEHAVIOR

You will soon become familiar with the Code of Ethics, which guides the behavior of the professional nurse. You are a representative of the School of Nursing, the Medical Campus and Miami Dade College. We hope that you will take this responsibility seriously; represent the school and the college in a professional manner at all times; and, be proud of your association with Miami Dade College.

## PATIENT SAFETY

The faculty recognizes that as a nursing student you are a “learner”. However, the physical and emotional safety of a patient cannot be placed in jeopardy. The inability of a student to provide consistent, safe care, or to follow the policies/procedures of the affiliating agency or the school, will require that the student be asked to leave the clinical laboratory and may result in the student’s being required to withdraw from the program.

## DRESS CODE FOR BSN STUDENTS

Effective **August 2012 which is the Fall term of 2012-1** all MDC School of Nursing students are asked to follow the dress code for each individual program. The RN-BSN program students will dress professionally and wear a clean white short lab coat with the MDC School of Nursing label to **campus each day and for any school affairs on and off campus**. The bookstore at Medical Campus carries all the nursing uniforms and lab coats. Students must be dressed in the required uniform at all school functions, clinical and practicum activities. Focus is on being professional leaders and dressing for the role.

## TEXTBOOKS AND SUPPLIES

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Medical Campus Bookstore. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most **current required editions**.

We recommend that you **buy your books early and by the first week of classes. After the first few weeks of the semester the bookstore returns all books that have not been purchased to the publishers**. Books are expensive, but financial aid is available.

## CHANNELS OF COMMUNICATION-CHAIN OF COMMAND

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

**The following guidelines should prove helpful:**

1. Your instructor's schedule will be made available to you. All faculty members maintain office hours to confer with students. You will find that scheduling an appointment instead of just dropping by their office will be most helpful.
2. You are encouraged to confer with the instructor whenever perceived as necessary to you.
3. Conferences will be scheduled by your instructor periodically during the school term.
4. If you and the instructor cannot successfully resolve an issue, the next line in the chain of command is the Chairperson for the RN to BSN Program. By calling the School of Nursing main line (305) 237-4101 and ask for the chair they can direct your call or take a message.
5. If all previous steps have been taken without resolution, you make set up an appointment with the Dean of the School of Nursing followed by the Dean of Student Services.

## WITHDRAWAL AND READMISSION

You may withdraw from any course **before the official drop date** listed in the college calendar (see the College Catalog). We would like to know why students decide to discontinue their nursing studies (even if it is only temporary). You must contact the Department Chair of the RN to BSN program so that your academic record has a statement to when you plan to return and the reason for this withdrawal. You must contact the office of the Register directly to take care of any financial business related to withdrawing.

No student who has a "D", "F", "U," or "W" in any **three** nursing courses, **or** who has taken the **same nursing course twice** (those with NUR prefix) without earning a C or above, may continue in the nursing program. You will be automatically be taken out of the enrolled status and your major will be changed. The official letter will follow and you have the right to appeal the grade(s) if you have documentation that an error has been made.



## **STUDENT RECORDS**

When you enter the nursing program, a file is initiated and maintained during your enrollment. This file consists of your academic record, completed health forms, signed policy statements, practicum evaluations and other notations made by the faculty and you. This file belongs to the College but is available for you to review upon request to the Chairperson. You may request the release of this information to others. **Please note:** You must grant permission in writing for the release of this information to potential employers or for recommendations from faculty. If any part of the record must be copied a surcharge will be added and paid before the records are processed as requested.

## **ADVISEMENT**

A designated nursing faculty member will be assigned at the beginning of program of learning to help you with course selections for each semester. The Department Chair and the Program Assistant both are available to answer any question you might have regarding your chosen program of study.

## **LIABILITY (MALPRACTICE) AND MEDICAL ACCIDENT INSURANCE**

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance and medical accident insurance. These will limit your costs in the event of an unexpected incident while you are engaged in clinical learning. The medical accident insurance will cover the cost of, but is not limited to, treatment for exposure to blood and body fluids. All claims for Medical Accident Insurance must be filed within 90 days of the injury. Complete an Incident Report in the campus' security office independently after the accident.

