



Florida Gulf Coast University

College of Health Professions

School of Nursing

BSN PROGRAM

STUDENT GUIDEBOOK

AY 2011 – 2012

FOREWORD

Director's Welcome

On behalf of the faculty and staff, it is my pleasure to welcome you to Florida Gulf Coast University (FGCU), College of Health Professions and School of Nursing. We are pleased that you have selected FGCU to pursue your professional nursing education. Your program of study at FGCU will offer you the opportunity to gain the knowledge and skills needed for responsible citizenship and practice as a professional nurse.

You are pursuing a rigorous program that will prepare you for a career as a registered professional nurse. The School of Nursing BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Florida Board of Nursing.

The School of Nursing *BSN Program Student Guidebook* is designed to facilitate your orientation to the School of Nursing and assist you as you progress toward achieving a Bachelor of Science in Nursing degree. Please take the time to review the guidebook and become familiar with the BSN academic standards, policies, and guidelines that will guide your educational experience.

It is also your responsibility to obtain and read the *FGCU University Academic Catalog 2011-2012*, *FGCU Student Guidebook*, and *Student Code of Conduct* and to follow all guidelines, rules, and regulations as they relate to FGCU, College of Health Professions, School of Nursing, and BSN Program.

Please be aware that the policies, guidelines, and forms contained in this School of Nursing *BSN Program Student Guidebook* remain under review and any section or part may be revised without notice or obligation during your tenure in the program.

Welcome to FGCU School of Nursing. I hope this is a rewarding and successful year for you.

Sincerely,

Anne Nolan, PhD, RN
Interim Director
School of Nursing

BSN PROGRAM
STUDENT GUIDEBOOK
2011-2012

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I. INTRODUCTION TO BSN PROGRAM

SCHOOL OF NURSING VISION, MISSION AND PHILOSOPHY

Adopted: April 2008

Vision

The School of Nursing will emerge as a leader in educating professional registered nurses to meet the health care needs of southwest Florida. The faculty strives to promote student success through excellence in teaching, scholarship, practice, and service.

Mission

The School of Nursing mission is consistent with the mission and goals of Florida Gulf Coast University and the College of Health Professions. The School offers excellent, innovative, learner-centered nursing programs. Students engage in progressively complex curricula that prepare them to assume essential roles within diverse, interdisciplinary, and environmentally sensitive health care settings. Pivotal to the school mission is a faculty commitment to foster an open climate in which students are engaged as caring, compassionate, and humanizing professionals within evidence-based, technologically focused, and outcome-oriented health care systems. Outstanding faculty members seek to transform students' lives through promoting patterns of life-long learning by applying and disseminating results of scholarly work.

Philosophy

The faculty of the School of Nursing believes that the practice of professional nursing rests upon a sound arts and science foundation that prepares graduates to excel in a diverse, rapidly changing, and technologically oriented society. Faculty members serve as guides, mentors, role models, and facilitators for students to synthesize the roles and responsibilities of the scope of nursing practice. Integrated and conceptually based curricula are built upon the principles of communication, critical thinking, cultural-connectedness, health promotion, and adherence to professional and ethical standards of practice, which form the foundation for knowledge and skills essential for nursing professionals. Teaching and learning activities are keystones of the curricula and occur within caring, interdisciplinary, and environmentally sensitive settings.

BSN PROGRAM OVERVIEW

The Bachelor of Science in Nursing (BSN) program is designed to prepare graduates to excel in a diverse, rapidly changing, and technologically oriented society. Graduates are prepared to assume vital roles in the improvement of client health care outcomes. General education and state-mandated common prerequisites for nursing form the foundation of study for the major. The nursing curriculum is built upon the principles of critical thinking, communication, health promotion, cultural connectedness, and adherence to professional and ethical standards.

BSN PROGRAM OUTCOMES *Approved by Faculty Organization 4/08*

The School of Nursing faculty has identified the following hallmarks of its graduates as a reflection of program success and student achievement.

Students will demonstrate:

1. The ability to use interdisciplinary communication effectively through written, oral, and technological methods.
2. Application of critical thinking to nursing practice issues.
3. Evidence based, outcome focused nursing care while maintaining a culture of safety.
4. Ability to use principles of information literacy to retrieve, synthesize, and disseminate results of scholarly work.
5. Application of technologies that support safe patient care.
6. Understanding of the roles and responsibilities of the major regulatory agencies impact on patient care quality, workplace safety, and the scope nursing practice.
7. Adherence to professional and ethical standards with attention to diversity.
8. Clinical judgment and accountability for patient outcomes when collaborating with other health care team members.

BSN PROGRAM REQUIREMENTS

1. FGCU General Education Program (GEP) (36 hrs)

Refer to the General Education Program for more information.

- A. Communication (6 hrs)
- B. Mathematics (6 hrs)
 - 1. Select STA 2023
- C. Humanities (9 hrs)
- D. Social Sciences (6 hrs)
 - 1. Select PSY 2012
 - 2. Select DEP 2004
- E. Natural Sciences (9 hrs)
 - 1. Select BSC 1085C
 - 2. Select BSC 1086C
 - 3. Select MCB 2010C

Note: At least one Natural Sciences course must include a laboratory or field component. Courses meeting this requirement contain a “C” or “L” in their course numbers. Each combined lecture and laboratory course (marked with a C) is equivalent to taking the lecture and laboratory separately.

2. Common Prerequisites

- BSC 1085C Human Anatomy & Physiology I with Lab (4)
- BSC 1086C Human Anatomy & Physiology II with Lab (4)
- CHM XXXX Chemistry (3) or BCH XXXX, BSC XXXX, PCB XXXX, PHY XXXX
- DEP 2004 Principles of Development (3)
- HSC 2577 Nutrition Human Health and Wellness (3)
- MCB 2010C Microbiology with Lab (4)
- PSY 2012 General Psychology (3) or PSY XXXX, SOP XXXX, SYG XXXX
- STA 2023 Statistical Methods (3)

3. Requirements in the Nursing Major (61 hrs)

- NUR 3065C Health Assessment (3)
- NUR 3125 Pathophysiology in Nursing (3)
- NUR 3145 Pharmacology for Nursing (3)
- NUR 3226 Adult Health Nursing I (3)
- NUR 3226L Adult Health Nursing I Clinical (4)
- NUR 3286 Gerontological Nursing (2)
- NUR 3286L Gerontological Nursing (1)
- NUR 3355 Child Health Nursing (2)
- NUR 3355L Child Health Nursing Clinical (1)

- NUR 3535 Mental Health Nursing (2)
- NUR 3535L Mental Health Nursing Clinical (1)
- NUR 3825 Introduction to Professional Nursing (2)
- NUR 3829C Foundations of Nursing Practice (4)
- NUR 3833 Patient Care Management in Nursing (3)
- NUR 4169 Evidence-Based Nursing Practice in Symptom Management(3)
- NUR 4227 Adult Health Nursing II (3)
- NUR 4227L Adult Health Nursing II Clinical (4)
- NUR 4455 Reproductive Health Nursing (2)
- NUR 4455L Reproductive Health Nursing Clinical (1)
- NUR 4636 Community & Public Health Nursing (3)
- NUR 4636L Community and Public Health Nursing Clinical (2)
- NUR 4295C Critical Care Nursing (3)
- NUR 4948L Senior Nursing Practicum (3)
- IHS 4504 Research Methods in Health Care (3)

4. **University Requirements (3 hrs)**

IDS 3920 University Colloquium (3)

5. **Additional Electives (variable)**

Additional electives may be required to reach a minimum of 124 credit hours for the baccalaureate degree.

TOTAL SEMESTER HOURS REQUIRED: 124 HRS

BSN GRADUATION REQUIREMENTS

- Students must satisfactorily complete a minimum of 124 credit hours, including 64 credit hours of upper division coursework.
- Completion of all required nursing (NUR and IHS) courses with a minimum grade of C (61 credits).
- A cumulative GPA of 2.0 is required for all coursework attempted at FGCU.
- At least 31 of the last 64 hours must be completed at FGCU.
- Satisfy CLAS requirements, Communication and Computation Skills, and foreign language entrance requirements.
- Satisfy Service Learning requirement.
- Satisfy School of Nursing NCLEX-RN Success Plan requirements.

BSN COURSE DESCRIPTIONS AND CREDIT HOURS

(Note: All prerequisites must be completed with a minimum grade of C)

The School of Nursing is congruent with the university in regard to credit hour allocation: one semester hour of credit is awarded for one 50-minute clock hour of classroom instruction a week. For one semester hour of credit in nursing practice courses (courses with an L or C designation), a minimum of 45 clock hours of participation in a practice or laboratory setting are required. Credit hours for NUR courses may be divided into (Class + Lab + Clinical). Please see **Appendix A for a Sample BSN Advising Worksheet**. Please note a minimum grade of C is required for all courses and pre/co requisites.