## **HEALTH INSURANCE**

You are strongly encouraged to carry health insurance to cover your health care. Information about low cost plans for students is available in Student Affairs.

## **FINANCIAL AID**

The Medical Center Campus financial aid office is located on the second floor of Building I. Scholarships, loans, and part-time employment may be provided according to student's needs. Please use this service if you have the need and are prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need. Financial aid is only available for those courses which appear on your schedule before the 100% refund date.

## SCHOOL OF NURSING POLICIES & PROCEDURES

### ADMISSION FOR TRANSFER STUDENTS

**POLICY:** Students seeking to transfer into any Miami Dade College Nursing Program must meet the general requirements for admission to the College and to the School of Nursing. In addition, the applicant must meet the specific program requirements both for admission and for students already in the program. Upon review for equivalent content, nursing courses **that have been completed at NLNAC accredited nursing programs or programs approved by the Florida Board of Nursing will be evaluated for the possibility of being transferred. Student must be in good standing with the school from which they wish to transfer from. Note: Students have to take the last 30 credits at MDC.**

- PROCEDURE:**
1. Student will bring a letter from the Dean or Director of the previous institution of which the student has attended. This letter must state the student is in good standing with that institution and has the right to continue the program at this time.
  2. Only courses that have been completed with a grade of “C” or its equivalent, or above, will considered for acceptance.
  3. The program chairperson, and/or a faculty committee, will evaluate the student’s academic record.
  4. Must be in good academic standing with the previous school of nursing.
  5. Transfer students are accepted on a **space available** basis once cleared by the department chair of the RN to BSN program.
  6. **Student must follow the MDC rule that the last 30 hours be taken at MDC.**

## PROGRESSION THROUGH NURSING PROGRAMS

**POLICY:** A student must demonstrate required theoretical and practicum nursing competencies at each level before progressing to more advanced nursing courses.

- PROCEDURE:**
1. All students must successfully complete nursing course with a grade of “C” or above.
  2. Students must earn a grade of “C” in every nursing course taught in a given semester before progressing to the next semester.
  3. A student can enroll in the same course only two (2) times.
  6. A student who earns a “D,” “F,” or “W” in three (3) nursing courses is ineligible to continue in the Bachelor of Science in Nursing program at Miami Dade College.
  7. A cumulative grade point average of 2.5 or above must be maintained during your enrollment in the nursing program.
- Note:** that a cumulative GPA of at **least 3.0 is required** to enter most graduate programs.

## ADVISEMENT, COUNSELING AND TUTORING

**POLICY:** Nursing students will be advised by faculty or staff within the School of Nursing.

- PROCEDURE:**
1. Each student enrolled in the School of Nursing will be assigned a nursing faculty advisor. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. The Department Chair of the BSN program and the Program Assistant both can assist you with advisement issues.
  2. The full-time School of Nursing Faculty each has posted office hours to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment as necessary.
  3. Tutorial assistance is provided for students enrolled in the School of Nursing and is available through the Center for Learning and Simulation (CLAS) - Medical Campus. Online tutorial assistant can be reached at smarthinking <http://services.smarthinking.com>
  4. Faculty may require that you attend tutorial sessions for improvement of academic performance at the Success Center (305) 237-4034.
  5. Students are permitted and encouraged to utilize the Nursing Laboratory and Human Patient Simulation area to facilitate the practice and mastery of required competencies. During these practice sessions, the student **must obtain authorization** from laboratory manager and sign in. Student must be dressed in appropriate dress code to enter the lab areas including the BSN Lab coat.
  6. Bring your MDC ID Card at all times while on campus or while taking care of any MDC School of Nursing business.

## ATTENDANCE

**\*\* Effective first day of Summer Semester, 2014 (2013- 3, 4), NEW Clinical Absence/Tardiness Policy - Attendance in clinical courses is mandatory. (Please see addendum at end of this document to see Dean's letter and NEW Nursing Policy and Procedures document.)**

**POLICY:** Attendance in all classes is **expected**. Students are responsible for all course content discussed and/or assigned.

**PROCEDURE:**

1. Attendance is essential for completion of course objectives.
2. Notice must be given for practicum absences according to individual course policies.
3. Faculty will maintain records and report attendance records for all courses. Many of the BSN courses have a participation grade which requires your attendance in order to earn the percentage assigned to this area.
5. Excessive lateness or absence can be reflected in a course grade and may result in failure. **Professional People are always on time, and prepared for what the day has to bring. Lateness is not an acceptable character of a Leader.**

## CHEMICALLY IMPAIRED NURSING STUDENT

**POLICY:** Miami Dade College endorses the federal government's effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).  
See *MDC Student's Rights & Responsibilities (2011-2013)*  
[www.mdc.edu/policy/student\\_rights\\_and\\_responsibilities.pdf](http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf)  
Students are subject to disciplinary action in accordance with the MDC's *Student's Rights and Responsibilities handbook. (2011-2013)*

Students are prohibited from reporting to lecture, laboratory and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.

Each individual is responsible for identifying students who appear to be chemically impaired and reporting this to the respective faculty, Chairperson or Dean of the School of Nursing.

The student will be responsible for any costs associated with testing for alcohol or controlled substances.

- PROCEDURE:**
1. If the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will **report the incident to the chairperson or designee immediately.**
  2. The chairperson or designee will meet with the student and the faculty member **at the site.** The faculty members will document the incident in writing.
  3. Upon verification of the behavior, the chairperson or designee will:
    - A. Take the student to a private setting and confront the student with the behavior which was observed.
    - B. Inform the student that **blood and/or urine testing** is being requested and that refusal may result in termination from the program.
    - C. Contact agency security to escort a student who becomes loud/abusive to the Employee Health Office or Emergency Room. (Student will be responsible for the cost of the drug test).
    - D. Excuse the student from class/clinical assignment until the results of the tests are available and/or appropriate action is determined.
    - E. A student who has been dismissed may petition for reinstatement to the Nursing Program through the Dean of School of Nursing.

## **GRADING SCALE FOR PRACTICUM AND THEORY COURSES**

**POLICY:** The following grading scale will be used to assign a letter grade:

A	=	93 – 100%
B	=	85 – 92%
C	=	77 – 84%
D	=	69 – 76%
F	=	68 or Below

## **PRACTICUM**

**POLICY:** Students will complete all practicum s under the direction of a nursing faculty and an **advanced degree nursing** professional in a pre-approved health care agency which MDC has the appropriate contractual agreement signed and approved.

- PROCEDURE:**
1. Students will select an appropriate site based on course objectives and area of interest.
  2. Students will select an appropriate **credential preceptor** in the area of interest or a preceptor will be assigned.
  3. Site and preceptor must be approved by the MDC School of Nursing faculty and appropriate contractual agreement signed and approved prior to beginning the practicum.
  4. Student must participate in the facility orientation as required.
  5. Student must follow the policies and procedures of the agency.
  6. Student must dress in the professional MDC School of Nursing dress code which is a clean short lab coat over business casual attire with MDC Identification Badge on at all times.

## AGREEMENT FOR INCOMPLETE GRADE

**POLICY:** When a student is unable to complete the requirements of a course, the student may be given an *Incomplete* or “*I*” grade. Refer to Academic Regulation-MDC College Catalog. (2011-2013)

- PROCEDURE:**
1. An Incomplete grade is submitted when the student’s work in a course is incomplete and the student has obtained the faculty’s permission to finish the course.
  2. An Incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term, and the student is likely to pass the course.
  3. Students may request a grade of Incomplete only after the drop/withdraw date has passed. The course faculty and chair must agree to grant an “I” grade.
  4. To receive an **Incomplete Grade**, the student and faculty must sign an agreement that contains the following points:
    - A. The time period in which the course requirements must be completed. As a standard rule, this work should be completed by the last day of the next major term (Fall or Spring). An extension of this time limit may be granted by the appropriate Department Chair after consultation with the instructor if the reasons are determined to be beyond the control of the student - severe illness, accident, etc.
    - B. The specific requirements that must be completed and the manner in which they are to be completed listed on an official MDC Agreement for Grade of Incomplete form (AR Form 236a(8/04). This should include a reference to grading criteria.
    - C. A provision that if the requirements have not been met by the end of the next major term, a grade of *F* will be recorded as the grade for the course.