NUR 3065C - Health Assessment - 3 credit(s) (2 + 1 + 0)

A critical thinking, systems approach to health assessment of diverse individuals across the lifespan.

Prerequisite(s): BSC 1085C and BSC 1086C

Corequisite(s): 3125

NUR 3125 - Pathophysiology in Nursing - 3 credit(s) (3 + 0 + 0)

A systems approach to the major pathologies and related physiologic responses.

Prerequisite(s): BSC 1085C and BSC 1086C

Corequisite(s): None

NUR 3145 - Pharmacology for Nursing - 3 credit(s) (3 + 0 + 0)

A systems approach to the major pharmacological classifications and alternative therapies.

Prerequisite(s): BSC 1085C and BSC 1086C

Corequisite(s): None

NUR 3226 - Adult Health Nursing I - 3 credit(s) (3 + 0 + 0)

A systems approach to nursing care of diverse individuals with alterations in health.

Prerequisite(s): NUR 3065C and NUR 3125, NUR 3145 and NUR 3829C

Corequisite(s): NUR 3226L

NUR 3226L - Adult Health Nursing I Clinical 4 credit(s) (0 + 0 + 4)

Clinical practice experiences offer students with opportunities to provide safe, appropriate nursing care for patients with acute, chronic, or life-threatening health problems.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C

Corequisite(s): NUR 3226

NUR 3286 - Gerontological Nursing - 2 credit(s) (2 + 0 + 0)

A systems approach to nursing care of aging individuals and their families.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C

Corequisite(s): NUR 3286L

NUR 3286L - Gerontological Nursing Clinical - 1 credit(s) (0 + 0 + 1)

Clinical Practice experiences provide the student with the opportunity to apply principles of gerontological and end-of-life care.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3829C and NUR 3145

Corequisite(s): NUR 3286

NUR 3355 - Child Health Nursing - 2 credit(s) (2 + 0 + 0)

A systems approach to health promotion, health maintenance, and nursing care of families with infants and children.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3226 and NUR 3226L and NUR 3829C

Corequisite(s): NUR 3355L

NUR 3355L - Child Health Nursing Clinic - 1 credit(s) (0 + 0 + 1)

Students practice nursing care of families with ill infants and children and health promotion/maintenance for families with infants and children.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3226 and NUR 3226L and NUR 3829C

Corequisite(s): NUR 3355

NUR 3535 - Mental Health Nursing - 2 credit(s) (2 + 0 + 0)

Mental health nursing focuses on concepts related to care of individuals/families experiencing mental health disorders.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C

Corequisite(s): NUR 3535L

NUR 3535L - Mental Health Nursing Clinical - 1 credit(s) (0 + 0 + 1)

Clinical practice experiences provide students with the opportunity to provide care for patients and families experiencing mental health disorders.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C

Corequisite(s): NUR 3535

NUR 3825 - Introduction to Professional Nursing - 2 credit(s) (2 + 0 + 0)

An introduction to the history and professional role development of nursing.

NUR 3829C - Foundations of Nursing Practice - 4 credit(s) (3 + 1 + 0)

A foundational course emphasizing professional role development and basic nursing care.

Prerequisite(s): Admission to the BSN Program

Corequisite(s): None

NUR 3833 - Patient Care Management in Nursing - 3 credit(s) (3 + 0 + 0)

An introduction to patient care management concepts in nursing essential to promote high quality and safe patient outcomes.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C and NUR 3226 and NUR 3226L

Corequisite(s): None

NUR 4169 - Evidence-Based Nursing Prac. - 3 credit(s)

Focus on improving patient outcomes through an evidence-based nursing practice approach in symptom assessment, intervention, and evaluation.

Prerequisite(s): **IHS 4504 and NUR 3226 and NUR 3226L**

NUR 4227 - Adult Health Nursing II - 3 credit(s) (3 + 0 + 0)

A systems approach to nursing care of diverse individuals with alterations in health.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C and NUR 3226 and NUR 3226L**

Corequisite(s): **NUR 4227L**

NUR 4227L - Adult Health Nursing II Clinical - 4 credit(s) (0 + 0 + 4)

Clinical practice experiences offer students with opportunities to provide safe, appropriate nursing care for patients with acute, chronic, or life-threatening health problems.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C and NUR 3226 and NUR 3226L**

Corequisite(s): **NUR 4227**

NUR 4295C - Critical Care Nursing - 3 credit(s) (2.5 + 0 + .5)

A systems approach to nursing care of individuals with complex, multisystem alterations in health.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3226 and NUR 3226L and NUR 3829C and NUR 4227 and NUR 4227L**

Corequisite(s): **None**

NUR 4455 - Reproductive Health Nursing - 2 credit(s) (2 + 0 + 0)

Reproductive health nursing focuses on concepts related to health promotion and care of individuals and families.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C and NUR 3226 and NUR 3226L**

Corequisite(s): **NUR 4455L**

NUR 4455L - Reproductive Health Nursing Clinical - 1 credit(s) (0 + 0 + 1)

Clinical practice experiences provide the students with the opportunity to apply principles of family and reproductive health nursing.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3829C and NUR 3226 and NUR 3226L**

Corequisite(s): **NUR 4455**

NUR 4636 - Community & Pub Health Nursing - 3 credit(s) (3 + 0 + 0)

Concepts of population-centered health care including health promotion, epidemiology, disaster preparedness, environmental health, and bioterrorism.

Prerequisite(s): **NUR 3065C and NUR 3125 and NUR 3145 and NUR 3226 and NUR 3226L and NUR 3829C**

Corequisite(s): **NUR 4636L**

NUR 4636L - Community & Pub Health Nursing Clinical - 2 credit(s) (0 + 0 + 2)

Clinical practice experiences provide students with the opportunity to apply principles of community and public health nursing with aggregate populations.

Prerequisite(s): NUR 3065C and NUR 3125 and NUR 3145 and NUR 3226 and NUR 3226L and NUR 3829C

Corequisite(s): NUR 4636

NUR 4948L - Senior Nursing Practicum - 3 credit(s) (0 + 0 + 3)

Culminating clinical practice experience with a clinical preceptor that provides students opportunities to plan, deliver, and evaluate safe, competent care for patients in various health care settings.

Prerequisite(s): All theoretical nursing courses must be completed as required for Level II preceptored practice experiences per Florida Board of Nursing.

Corequisite(s): None

IHS 4504 - Research Methods in HealthCare - 3 credit(s)

Introduces qualitative and quantitative methods of inquiry; critical evaluation of health research literature; ethical integrity issues in research; interdisciplinary proposal preparation for health care scholarship; and application of research findings in health profession's practice.

University Requirement:**IDS 3920 - University Colloquium - 3 credit(s)**

The University Colloquium brings together students from all five colleges in a series of interdisciplinary learning experiences. These experiences are designed to address the ecological perspective outcome in relations to other university outcomes and guiding principles. Critical thinking and communication skills will be enhanced through field trips, discussion, projects, and a journal to be maintained by each student. (Advisor approval needed for virtual sections only) (Gordon Rule)

II. BSN PROGRAM POLICIES AND GUIDELINES

ADVISING

Students enter Florida Gulf Coast University School of Nursing (SON) with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by designated SON faculty is provided for every semester of enrollment. The School of Nursing is responsible for management of those processes related to admission, advising, and graduation of students.

All students are assigned a SON faculty advisor on admission to the program. The purpose of academic advising is to assist the student in his/her academic progression throughout the program. The role of the advisor is to assist students with adjustment to the School of Nursing and facilitate a smooth progression through the program.

The advisor/advisee relationship should be seen as a unique opportunity for mentoring and professional growth. The following principles guide the advisor/student relationship:

- The advisor and student have a joint responsibility to maintain contact with one another regarding progress within the program.
- Students are encouraged to schedule regular advising sessions throughout the program to monitor progress towards completion of all requirements for graduation.
- Students are expected to phone or email their assigned advisor **in advance** to set up advising sessions.
- **Students may register for courses ONLY AFTER they have consulted with their advisors.**
- The student has the right to examine his/her advising file at any time and the responsibility to provide the information necessary to make it accurate and complete.