## **INFECTIOUS DISEASES (HIV/AIDS)**

**POLICY:** Refer to the Students' Rights and Responsibility Handbook (2011-2013)

- PROCEDURE:**
1. The School of Nursing will follow the Center for Disease Control (CDC) guidelines and apply current knowledge about infectious disease processes.
  2. The student will be provided with additional education, in the nursing curriculum, on the normal protective mechanisms of the body, asepsis and personal hygiene, and impairment in the immune system including HIV/AIDS/Hepatitis.
  3. The current federal (CDC, OSHA) and state regulations (statutes) will apply with regard to testing, disclosure, control, and exposure.
  7. The HIV positive nursing student may consult with the Medical Campus representative of Disabled Student Services for information or assistance in dealing with specific needs. Individuals with HIV infection are *NOT REQUIRED* to report their status to the School of Nursing.
  8. All nursing students are required to present a statement from a physician, physician assistant or nurse practitioner reflecting their ability to adequately and safely perform patient care duties. Students must be able to participate fully in the activities required for patient care. Students who require special accommodations are expected to request those through Disabled Student Services.
  7. The nursing student is expected to care for infectious patients when assigned. Unique or “at risk” aspects of a student’s health status may preclude assignment to a patient with a certain specific infectious disease. Students seeking reasonable accommodations related to patient assignments must request those through Disabled Student Services and advise the faculty.

## EXPOSSURE

### POLICY:

- PROCEDURE:**
1. In the event of an exposure during practicum rotations, the student will seek immediate care. After care is provided, the student will notify the MDC School of Nursing Assistant to the Dean's office and the Department Chair's office must notify immediately with details.
  2. The student must also complete an incident report on medical campus as soon as possible after the exposure occurs and meet with the Chief of Security (no longer than 24hrs after incident Monday - Friday).
  3. Any financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student. Students enrolled in program are automatically enrolled in a maximum coverage of \$15,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy the premiums are automatically deducted as part of fees.
  4. The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the School of Nursing related to the use and disposal of sharps.
  5. A nursing student who is specifically exposed, by contact with blood or body fluids, in a manner known to be able to transmit infectious organisms will ***immediately*** report the exposure to the nursing faculty and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist.

## UNIFORM DRESS CODE

**POLICY:** Students will wear business casual professional wear with white short lab-coat with MDC log during class-lectures, lab, and practicum settings.

- PROCEDURE:**
1. Students will wear business casual professional attire with a white short laboratory coat, and/or adhere to the agency's dress code.
  2. Students will wear closed-in shoes in the lab and practicum settings or adhere to the agency's dress code.
  3. The wearing of a Miami Dade College identification badge is required at all times. A specific agency may also require students to wear agency identification.

## HEALTH RECORDS

**POLICY:** A physical examination within three months of admission date, drug screen, TB Screening, and Back Ground Check Level II are due upon admission. The all items are to be submitted as requested in the letter of admission. Note that additional testing and requirements may be needed based on individual hospital/agency requirements for practicums sites.

The physician/nurse practitioner/physician assistant's signature must be on the form in the appropriate spaces. Students will not be permitted in the practicum setting until the completed medical records are on file.

Students will keep copies of the medical forms, and back ground check results. Many health care agencies will keep a copy of your health records for their files. Students are responsible for assuring that all records/documentation will be valid throughout the program of study.

Failure to provide these copies will prevent you from participating in the practicum course and may result in your being dropped from the course and/or program.

A student who experiences a health problem that may interfere with the ability to provide patient care (e.g., surgery, fracture) must provide a release from the physician indicating the ability to participate fully in patient care situations.