Advising/May 2008

ACADEMIC BEHAVIOR STANDARDS AND ACADEMIC DISHONESTY

All students are expected to demonstrate honesty in their academic pursuits. In safeguarding the essential professional standards of honesty and integrity, faculty are compelled to apply academic sanctions which can be as severe as dismissal from the Nursing Program. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the *Academic Behavior Standards*. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook, including the Academic Behavior Standards, is available online at

<http://studentservices.fgcu.edu/StudentConduct/behavior.html>

ACADEMIC STANDARDS AND PROGRESSION

Approved by Faculty Organization 4/09

The following academic and progression standards apply to the Bachelor of Science in Nursing (BSN) Program:

- All required NUR and IHS courses in the BSN Program must be completed at FGCU, including any course in which a student has received a “D”, “F”, “I”, “U”, “W”, or “WF”.
- A student must meet all course pre-requisites and co-requisites to enroll in NUR and IHS courses. Pre-requisites are courses which are required to be completed with a minimum grade of C prior to taking the next course in the progression. Co-requisites are courses that must be taken simultaneously.
- A grade of “D”, “F”, “I”, “U”, “W”, or “WF” in a course pre-requisite does not constitute meeting that pre-requisite.
- If a student withdraws from a course that is a co-requisite with another course, the student must withdraw from both courses.
- A student may only withdraw (“W” or “WF”) from a required NUR or IHS course in the BSN program one time. A second withdrawal (“W” or “WF”) from the same course for academic reasons will result in dismissal from the BSN Program.
- A student who withdraws from all BSN Program courses in the first semester of their nursing major will be required to reapply for admission to the BSN program.
- A grade of “C” or higher is required in all NUR and IHS theory courses for a passing grade and continued progression in the BSN Program.
- A satisfactory grade (“S”) in practice must be achieved in NUR practice courses with a C or L designation for continued progression in the BSN Program.
- A student must achieve a grade of “C” or higher in a NUR theory course in order to receive a passing grade (“S”) in an associated NUR L practice course. Conversely, a student must achieve a satisfactory grade (“S”) in a NUR L practice course in order to receive a passing grade (“C” or higher) in the associated NUR theory course.

- A semester GPA of 2.0 or higher is required at FGCU. A student will be placed on FGCU academic probation if a semester GPA is less than 2.0. If placed on academic probation, a minimum semester GPA of 2.00 must be earned for each semester thereafter until the cumulative GPA is a 2.0 or higher. Failure to reach a 2.0 per semester will result in First Academic Suspension for the following semester as per FGCU academic standing policy. A student who has been re-admitted following the First Academic Suspension and who fails to achieve a semester GPA of at least 2.0 will be suspended indefinitely from the university. (see FGCU policy on Academic Standing in the FGCU Catalog).
- A student receiving a “D” , “F” , “U” , or “WF” in two (2) different NUR and/or IHS courses in the BSN Program will be dismissed from the program.*
- A student receiving a “D” , “F” , “U” , or “WF” in a NUR or IHS course on the original, or a “D” , “F” , “U” , “W” or “WF” on the repeat attempt of that course, will be dismissed from the BSN Program.*
- A student who has received a “D” , “F” , “I” , “U” , “W” , or “WF” from a NUR or IHS course must meet with their advisor to develop an alternative plan of progression for program completion, and may only be permitted to register in program courses on a space available basis.
- Completion of the entire School of Nursing NCLEX-RN Success Plan is required for certification to graduate.
- The ATI Content Mastery Series test required in selected courses (courses are specified in NCLEX-RN Success Plan) is a course requirement and must be completed by the student in order to pass the course.
- In NUR 4948L Senior Nursing Practicum, a student must take the ATI RN Comprehensive Predictor Test and needs to score at the 90% confidence level of passing NCLEX-RN on the first attempt or remediate for 2 – 3 weeks and take a second test from ATI that is very similar. The student must obtain the 95% confidence level score on the second attempt or the student fails NUR 4948L Senior Nursing Practicum.

** While a student may apply for and receive grade forgiveness, this does not negate this progression requirement.*

APPEAL PROCESS

In accordance with University guidelines students may appeal the following:

- Grades or other academic action taken by an instructor.
- Grades resulting from an instructor's:
 - a) Alleged deviation from established and announced grading policy.
 - b) Alleged errors in application of grading procedures.
 - c) Alleged lowering of grades for non-academic reasons.

RESOLUTION OF STUDENT APPEALS: SCHOOL LEVEL PROCESS

- A. All student grade appeals or allegations of specific wrongful academic action(s) by an instructor shall first be brought to the attention of the instructor of the course. This action must be initiated within one semester of the alleged wrongful action or grade, or as soon thereafter as the student becomes aware of such action. The parties should attempt to resolve the problem in as speedy and satisfactory manner as possible. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal solution with the School of Nursing Director.
- B. The School Director and instructor should make every effort with the student to solve the problem at the informal level. This resolution shall take place within ten (10) school days of the complaint being brought to the School Director. At the time the School Director notifies the student of this decision, he/she should also inform the student of the formal procedure for appeal. The School Director decision must be in writing.
- C. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but not longer than one semester. If the School Director determines that an emergency exists requiring that the problem must be solved prior to the availability of the instructor (e.g. in a case of probable delayed graduation), the School Director shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the complaint must be dealt with promptly, then the School Director shall act on behalf of the instructor.
- D. If the appeal or allegation is made against the School Director in the role of instructor, then the student shall treat the initial appeal as the appeal to the School Director and proceed accordingly.

RESOLUTION OF STUDENT APPEALS: COLLEGE LEVEL & FINAL APPEAL

If not satisfied with the resolution of the complaint proposed by the School of Nursing Director, the student may proceed within ten (10) school days of receipt of the School Director's decision to file a written appeal with the Office of the Dean of the College in which the course is housed. The written appeal to be introduced at the college level only after informal resolution has failed must clearly specify the action which the student perceives as wrong. Please refer to the FGCU Office of Judicial Affairs for the complete

process for COLLEGE LEVEL Student Grade Appeals and FINAL APPEAL. Available online at <http://studentservices.fgcu.edu/StudentConduct/appeals.html>

ATTENDANCE AND PUNCTUALITY

An expectation of professional practice is that students attend all classes and clinical practice experiences. Responsibility and accountability for meeting course obligations is a fundamental component of professionalism.

In Classroom:

Students assume responsibility for attending all classes, however in the event a class period is missed, the student is responsible for all material covered and all announcements. Further, punctuality and attentiveness is courteous behavior exemplified by:

- Being on time and remaining for the entire class period.
- Remaining in the classroom until a break or end of the period
- Turning off cell phone and other communication devices.

In Clinical Practice Sites:

Punctual attendance at clinical practice experiences is required. In the rare instance where illness or other catastrophic event prohibits attendance at or completion of a clinical practice experience, the following process **must** be followed:

- A. Personal contact by pager or telephone to faculty instructor (**No E-mail**)
- AND**
- B. Personal telephone call to Preceptor and/or practice agency.

Failure to meet clinical practice attendance and punctuality requirements may result in an unsatisfactory grade in the course and could result in dismissal from the nursing program.

CIVILITY

The learning environment (classroom, virtual classroom, practice sites, hallways, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the School of Nursing conform to, and express themselves in conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others.

EMAIL POLICY

E-mail is an important communication tool used in the School of Nursing. Upon Admission to FGCU, all students are assigned an e-mail address that is accessible from any computer via the web page located at FGCU Webmail at <http://email.fgcu.edu>.

The FGCU assigned eagle e-mail address is the **only** address used by School of Nursing faculty to communicate with students via e-mail. Students are responsible and accountable for information sent via this e-mail address and should frequently check e-mails. Faculty in the School of Nursing may use email to communicate information, announcements, and memoranda. Course information such as assignments, handouts, and schedule changes may also be communicated through the email function in the Angel Learning Management System.

Students should communicate any problems with e-mail to faculty and/or Student Services Department of Student Information Systems and Technology. The ability to receive and read e-mail, open attachments, and access online information is vital to success in the FGCU School of Nursing program.

GRADING SYSTEM

In the School of Nursing, a grade of “C” or better constitutes satisfactory progression in required Nursing (NUR) and College of Health Professions Interdisciplinary (IHS) Core Courses. Plus and minus grades are not awarded in the College of Health Professions.

Numerical Grade Range

93 -100

85 – 92

78 - 84

70 – 77

< 70

Letter Grade

A

B

C

D

F

IMPAIRMENT POLICY AND PROCEDURE Approved by Faculty Organization 5/08

The School of Nursing expects all students to adhere to the professional behavioral standards of Registered Nurses as part of their academic requirements. Included in those professional behaviors is the maintenance of a drug free environment to assure a safe, fair working environment for all nursing students and their patients. The School of Nursing recognizes substance abuse (SA) and chemical dependency (CD) as hazards of nursing practice. Any student suffering from the illness of chemical dependence will receive the

same careful consideration and referral for treatment as a student having any other chronic illness.