**PROCEDURE:**

1. The form must be completed and signed by a physician, physician assistant (PA), or a nurse clinician/practitioner (ARNP), indicating the ability of the student to perform according to the Performance Standards of the program.
2. Students must submit verification of Hepatitis immunization or declination. If immunizations are in progress, student must indicate and submit proof of each of the series of immunizations upon completion.
3. Students must update the tuberculosis skin test as requested by participating agencies, unless contraindicated, and carry a copy of the results to practicum site. Results of the test must be on file in the School of Nursing.
4. Students who are tuberculin skin test positive require chest x-rays, which must be repeated every year unless advised otherwise, in writing, by the physician.

Additional testing or requirements must be met according to individual hospital policy. The report of a chest x-ray must be provided in writing.

**CPR**

**POLICY:**

A copy of your CPR American Heart card front and back must be submitted and kept on file and must be active for the duration of your program.

**PROCEDURE:**

1. Students must provide a current copy (front and back) of their CPR card, designating that they have completed the CPR for Health Professionals course (American Heart) prior to admission.
2. Students are responsible for maintaining the currency of the CPR status, and presenting validation to the instructor at the beginning of each practicum course.
3. If the renewal date occurs during the term, students must renew the CPR card **PRIOR** to the **beginning of the term**. We require that the card is for the two years of your program.

## **STUDENT CODE OF CONDUCT, ACADEMIC DISHONESTY AND STUDENT DISCIPLINARY PROCEDURES**

### **POLICY:**

Faculty in the School of Nursing support to the Miami Dade College Code of Student Conduct (College Procedure 4071), Academic Dishonesty (College Procedure 4074) and Student Disciplinary Procedures (College Procedure 4070) located in the handbook “Student’s Rights and Responsibilities “ 2011-2013.

[http://www.mdc.edu/policy/student\\_rights\\_and\\_responsibilities.pdf](http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf)

Because of the potential harmful effects on patients if a health care worker is dishonest about the care provided, nursing faculty require students to adhere to practices which maintain academic honesty. Faculty will recommend that students who are guilty of academic dishonesty be withdrawn from the School of Nursing. In addition, students may be subject to College Sanctions.

### **ACADEMIC HONESTY**

The nursing faculty expects students to demonstrate integrity in the classroom and clinical setting. Submitting other work as your own, using resources other than your own knowledge during examinations, misrepresenting your performance in patient care areas are all examples of dishonest behavior that will not be tolerated. The faculty expects all students to promote among themselves the highest standard of ethical conduct. Faculty will recommend that any student who is guilty of academic dishonesty be withdrawn from the School of Nursing. In addition, students may be subject to college sanctions. Refer to the ***Range of Sanctions for Validation of Academic Dishonesty*** found in the ***Students’ Rights and Responsibilities Handbook***. (2011-2013) [http://www.mdc.edu/policy/student\\_rights\\_and\\_responsibilities.pdf](http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf)

## TESTING PROTOCOLS

**POLICY:** Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of course content. Sharing of information related to test items is a violation of the Student Code of Conduct, College Procedure 4071, and is considered Academic Dishonesty as described in **Student's Rights and Responsibilities** in section A of the Code of Conduct.  
[http://www.mdc.edu/policy/student\\_rights\\_and\\_responsibilities.pdf](http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf)

### PROCEDURE:

1. **For All Testing Situations**
  - A. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late. Notify the instructor before the time if you are going to be absent.
  - B. Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
  - C. Do not talk to or look at other students while they are anywhere in the testing area.
  - D. If assistance from the proctor is needed remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
  - E. Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
  - F. Recorders are not to be brought into the testing area.
  - G. After completing the test and leaving the room do not re-enter while testing is in progress.
  - H. Do not behave in any way commonly associated with academic dishonesty.

**2. Laboratory (Performance) Testing Situations**

- A. Be on time for the appointment. Notify the instructor before the appointment time if you are going to be absent.
- B. Do not enter the testing area until instructed to do so.
- C. Leave the testing area and the waiting area when the testing session is completed.
- D. Do not to discuss any part of the testing procedure with other students until testing has been completed for all students.