The School requires that nursing students (including undergraduates and registered nurses in graduate programs or undergraduate degree programs) be free from illegal drugs at all times. The student must also be free of alcohol while on the school/hospital premises or any affiliate academic or clinical site. Nursing students are prohibited from having possession of, being under the influence of, possessing in the student's body, blood or urine or using, consuming, transferring, selling or attempting to do any of the above while on school or hospital premises or any affiliate academic or clinical site. This policy does not prohibit the legal possession or dispensing of patient medications in accordance with the student's clinical assignment or the legal possession and consumption of alcohol in accordance with local and state law and FGCU regulations at approved non-clinical functions.

Any student in violation of the policy will be subject to immediate disciplinary action up to and including dismissal from the school, report to state licensing board, and referral to the Florida Impaired Nursing Program (IPN) and complaint to local police authorities.

A. Substance abuse education is included in the curriculum.

B. Admission Drug testing

Until proven otherwise an individual with a positive drug screen is presumed to be under the influence of drugs.

1. Candidates for admission to the SON BSN Program may be required to submit to a drug testing as a requirement for admission to the school. Admission will be denied to candidates who fail to provide a drug screen or have a positive result on a pre-admission drug screen.
 - a. Failure to inform the school of a SA or CD history or active participation in a peer assistance program may result in denial of admission or immediate dismissal from the program.
2. Admitted students will be required to submit to drug testing as a program requirement and may be required to submit to drug testing for attending clinical practice sites during the program.

C. Testing for reasonable suspicion

Will require that a nursing student undergo an immediate blood or urine drug testing and/or alcohol breathalyzer screen and a possible physical body examination under any of the following circumstances:

1. When there is reasonable suspicion that the nursing student is under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogens, marijuana or other non-prescribed controlled substances;

2. After the occurrence of a work-related injury, illness, or accident while at the school, hospital or any affiliate academic or clinical site;
3. Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized the safety of others, or resulted in damage to equipment;
4. Nursing students who are taking over-the-counter or prescribed medication are responsible for being aware of the effect the medication may have on their academic performance or personal behavior and should report to their instructor or advisor the use of any medication that may impair their performance.
5. Nursing students may be transported to testing facilities by a faculty or staff member after signing a consent and hold harmless agreement.
6. Nursing students who refuse to undergo an immediate drug and alcohol screen and/or breathalyzer will be subject to immediate disciplinary actions, up to and including dismissal from the program;
7. Nursing students are held accountable for controlled substances per department policy for controlled substances at all hospitals or any affiliate academic or clinical sites.

D. Identification

The School is responsible for identifying individuals with deteriorating academic performance, behavioral changes and excessive absenteeism, but is not responsible for diagnosing the nature of the problem. Early detection, intervention, and treatment of SA and CD enhance the likelihood of a successful outcome. The impaired nursing student will be referred to the Florida IPN program for evaluation of SA, CD and if warranted, referred for treatment services. It is the responsibility of every faculty member, clinical instructor, and nursing student to immediately report unsafe working conditions or hazardous activities related to chemical impairment that may jeopardize the safety of the individual student, the patient, or colleagues. Faculty members are also responsible for recognizing the signs and symptoms of chemical impairment on academic and clinical performance.

There are numerous signs of SA and CD related to job performance and attendance. While single incidences of these behaviors may not be significant, the presence of several, and an increasing frequency or a consistent pattern of these behaviors are the basis for reasonable suspicion of chemical impairment. Signs commonly associated impairment includes a change in the pattern of attendance, behavior or performance; physical signs of impairment or withdrawal, and unusual/abnormal use of controlled substances.

Attendance

Excessive sick calls
 Repeated absences with a pattern
 Tardiness
 Suspiciousness

Behavior

Sloppy/inappropriate clothing
 Poor hygiene
 Mood swings
 Frequent irritably with others

Frequent accidents on the job
 Frequent physical complaints
 Peculiar/improbable excuses for absences
 Frequent absence from clinical area
 Frequent trips to rest room/locker room
 Long coffee or lunch breaks
 Early arrival or late departure
 Presence in clinical during scheduled time off
 Confusion about work schedule
 Request for assignments at less supervised setting

Performance

Excessive time required for record keeping
 Assignments require more effort /time
 Difficulty recalling/understanding instructions
 Difficulty in assigning priorities
 Display of disinterest in work
 Absentminded/forgetful
 Alternate periods of high and low activity
 Increasing inability to meet schedules
 Missed deadlines
 Frequent requests for assistance
 Carelessness
 Overreaction to criticism
 Illogical or sloppy charting
 Deteriorating handwriting
 Poor judgment
 Inattentive
 Disorganized
 Tendency to blame others
 Patient's complaints regarding poor care

Use of Controlled Substances

Signs out more controlled substances than other providers
 Frequently breaks or spills drugs
 Waits to be alone before obtaining controlled substances for assigned cases
 Discrepancies between patient's charts and narcotic records
 Patient complaining of pain out of proportion to medication charted
 Frequent medication errors
 Defensive when questioned about medication errors
 Frequent disappearance immediately after signing out narcotics
 Unwitnessed or excessive waste of controlled drugs
 Tampering with drug vials or containers
 Use of infrequently used drugs

Excessive talkativeness
 Poor recall
 Physical abuse
 Rigidity/inability to change plans
 Incoherent or irrelevant statements
 Drowsiness at work
 Uncooperativeness with staff
 Tendency towards isolation
 Deteriorating relationships

Physical Signs

Hand tremors
 Excessive sweating
 Marked nervousness
 Coming to clinical area intoxicated
 Blackouts
 Frequent hangovers
 Odor of alcohol
 GI upset
 Slurred speech
 Increased anxiety
 Unsteady gait
 Excessive use of
 breath mints/mouthwash
 Sniffling, sneezing
 Clumsiness
 Flushed face
 Watery eyes
 Anorexia

E. DOCUMENTATION

When SA or CD is suspected nursing students and faculty are responsible for reporting their concerns and observations to the Director of the School of Nursing and in the case of graduate students to the Director/Program Director of the student's program or their designees. The Director(s) will conduct an investigation to substantiate observations and concerns about the student.

1. Documentation will be written, clear, concise, and include dates times, locations, and names of witnesses.
2. All pertinent records will be reviewed, including but not limited to patient records, narcotic inventory/usage, attendance records, record of grades, and clinical evaluations. Trends, violations or errors will be documented.
3. Confidentiality of reportees will be assured.

F. INSPECTION OF NURSING STUDENTS AND THEIR PROPERTY

1. With reasonable suspicion, inspection of lockers may be conducted by authorized personnel, including but not limited to hospital and school administration, faculty members, or school/medical security/police officers without notice, without students' consent and without a search warrant.
2. Reasonable searches of nursing students and their property include but are not limited to lockers, mailboxes, lunch boxes, book bags, or other items on medical center property and private vehicles if parked on school or medical center property. Whenever possible, searches of nursing student's personal property will take place in the presence of the nursing student.
3. Physical evidence such as used syringes, medication vials, or containers of alcohol, found during a search of a nursing student locker or property will be retained by the police or by the SON personnel as supporting evidence.
4. A nursing student who refuses to submit to an immediate search or to display of property shall be considered insubordinate and subject to immediate dismissal.

G. ARRESTS OR CONVICTIONS

A nursing student who is arrested or charged with a criminal offense, on or off-duty, must promptly inform the school of the arrest and the nature of the charges. The nursing student charged with a drug offense or DUI will be immediately suspended from the school, pending resolution of the charges. The nursing student will be referred to the Florida IPN program for evaluation, treatment and monitoring, or to the Board of Nursing. The school will determine whether or not the student can be reinstated in the school during or upon conclusion of the legal proceedings. Students arrested for other criminal offenses may be immediately suspended from the school until the charges are resolved.

Failure to notify the school of an arrest or charge is grounds for disciplinary action up to and including dismissal from the school, regardless of whether the arrest or charges lead to conviction.

H. INTERVENTION

Intervention is a planned method of confrontation that attempts to provide an objective and factual presentation of the problem to the impaired nursing student. The objective of intervention is to get the nursing student to agree to a SA or CD evaluation for diagnoses and possible treatment.

1. The nursing student will sign consents for drug and alcohol testing per faculty request based on reasonable suspicion of SA.
2. The nursing student will be referred to the Florida IPN program and agree to a substance abuse evaluation and compliance with recommendations made by the Florida APN program.
3. All information, interviews, reports, statements memorandums, and drug test results, written or otherwise, received by the School are confidential. Documentation will be kept by the Director of the School of Nursing in file separate from the nursing student academic file. All documentation will become part of the permanent academic file should disciplinary action be warranted.

I. TREATMENT

Following a positive assessment for SA or CD, the nursing student will be immediately suspended from the program and required to enroll in the Florida IPN program for substance use evaluation, treatment and monitoring.