**3. Classroom (Paper and Pencil) Testing Situations**

- A. Write your name and student number on the test and on the answer sheet.
- B. Keep the test and answer sheet **flat** on the desk.
- C. Follow the instructions of the proctor before leaving your seat.
- D. Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
- E. Turn in both the test and answer sheet and any scrap paper before leaving the room.

**4. Computerized Testing Situations**

- A. You will be provided with A Student Orientation Manual for Computerized Testing. There will be a training session before you begin computerized testing.
- B. Report to the assigned room 15 minutes before the test is scheduled to begin, unless otherwise instructed.
- C. Have your MDC photo I.D. badge ready to sign in to begin the testing session.

- D. All tests are to be administered within a specific time. You will be informed of the amount of time allocated on the computer screen. A clock is accessible on the computer screen to assist you with time management.
- E. After all the test questions have been answered; you may review but think before making any change to your first response.
- F. Bring a pen or pencil as directed by the instructor. Paper will be provided and collected by the test administrator when you complete the test.
- G. When you complete the test, raise your hand and the test administrator will help you with **exiting the test**. Leave the room immediately.

## **5. Test Reviews**

**A test review is at the discretion of the course instructor.**

- A. Place all books, papers, etc. at the front or back of the room
- B. Absolutely no recording or taking screen shots of the test during the review are permitted.
- C. Students who attempt to record or take pictures will be charged with Academic Dishonesty Procedures.



## **Student Professional Liability (Basic)**

### **PURPOSE OF THE COVERAGE:**

To provide professional liability (malpractice) coverage for allied health students who are pursuing a degree or certificate in a health care profession which leads to licensure or certification to provide some form of health care to the public.

To provide professional liability (malpractice) coverage for students in continuing education programs. These courses may be taken to enhance their current professional status or to brush up on skills to take the state board exam. The coverage for students in continuing education courses is excess of any other coverage they may have available.

The intent of the policy is to provide coverage for any act or omission of the student in the furnishing of professional health care services to a patient or client including injury sustained by a fellow student in the practice of activities which are part of and a requirement of the students curriculum.

### **WHO IS COVERED?**

**"Students of the Allied Health & Sciences Courses of The Participating Colleges of FCCRMC"** are defined as an insured on the policy but only while said students are participating in activities which are a part of and a requirement of the students' curriculum at the school. **Faculty Members of the school who teach these courses and the school** itself are defined as an insured but solely as respects claims arising out of the supervision/instruction of the students insured under the provisions of the policy. Please note that as respects faculty and the college the coverage is *limited to supervision/instruction of students only – no intent to provide coverage for faculty member's malpractice.* \*\*

**"Students of the Continuing Education Courses"** participating in Continuing Education Courses for the disciplines as reported for the Allied Health Sciences Programs at each Participating College are defined as Named Insured. This also includes the **Faculty Members of the school who teach these courses and the school** itself but solely as respects claims arising out of the supervision/instruction of the students insured under the provisions of the policy.

Please note that as respects faculty and the college the coverage is *limited to supervision/instruction of students only – no intent to provide coverage for faculty member's malpractice.* \*\*

The intent is that the Continuing Education Coverage is excess over any other valid and collectible insurance or coverage provided by the student or the student's employer.

***\*\*This program requires the faculty be licensed by the State and they carry their own professional malpractice coverage.***

## **ENROLLMENT:**

### **Allied Health Programs**

The college must report each "program of study" to be included for coverage. Coverage for the students is provided by blanket enrollment. You need to enroll the maximum number of students in a course at any one term. Example: EMT course offered during three terms with a maximum capacity of 30 students per term. Each term there would be 30 different students. You would enroll 30 students and not 90.

### **Continuing Education Courses**

These courses, as we understand it, are usually designed for a specific category of students, i.e. nurses, EMT's, paramedics, etc. Enrollment should be in an approved category and not by the name of a course. It would be impossible for the company to review each course that might be offered through Continuing Education. If you have Continuing Education courses that might be offered to a variety of disciplines, please provide information about the course in an effort to get the enrollment in the appropriate category.