1. The Florida IPN program is free. However, if the student chooses private addictions treatment in addition to the IPN program, they will accept responsibility for the cost of the treatment.
2. If the nursing student fails to comply with the referral to the Florida IPN program, they will be dismissed from the program and reported to the Board of Nursing.
3. If the nursing student enters rehabilitation or a comprehensive substance abuse program as determined by the Florida IPN, a leave of absence will be granted to the nursing student and cannot to exceed 12 months.
4. If a nursing student fails to comply with the Florida IPN recommendations for treatment, they will be subject to immediate dismissal from the School of Nursing.

J. RE-ENTRY TO THE SCHOOL

Following successful completion of an approved Florida IPN program for SA or CD, a nursing student may be allowed to reenter the School of Nursing with a conditional

enrollment status that is dependent upon: abstinence from all psychoactive substance, participation in on-going after-care programs, and restricted access to controlled substances in the clinical area governed by the Florida IPN. Reentry after treatment may be granted only once.

1. A conference will be conducted with the student, the nursing student's IPN counselor, Director of the School of Nursing, and if appropriate, the Director of the student's program.
2. The nursing student will provide evidence of successful completion of drug/alcohol rehabilitation and sustained active recovery/sobriety, including at least two references from a treatment counselor and a physician indicating that the nursing student is substance free, presently involved in an after-care program, and is fit for duty with no restrictions, other than those required by the school and has a planned program for continued recovery (aftercare).
3. A written contract with the school will be required for all nursing students reentering the program. The contract will include the responsibilities and requirements of the nursing student and the consequences of failure to meet any of the requirements. The contract will be specific for the individual involved according to his or her particular situation and state licensing regulations/requirements/guidelines. A re-entry contract may be more restrictive than the state requirements.
4. Faculty/clinical instructors will be notified of any clinical practice and schedule restrictions.
5. The recovering nursing student will be treated with respect and afforded all opportunities granted to other nursing students with disabilities.

K. DISMISSAL FROM PROGRAM

The following reasons are cause for dismissal of a nursing student with a suspected or known problem with SA or CD.

1. Failure to provide a written consent for a drug screen.
2. Failure to provide a blood or urine sample for a drug screen.
3. Refusal to submit to SA or CD evaluation conducted as determined by the Florida IPN.
4. Failure to complete appropriate SA or CD treatment as recommended by the Florida IPN program.
5. Failure to abide by the terms of the student's re-entry contract with the school.
6. Conviction of or admission to, criminal activity.

L. DUE PROCESS

Any action taken against a student for violations of this policy may be appealed as an academic dismissal for failing to adhere to professional behavioral standards.

LEAVE OF ABSENCE POLICY AND PROCEDURE

A student may apply for a leave of absence (LOA) from the nursing program due to illness, family emergency, or other extenuating circumstances. A LOA may be granted for a maximum length of two (2) consecutive semesters. Fall, spring, and summer are all semesters in the nursing program. Withdrawal from courses during a semester for academic reasons does not constitute a LOA. Students may not seek more than two (2) semesters of LOA during their enrollment in the nursing program. A LOA form (Appendix B+) must be completed and submitted to the School Director for approval. The student will be notified by the Director if the LOA request has been approved.

A student returning from an approved LOA is required to meet with his/her advisor prior to registering for classes. A student returning from an approved LOA may be required to test for competence in previously taken courses and complete work as necessary.

If a student does not return after two (2) consecutive semesters, the student will be dismissed from the nursing program.

NCLEX- RN SUCCESS PLAN Approved by Faculty Organization 1-5-2010

The School of Nursing NCLEX-RN Success Plan is designed to assist students to achieve success in the nursing program and on the NCLEX-RN examination. Once admitted to the BSN program, all students are progressively evaluated through computerized testing provided by the Assessment Technologies Institute (ATI) testing system. The ATI system has been designed to promote NCLEX-RN success.

Successful completion of the NCLEX-RN Success Plan is required for certification to graduate.

The NCLEX-RN Success Plan components are as follows:

1. ATI Content Mastery Series Diagnostic Tests

Throughout the nursing program, all students are required to complete ATI tests in selected courses. The ATI Content Mastery Series test required in each course is a course requirement and must be completed by the student in order to pass the course.

Required ATI course tests are proctored and may be taken only once. A Test incentive is offered to students to encourage best performance on the ATI tests:

- Students who score below Level 1 on a required ATI course test will have 10 (ten) points deducted from their final exam score in that course.
- Students who score at Level 1 on a required ATI course test will have 5 (five) points deducted from their final exam score in that course.

- Students who score at Level 2 on a required ATI course test will have 5 (five) points added to their final exam score in that course.
- Students who score at Level 3 on a required ATI course test will have 10 (ten) points added to their final exam score in that course.

BSN Program Course

ATI Test

NUR 3829C	Foundations of Nursing Practice	ATI Fundamentals of Nursing
NUR 3145	Pharmacology	ATI Pharmacology
NUR 3535	Mental Health Nursing	ATI Mental Health
NUR 4227	Adult Health Nursing II	ATI Adult Medical-Surgical
NUR 3355	Child Health Nursing	ATI Nursing Care of Children
NUR 4455	Reproductive Health Nursing	ATI Maternal Newborn
NUR 4636	Community & Public Health	ATI Community Health
NUR 3833	Patient Care Management	ATI Nursing Leadership

2. ATI RN Comprehensive Predictor Test

In NUR 4948L Senior Nursing Practicum, students take the RN Comprehensive Predictor Test and need to score at the 90% confidence level* of passing NCLEX-RN on the first attempt or remediate for 2 – 3 weeks and take a second test from ATI that is very similar. The student must obtain the 95% confidence level score on the second attempt or the student fails NUR 4948L Senior Nursing Practicum. (*Confidence level groupings as adjusted by ATI will be used)

3. NCLEX-RN Review Course

All students are required to attend and complete a comprehensive NCLEX-RN Review Course upon completion of the BSN program. This is a program graduation requirement and proof of completion must be submitted to the school. Once proof of completion is received, graduation certification will be confirmed.

UNDERGRADUATE STUDENT WORKLOAD POLICY

The Nursing Program is rigorous and demanding of time, energy, and talent. When making decisions about employment, students are to carefully consider workload expectations of credit hours registered for at FGCU. For example, a 3 credit hour course requires 3 hours classroom plus an additional 9-10 hours study time each week. A 5 credit hour nursing practice course requires 3 hours classroom, 7 hours practice, and 9-10 hours study time each week. **Students are expected to make realistic employment decisions as the hours worked outside of university are not an excuse for failing to meet academic and practice performance standards and schedules.**

III. Clinical Practice and Laboratory Policies and Guidelines

AMERICAN HEART ASSOCIATION BLS for the Healthcare Provider (CPR) TWO YEAR CERTIFICATION

Students are to maintain current BLS certification throughout their entire program. A student who does not have current BLS certification will not be allowed to enroll and/or maintain enrollment in nursing courses.

Students must obtain BLS certification from the American Heart Association. The School will not accept any other certification. It is the student responsibility to make arrangements to complete any necessary BLS course and or renewal course. The School of Nursing does not offer the BLS certification classes. Supporting evidence of current BLS certification must be submitted by the student directly into the Certified Background Student Immunization Tracker area.

Please check the following website for a schedule of BLS courses offered: American Heart Association **BLS for the Healthcare Provider** (2 year certification)
www.americanheart.org

CRIMINAL BACKGROUND CHECKS & DISCLOSURE *(Approved Faculty Org 5/27/11)*

In order to meet requirements of various clinical agencies where BSN students complete their practice experiences and eligibility for licensure by the Florida Board of Nursing as a registered nurse, students are required to disclose conviction records for misdemeanors and/or felonies. Therefore, after acceptance into the BSN program, students must complete criminal background checks. The FGCU SON requires completion of a Level 2 Federal Bureau of Investigation (FBI)/Florida Department of Law Enforcement (FDLE), and an Extended Criminal Background Check. Any criminal history revealed on background checks may affect a student's ability to participate in clinical experiences, complete the BSN Program, and/or obtain registered nurse licensure. In addition, drug testing is required as part of the Extended Criminal Background Check and may be required annually.

If the criminal background check findings reveal a history of criminal activity, the FGCU Police and Safety Department will report the findings to the Director of the SON. After review of the report, the Director of Nursing will discuss the findings with the student. and one of the following will occur:

- 1) If the findings are incompatible with clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will be dismissed from the BSN program.
- 2) If the findings do not impact clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will sign a waiver allowing the Director of Nursing to send the report to the clinical practice facility. A copy of this report will also be placed in the student's file.

Clinical practice facilities have the right to refuse to permit a student to attend practice in their facility due to criminal charges. If a student is denied access to clinical practice, this could result in a course failure and dismissal from the BSN program. Students may be required to complete an information verification form as part of their practice requirements at certain clinical agencies. This form requires that students verify they have an acceptable Level 2 FBI/FDLE and Extended Criminal Background Check.

1) Level 2 Criminal Background Check: FBI/FDLE.

This is a Background Check obtained through FGCU Police and Safety Department that involves fingerprinting. Students must have fingerprinting completed **at least six weeks prior to the first day of classes.**

Submit payment (cash, check or credit card) to the FGCU Cashier. Inform Cashier that payment is for FGCU School of Nursing Background Check. The Hours of Operation for FGCU Cashier (located in McTarnaghan Hall – 1st floor) are Monday thru Friday 8:00 AM to 5:00 PM.

Obtain receipt from FGCU Cashier and take to University Police and Safety Department (located in Campus Support Complex) for fingerprinting. The Hours of Operation for fingerprinting at the FGCU Police and Safety Department are Monday thru Friday 8:00 AM to 5:00 PM.

At the FGCU Police and Safety Department submit receipt (keep a copy for yourself) and inform Officer that background check is for the FGCU School of Nursing. At the University Police and Safety Department the student will be required to sign a waiver form and show state issued identification.

Submit verification of fingerprinting completion into the Certified Background Student Immunization Tracker area.

2) Extended Criminal Background Check

This required background screening is conducted through Certified Background (<http://www.certifiedbackground.com/>). It includes a 10 panel drug test. The Package Code for FGCU is FL70. If a student has lived in other states there will be an additional charge for each state that must be searched.

Criminal Background Check Changes/Updates

- In addition to the Criminal Background Check admission requirements, once a student has entered the BSN program, it is their responsibility to report any changes/updates in their criminal background check. Failure to do so will result in dismissal from the BSN program. The student is required to submit the updated information to the FGCU Police and Safety Department. They will report the findings to the Director of Nursing of the SON. After review of the findings, the Director of Nursing will discuss the findings with the student and one of the following will occur:
 - 1) If the findings are incompatible with clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will be dismissed from the BSN program.
 - 2) If the findings do not impact clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will sign a waiver allowing the Director of Nursing to send the report to the clinical practice facility. A copy of this report will also be placed in the student's file.

IMMUNIZATIONS AND SCREENING TESTS

All students are required to maintain current immunization/screening throughout their entire program. A student who does not have current immunization/screening requirements met will not be allowed to enroll and/or maintain enrollment in nursing courses.

Students are required to submit proof of immunization/screening into the Certified Background Student Immunization Tracker area. It is the responsibility of the student to update immunization/screening during the program and to submit relevant update documentation into the Certified Background Student Immunization Tracker area. Please note that student access into Certified Background must be renewed annually and the annual fee is set by Certified Background.

The School of Nursing requires the following immunization/screening:

- Positive Varicella (*Chicken Pox, Herpes Zoster*) Titer Test **OR** Immunization
- Current Tetanus booster (within 10 years)
- A Two-Step TB (PPD) screening test is required **prior** to starting the program. The two steps must be completed within 6 months of the program starting date (the test should not be older than March 1 for Fall admission, or July 1 for Spring admission). Only **one** step will be required annually thereafter. A positive test must be followed up with a chest x-ray prior to starting the program, and a TB cough assessment done to verify inactive status annually thereafter.

- Hepatitis B (HB) Vaccine series (Proof of start of Hepatitis B series is acceptable – must have at least two shots prior to Fall Semester).
- Please note that additional immunizations/screenings may be required by clinical agencies of the School of Nursing during the academic year.

PROFESSIONAL LIABILITY INSURANCE

Students must have a minimum of \$1,000,000 / \$6,000,000 of professional liability coverage. Professional liability coverage must be current during the entire BSN Program at FGCU. A student who does not have current Professional Liability coverage will not be allowed to enroll and/or maintain enrollment in nursing courses. Verification of professional liability and any update information must be submitted to the Certified Background Student Immunization Tracker area.

The following table provides a sampling of professional liability insurance providers, costs, and coverage.

Name	Phone	Address	Estimated Cost	Coverage
Nurses Service Organization	1-800-247-1500 www.nso.com	NSO 159 E. County Line Road Hatboro, PA 19040-1218	Prelicensed Students \$21.00/year LPN's \$116.00/year	\$1,000,000/occurrence \$6,000,000/aggregate \$1,000,000/occurrence \$6,000,000/aggregate
Nurse Prepare	1-800-221-4904 www.cmfgroup.com	Cotterell, Mitchell & Fifer, Inc. 99 Hudson Street 12 th Floor New York, NY 10013	Prelicensed Students \$24.00/year	\$1,000,000/ \$6,000,000 limit \$1,000,000/ \$6,000,000 limit

FLORIDA LPN LICENSE & CURRENT REGISTRATION

If you are a Licensed Practical Nurse (LPN) you must submit proof of your Florida LPN license and registration into the Certified Background Student Immunization Tracker area.

PROFESSIONAL ATTIRE REQUIREMENT

The School of Nursing has a professional attire requirement for all clinical experiences undertaken by BSN students. The professional attire described below is the official practice attire for FGCU School of Nursing.

The store address where you order your uniforms from is listed below:

Hamilton's Uniforms LLC. 15248

S. Tamiami Trail
Suite 1000
Fort Myers, Fl

Required Attire:

Uniforms are navy color and the lab coats are white. All tops **must** have the **FGCU logo** embroidered on them.

Uniform Order Numbers:

- LAN-8335-BCP-XS FLARE LEG PANT
- LAN-7602-BCP-S UNISEX SCRUB PANT
- LAN-8327-BEP-XS POCKET ELASTIC PANT
- LAN-8320-RWP-M WOMEN'S ELASTIC PANTS
- LAN-7566-BCP-M MISSY FIT SCRUB TOP
- LAN-7502-CBP-M UNISEX SCRUB TOP
- LAN-8219-BNP-S SCRUB TUNIC
- WHS-1964-011-6 LAB COAT
- WHS-1963-011-32 COAT

Community & Public Health Nursing Uniform Requirement

Students must wear navy pants and white/cream polo top with FGCU BSN logo and white shoes available from Hamilton.

In Addition:

- **All white shoes** (leather material is not required), **toe and heel enclosed, with low heels (no clogs), all white socks/hose required.**
- School of Nursing nametag (available through FGCU Bookstore).
- Hair neatly groomed and off collar.
- Appropriate undergarments must be worn.
- Clothing clean, pressed, and neat.
- Jewelry limited to watch, plain band wedding ring and engagement ring, and one pair small post earrings.
- Short (no longer than ¼ inch) and well-groomed nails with clear nail polish or no polish (according to CDC guidelines). No artificial nails of any type.
- Appropriate personal hygiene is expected with no use of perfumes and no cigarette smell.

PROFESSIONAL SUPPLIES/EQUIPMENT *(example of approximate costs)*

Students are required to have the following for all clinical practice experiences: Please note that the costs are approximate and there is a wide price range on some of the items.

<u><i>Supplies/Equipment</i></u>	<u><i>Estimated Cost</i></u>
Background Checks:	
Level 2 Background Check: FBI and Florida Department of Law Enforcement (FDLE) <i>and</i>	~\$40.00
Extended Background Check- Certified Background	~\$40.00
Bandage Scissors	~\$10.00
Blood Pressure Cuff	~\$50.00-\$80.00
BLS Certification (American Heart)	~\$30.00-\$80.00
Books for BSN Program (estimated)	~\$700.00 \$900.00/ <u>semester</u>
Name Badge (Available at University Bookstore)	~\$15.00
Professional Liability Insurance, annual renewal	~\$24.00- \$116.00/year
Professional Attire	~\$200-\$250.00
Stethoscope (with bell and diaphragm)	~\$100.00-\$200.00
Watch (with a second hand)	~\$20.00-\$200.00

Do not purchase any equipment prior to starting classes. The Student Nursing Association will try to organize group equipment purchases for achievement discounts.

TRAVEL REQUIREMENT

Students must meet all course practice requirements while in the program. Students will be expected to travel to various practice sites during their course practice experiences. Practice sites are subject to availability and may be anywhere in the five county (Charlotte, Collier, Lee, Hendry, Glades) service area or in a county outside this range if necessary (Desoto, Manatee, etc). Students cannot always be assigned within the county in which they live. Students are expected to provide transportation as necessary to attend practice. Due to availability of practice sites, car-pooling is not always an option.