### **Allied Health Sciences:**

The policy is a blanket policy for those enrolled in a "program of study" leading to a degree or certificate, i.e., Nursing, Physical Therapy, Dental Assistant, etc. It covers all course work as long as it is in the "program of study".

### **Continuing Education Courses:**

The policy is a blanket policy for those who have completed a basic program of study and are returning for refresher courses. Usually these are one term courses.

## **WHO SHOULD CONSIDER COVERAGE?**

### **Allied Health Sciences:**

Those students in a program of study leading toward a degree or certificate in a health care profession who will be providing health care services to a patient or clinic under the direction of a faculty member of the college as a part of the course of study.

### **Continuing Education Courses:**

Those students in a course in the health care profession who will be providing health care services to a patient or clinic under the direction of a faculty member of the college as a part of the course of study.

## **WHO DOES NOT NEED COVERAGE?**

Those students who do not provide hands-on health care to the public.  
Example: Students in CPR courses who practice on "dummies" in the classroom setting.

## **AREAS WHERE COVERAGE WOULD NOT APPLY:**

1. Programs of study specifically excluded:
  - (a) Physicians, surgeons, dentists
  - (b) Chiropractors
  - (c) Osteopaths
  - (d) Nurse Anesthetists
  - (e) Nurse Midwives
  - (f) Baby Sitter
  - (g) Any program of study not reported on the enrollment form

## **PROCEDURES FOR REPORTING CLAIMS:**

1. Do NOT admit to liability or advise anyone you will “take care of this”—just advise the injured person, etc. you have turned this matter over to your insurance carrier for handling.
2. Keep records and documentation of exactly what happened; get names, addresses & phone numbers of any witnesses.
3. Complete Allied Health Incident Report---these reports can be retrieved from our website: [www.fccrmc.com](http://www.fccrmc.com)
4. Complete Accident/Incident Report
5. Fax both reports immediately to: FCCRMC, Attn: Barbara Ellison  
**Fax (352) 955-2069**

## STUDENT ACCIDENT (EDUCATION/TRAINING)

### Summary of Coverage:

- This is a fully insured program underwritten by National Union Fire Insurance Company of Pittsburgh, PA. This policy provides coverage for registered students in the named education/training courses on file with National Union while the student is:
  - Participating in college courses, labs or clinical training:
    - Sponsored by the college; and
    - On the premises designated and supervised by the College; or
  - On the premises used for classes, labs or clinical training as designated by the college; or
  - Traveling with a group in connection with the activities under the direct supervision of the college
- Once the course or program of study ends, coverage ends. The policy does not provide for any returning students who wishes to take agility tests, re-certifications, etc. unless they are enrolled in a class.
- Student must incur **first medical expense within 26 weeks after** the accident for coverage to apply for Accident Medical Benefit
- Accidental Death Benefit and Accidental Dismemberment Benefit—loss of life or limb (per policy) must occur within **365 days after the date** of accident
- The college has no deductible
- The policy provides limits of:
  - Accident Medical Expense Maximum \$15,000
  - **including Dental without sublimit (this is effective 8/26/10)**
  - Accidental Death Principal Sum \$25,000
  - Accidental Dismemberment Principal Sum \$25,000
  - Benefit Period 104 Weeks
- This policy provides EXCESS coverage – any coverage available to the student would be primary.

### Claims reporting:

- College must file Accident-Incident report to the Consortium indicating at the top of the form “Student Accident claim-Hartford form sent directly to Fringe Benefits Coordinators”.
- Complete National Union Claims Form *within 30 days of date of injury* to comply with policy provisions (these forms can be found on Fringe Benefits Coordinators website: [www.fbc-inc.com](http://www.fbc-inc.com)). Forward the National Union Claims Form to Fringe Benefits Coordinators, Inc. along with any medical bills or other supporting documentation.

Fringe Benefits Coordinators, Inc., 1239 NW 10<sup>th</sup> Avenue, Gainesville, FL 32601  
(Fringe Benefits handles the claims on behalf of National Union)

**Example of claim:** Student suffers a laceration requiring medical attention while participating in a clinical experience as part of his/her education/training coursework.