UNSAFE/UNPROFESSIONAL CLINICAL PRACTICE POLICY AND PROCEDURE

Approved by Faculty Organization 1-11--2010

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

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

Examples of unacceptable clinical practice behaviors include, but are not limited to, the following:

- Inadequate preparation for the clinical assignment
- Careless or negligent behavior when caring for a client
- Providing care without the supervision of a Registered Nurse
- Failure to report an omission of, or error in, care
- Falsifying patient records
- Breach of client confidentiality
- Breach of professional ethics
- Failure to adhere to agency policies and procedures
- Absence from clinical practice without appropriate notification to instructor and/or agency
- Chronic tardiness
- Impairment (drugs and/or alcohol; sleep deprivation)
- Non-adherence with School of Nursing practice attire requirements

Removal from clinical practice may be for a single clinical assignment; the remainder of a course; or all clinical practice courses. The student may receive an unsatisfactory (“U”) in the clinical practice course(s) as well as a failure (“F”) in any corequisite NUR theory course(s), or be dismissed from the BSN Program when evidence of unsafe or unprofessional practice has been determined.

Procedures for Removal of a Student from Clinical Practice

I. Single Clinical Assignment – when a clinical instructor has determined that a student has demonstrated unsafe or unprofessional clinical practice behavior during a specific clinical assignment the clinical faculty:

1. Verbally informs the student of the reason(s) why the student is being removed from clinical practice and ensures that the student immediately leaves the clinical area.
2. Informs the course or program coordinator of the situation involving the student.
3. Provides a written learning contract to the student within 2 school days where practicable that describes the unsafe or unprofessional clinical practice behavior and outlines the consequences and/or requirements the student must meet should it be decided that the student may return to clinical practice. If more time is required for the development of the written learning contract the student will be notified. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from clinical practice is in progress, whether or not the University deadline for course withdrawal without a grade has passed.
4. Ensures the student signs the written learning contract and meets all requirements before allowing the student to return to the clinical area.
5. Monitors the student to ensure student maintains safe and professional clinical practice once back in the clinical area.

II. Remainder of a Course- when a clinical instructor has determined that a student may need to be removed from the clinical area for the remainder of a course:

1. The clinical instructor notifies the student verbally, and then in writing within 2 school days, that he/she may not return to the clinical setting while a decision about the student status is pending. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from clinical course/s and corequisite nursing theory course/s is in progress, whether or not the University deadline for course withdrawal without a grade has passed.
2. The clinical instructor, course or program coordinator, and School Director review the student behavior, learning issues, and rationale for why the student should not be allowed to return to the clinical setting.
3. The clinical instructor, course coordinator, and School Director meet with the student within 5 school days of the clinical instructor written notification to discuss the issues and the decision about whether the student should or should not be allowed to return to the clinical setting.
4. When the decision is to allow the student to return to the clinical setting, the course coordinator and clinical instructor meet with the student within three school days to inform the student of actions and requirements to address the student's unsafe/unprofessional clinical practice performance. At that time, a written learning contract (specifying conditions and requirements for student learning and clinical practice performance, completion of any clinical practice time lost, and consequence(s) if the contract is not satisfactorily completed) will be reviewed with the student and must be signed by the student. If more time is

required for the development of the written learning contract the student will be notified.

5. If the student is not allowed to return to the clinical setting, the rationale is documented and a grade of unsatisfactory (“U”) will be awarded in the clinical course as well as a failure (“F”) in any corequisite NUR theory course.
6. The student has right of grade appeal under the academic grievance procedures of the university.

III. Removal from all Clinical Courses and Corequisite nursing theory courses, and/or Program Dismissal- when it has been identified that a student’s pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice may warrant student removal from all current and remaining clinical experiences and/or program dismissal:

1. The Clinical Practice Committee (CPC) reviews the student record and any associated documentation related to clinical practice and consults with clinical faculty and course co-coordinators. The Clinical Practice Committee also meets with the student to obtain the student’s explanation and perceptions of the unsafe or unprofessional practice. This review shall take place within five school days of the issue being brought to the Clinical Practice Committee. The student will not be permitted to withdraw (W, WF) from any Program courses when a removal from all clinical courses and corequisite nursing theory courses and/or Program dismissal is in progress, whether or not the University deadline for course withdrawal without a grade has passed.
2. The Clinical Practice Committee makes a decision within two school days of meeting with the student about removal of the student from all clinical courses and/or immediate dismissal from the Program.
3. When the Clinical Practice Committee decision is not to remove the student from all current clinical courses and/or dismiss the student from the Program, the course coordinator and clinical instructor meets with the student within three school days of the CPC decision to inform the student of actions and requirements to address the student’s unsafe/unprofessional clinical practice performance. At that time, a written learning contract (specifying conditions and requirements for student learning and clinical practice performance, completion of any clinical practice time lost, and consequence(s) if the contract is not satisfactorily completed) will be reviewed with the student and must be signed by the student. If more time is required for the development of the written learning contract the student will be notified
4. When the Clinical Practice Committee decision is to remove the student from all current clinical courses and corequisite nursing theory courses, and/or dismiss the student from the Program, the Clinical Practice Committee notifies the student verbally, and then in writing within 2 school days of making the decision, that he/she is being removed from all clinical courses

and corequisite nursing theory courses, and/or is being dismissed from the Program because of a pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice.

5. Removal from all clinical courses and corequisite nursing theory courses, and/or Program dismissal due to a pattern of unsafe/unprofessional clinical practice or a serious incident of unsafe or unprofessional practice is not appealable under the academic grievance procedures of the university.

Once notified of removal from all clinical courses and corequisite nursing theory courses, and/or Program dismissal, the student has right of due process through School Director, and then College Dean, and then Provost or Provost Designee. This process may take a period up to three weeks once initiated in writing by the student. The student will not be allowed to attend any clinical courses, or in the case of Program dismissal, any Program courses, until the outcome of due process that may have been initiated by the student is determined.

IV. GENERAL INFORMATION

ANGEL

“Angel” is the name of the FGCU Learning Management System. Information about Angel and the Angel log-in page can be found at <http://elearning.fgcu.edu/default.asp>

COLLEGE FORMS

College of Health Professions forms to appeal for a **Late Withdrawal, Grade Appeal** and **Incomplete Grade Agreement** can be found at <http://www.fgcu.edu/CHP/chpforms.html>

CONFIDENTIALITY AND PRIVACY RIGHTS

Cognizance of, and respect for, rights and privileges of others is an expectation of all within the helping professions. Faculty honor and respect the student’s privacy rights. Students honor, respect, and maintain confidences and privacy of clients and conform to HIPPA requirements. All student-client encounters, written, oral, or other, obligate confidentiality under all circumstances. For written assignments, only client initials are used as identifiers.

COPYING OF STUDENT RECORDS

Students may request copies of their student record. A release form requesting a copy of student record is submitted to School of Nursing or designee. Students are responsible for cost of duplicating records and mailing costs. The original release form is kept in student record after files are copied.

- Identification must be provided prior to release of record.
- Transcripts and references may not be copied or released to students.
- Copies of records will be sent to student via first class mail within one week of receipt of request.
- Student will pay \$1.00/page for copies. Payment must be received when request is submitted.
- Students may request a copy of their course practice evaluation, free of charge, during their final meeting with course faculty each semester.

DISABILITY ACCOMODATIONS SERVICES

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services.

The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

DISTANCE-LEARNING

Information on distance learning courses and technology requirements is available online at <http://itech.fgcu.edu/distance>

FGCU SCHOOL OF NURSING PIN

Graduates have opportunity to wear the FGCU School of Nursing Pin. The nursing pin was designed by nursing students and represents your professional practice. Pins can be ordered from the University bookstore during your last semester in the nursing program.

HEALTH INSURANCE

While the School does not require Health Insurance at this time it is strongly recommended. Health related incidents occurring in clinical agencies such as needle sticks or other exposures or issue are the responsibility of the student and can be costly without health insurance. For additional information, please visit Student Health Services.

NAME AND ADDRESS CHANGE

Upon admission to the School of Nursing, all students must provide and maintain a current address and phone number(s) where they can be contacted by the School of Nursing. It is the student responsibility to report any name or address change to the Office of the Registrar.

NURSING STUDENT ASSOCIATION

The Nursing Student Association (NSA) at Florida Gulf Coast University School of Nursing is an official constituent chapter of the National Student Nurses' Association (NSNA). The mission of NSA is to:

- Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion program;
- Promote development of the skills that students will need as responsible and accountable members of the nursing profession.
- Advocate for high quality health care.

All baccalaureate nursing students are eligible for NSA membership. For more information or to join the NSA, contact Dr. Elizabeth Murray at (239) 590-7510.

Online Tutorials

Information on online tutorials to assist students to improve core technology skills and expand use of the many technology tools available for learning is available online at <http://www.fgcu.edu/support>

SCHOLARSHIPS

FGCU offers University Foundation Scholarships awarded on the basis of academic achievement, financial need, and/or other specifications set by donors. To apply for FGCU Foundation Scholarships, students must fill out the online scholarship application. The application will be available on-line annually between November 15th and March 1st for the following academic year. Useful links for scholarship information are <http://www.fgcu.edu/AS/FinancialAid/scholarships.html> and <http://www.fgcu.edu/Foundation/scholarships.asp>

SCHOOL OF NURSING EAGLE AWARD

The Eagle Award is a Faculty award given to a graduating BSN senior who exemplifies the ideals and hallmarks of the school and profession by:

- Maintaining high academic standards (GPA > 3.5).
- Integrating the aesthetics of caring with the science of nursing and displaying a passion and dedication to professional nursing practice.
- Demonstrating leadership qualities by participating in community and university activities and mobilizing others to positive action.
- Possessing a positive attitude and cooperative spirit.

SERVICE LEARNING

Information on service learning at FGCU is available online at <http://www.fgcu.edu/Connect/>

STUDENT OBSERVANCE OF RELIGIOUS HOLIDAYS

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a

major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

Student representatives are invited to serve on the Undergraduate Curriculum Committee, and Undergraduate Admission and Progression Committee. Student representatives on these committees have the following responsibilities:

- Attend committee meetings and notify Chair if unable to attend
- Share with committee ideas and student body views on issues, concerns, and suggestions
- Keep student body informed of committee issues, concerns, and suggestions

TAU ZETA CHAPTER, SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

The Florida Gulf Coast University Honor Society of Nursing was formed in 1998 with goal of becoming an official chapter of Sigma Theta Tau International (STTI) in November 2003. The Chartering ceremony was held April 10, 2004. One hundred thirty seven members were inducted into the new Tau Zeta Chapter of Sigma Theta Tau International Honor Society of Nursing.

Purposes of the Tau Zeta Chapter of STTI Honor Society of Nursing are to: recognize superior achievement; develop leadership qualities in members; foster high professional standards; encourage creative work; and strengthen commitment to the ideals and purposes of the profession. All members of Tau Zeta demonstrate superior scholastic achievement, academic integrity, professional leadership potential, and/or marked achievement in the discipline of nursing.

For Membership **Undergraduate students must:**

- Have completed ½ of the nursing curriculum
- Have at least a GPA of 3.0 (based on a 4.0 grading scale)
- Rank in the upper 35 percentile of the graduating class
- Meet the expectation of academic integrity

APPENDICES

APPENDIX A School of Nursing - Florida Gulf Coast University
BACHELOR OF SCIENCE IN NURSING - ADVISING WORKSHEET FOR GRADUATION
 ADMIT DATE: 2011-2012 CURRICULUM

Student Name:
 Athlete: Y N
 Phone:

UIN:
 Sport:
 Advisor:

E-mail: «Email»

- ____ Completion of General Education
 ____ Completion of 12 credit hours of Writing Intensive courses & 6 credit hours of College level Math (formerly known as Gordon Rule)
 ____ CLAS (College level academic skills) requirement met
 ____ Completion of Common State Mandated Pre-requisites
 ____ Completion of Foreign language
 ____ Completion of 124 credit hours of which 64 credit hours are upper division courses (3000 & above).
 ____ Complete 30 of last 60 semester hours at FGCU
 ____ Completion of Service Learning 40 hours 80 hours Admission Transfer hours _____
 ____ Completion of 9 credit hours in Summer term (students with 60 transferable hours are exempt)
 ____ Satisfactory completion of the School of Nursing NCLEX-RN Success Plan

Completion of all required Nursing Courses (58 credits) with a minimum grade of "C"

Level I Courses (15 credits) pre-req's &/or co-req's listed in parentheses		Anticipated Semester	Completed Semester	Grade
NUR 3065C	Health Assessment (3 cr.) (A&P-I & A&P-II)			
NUR 3829C	Foundations of Nursing Practice (4 cr.) (no pre-req)			
NUR 3125	Pathophysiology (3 cr.) (A&P-I & A&P-II)			
NUR 3825	Introduction to Professional Nursing (2 cr.) (no pre-req)			
NUR 3145	Pharmacology (3 cr.) * Level I or Level II course (A&P-I & A&P-II)			

Level II Courses (16 credits)

NUR 3226	Adult Health Nursing I (3 cr.) (NUR3065C,3125,3145,3825,3829C)			
NUR 3226L	Adult Health Nursing I Clinical (4 cr.) (co-req NUR3226)			
NUR 3286	Gerontological Nursing (2 cr.) (NUR3065C,3125,3829C)			
NUR 3286L	Gerontological Nursing Clinical (1 cr.) (co-req NUR3286).			
NUR 3535	Mental Health Nursing (2 cr.) (NUR3065C,3125,3829C)			
NUR 3535L	Mental Health Nursing Clinical (1 cr.) (co-req NUR3535)			
NUR 3833	Patient Care Management (3 cr.) (NUR3065C,3125,3825,3829C,3226/L)			

Level III Courses (21 credits)

NUR 3355	Child Health Nursing (2 cr.) (NUR3145,3226/L)			
NUR 3355L	Child Health Nursing Clinical (1 cr.) (co-req NUR3355)			
NUR 4169	Evidence-Based Nursing Practice (3 cr.) (IHS4504, NUR3226/L)			
NUR 4227	Adult Health Nursing II (3 cr.) (NUR3145,3226/L)			
NUR 4227L	Adult Health Nursing II Clinical (4 cr.) (co-req NUR4227)			
NUR 4455	Reproductive Health Nursing (2 cr.) (NUR3145,3226/L)			
NUR 4455L	Reproductive Health Nursing Clinical (1 cr.) (co-req NUR4455)			
NUR 4636	Community & Public Health Nursing (3 cr.) (NUR3145,3226/L)			
NUR 4636L	Community & Public Health Nursing Clinical (2 cr.)			

Level IV Courses (6 credits)

NUR 4295C	Critical Care Nursing (3 cr.) (NUR4227/L)			
NUR 4948L	Senior Nursing Practicum (3 cr.) capstone course			

II. Completion of CHP Core Course (3 credits) with a minimum grade of "C"

IHS 4504	Research Methods In Health Care (3 cr.)			
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III. Completion of University Colloquium (3 credits)

IDS 3920	University Colloquium (3 cr.) (junior class status)			
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APPENDIX B

**SCHOOL OF NURSING
LEAVE OF ABSENCE REQUEST FORM**

Student Name:

Address:

E-mail Address:

Phone Number:

University Identification Number:

REASON FOR REQUESTING LEAVE OF ABSENCE:

LENGTH OF TIME OF LEAVE OF ABSENCE (no more than 2 consecutive semesters or 2 semesters total over entire program are allowed):

PLAN TO ENSURE KNOWLEDGE AND COMPETENCIES ARE AT EXPECTED LEVEL FOR COURSE(S) OF STUDY ON RETURN TO THE NURSING PROGRAM:

STUDENT SIGNATURE _____ Date: _____

ADVISOR SIGNATURE _____ Date: _____

SCHOOL OF NURSING DIRECTOR:

APPROVED / DENIED *(Circle)*

DIRECTOR SIGNATURE _____ Date: _____

Cc: Student File
Student Advisor
SON Director

APPENDIX C**School of Nursing Faculty and Staff**

NAME	TITLE	PHONE	BUILDING/ ROOM:
NOLAN, Anne	Interim Director & Associate Professor SON	590-7513	BHG/241
ALI, Rebecca	Instructor II	590-7514	BHG/239
ASORIAN, Barbara	Instructor I	590-7449	BHG 148
BARTLETT, Brenda	Senior Secretary	590-7505	BHG/ 252B
DOWNES, Loureen	Assistant Professor	590-7449	BHG/248
ELLIS, Tina A.	Instructor I	590-7507	BHG/222
GROSS, Rosalyn	Assistant Professor	590-7521	BHG/249
HAHN, Valerie	Instructor I	590-7523	BHG 234
HARNER, Anne	Instructor I	590-75	BHG 136
HOBART, Kim	Office Manager	590-7454	BHG/237
LANSDEN, Thomas	Instructor I, Asst. Program Director, Nurse Anes.	590-7457	BHG/126
LAVENIA, Ryann	Instructor I	590-7516	BHG/118
NOLAN, Anne	Associate Professor	590-7513	BHG/120
POLK, Marydelle	Professor	590-7518	BHG/250
RITROSKY, Zulay	Assistant Professor, Director, Nurse Anes.	590-7520	BHG/245
RUDER, Shirley	Associate Professor	590-7519	BHG/221
STECHEER, Jo	Assistant Professor	590-7515	BHG/121
VACANT	Executive Secretary	590-7485	BHG/154B
WOLF, Donna	Instructor II	590-7517	BHG/129
YOUNG, Anne	Advisor II	590-7455	BHG/150