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**Medical Campus**

**SCHOOL OF NURSING**

**ORIENTATION AND POLICY MANUAL SIGNATURE PAGE**

Please be certain that your information packet contains all of the required material before you sign this page.

I have received a copy of the Orientation and Policy Manual and know that I am responsible for the information it contains. I have read and signed the policy regarding the confidentiality of information. I am aware that I may be required to provide personal health information to agencies where I am assigned for clinical education.

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

A copy of the original handbook yearly changes will be kept on file by the chairperson.



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**Medical Campus**

**STUDENT CONFIDENTIALITY STATEMENT**

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

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

I agree to comply with all patient information privacy policies and procedures of Miami Dade College and the affiliating agency. I understand that violating this Confidentiality Statement may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.**

\_\_\_\_\_  
**Student (Print Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Witness ( Staff or Faculty of MDC)**

**Place copy in student's files records**

**\*\* ADDENDUM**

May 1, 2014

TO: All Benjamín León School of Nursing Students

The School of Nursing faculty members voted on Monday, April 29, 2014 to implement a new Clinical Absence/Tardiness Policy. This new policy is included below within this document, and will be made available as an addendum to the ASN and BSN Student Handbooks found on the Benjamín León School of Nursing web pages.

**This new policy will go into effect the first day of Summer Semester, 2014 (2013-3/4).**

Please read the entire policy very carefully. The most important component of this policy is to convey that attendance in clinical courses is **mandatory**. A student is not allowed to miss more than 1 day for a clinical rotation of less than or equal to 6 weeks, or 2 days for a clinical rotation greater than 6 weeks. Exceeding these criteria will automatically result in an unsatisfactory grade for the clinical course.

All faculty members are aware of this change in policy. Should you have any questions about this policy, please discuss them with your clinical faculty member. If you need additional information, please contact your Department Chair (AO and Generic: Dr. Lenora Yates; Bridge and Homestead: Dr. Valerie Browne; and RN-BSN: Dr. Therese Ditto).

Sincerely,

Amy Pettigrew, PhD, RN, CNE, ANEF

Dean, Benjamín León School of Nursing

**BENJAMIN LEON SCHOOL OF NURSING POLICY AND PROCEDURES**

**POLICY AND PROCEDURES TITLE: CLINICAL ABSENCE/TARDINESS**

**RATIONALE:** The school of nursing needs to establish a process to ensure consistency with student absences from course clinical.

**POLICY AND PROCEDURES:**

Clinicals are **MANDATORY**. Students are expected to have 100% attendance for all clinical rotations.

1. In the event of an **emergency or illness**, the student must notify the faculty member of the absence as soon as possible but no later than one hour prior to starting the clinical and consideration regarding alternative assignments/experiences will be made at the discretion of the faculty member. Students missing more than one clinical day related to an illness must have medical provider approved clearance prior to returning to clinical
2. In the event of an absence, faculty must document on the anecdotal form the unmet objectives and the clinical day missed. Documentation on the anecdotal form must include: reason for absence and supporting documentation (medical, bereavement, etc...).
3. Faculty members must develop a plan of how the student will meet the objectives missed within the time frame specified. Decisions as to the need for alternative assignments/experiences are based on the student's progress in meeting the course objectives. If a student does not meet course objectives within the course time frame, the course will need to be repeated.
4. An alternative assignment to assist the student in meeting the course objectives may be assigned by the faculty member. However; a student cannot attend another clinical group to make up for missed days.
5. Despite the circumstance, a student is not allowed to miss more than 1 day for a clinical rotation of less than or equal to 6 weeks, or 2 days for a clinical rotation greater than 6 weeks. Exceeding these criteria will automatically result in an unsatisfactory grade for the clinical course.
6. The student is considered to be tardy if he or she arrives after the designated start time. Tardiness may result in an unexcused clinical absence.
7. It is the students' responsibility to disclose any changes in medical, psychiatric, and other conditions that may impact clinical attendance/performance and/or the safety of self or others. Written medical clearance must be provided to the faculty member and the School of Nursing before the next experience.

Approved by Benjamín León School of Nursing Faculty April 28, 2014