



**PRACTICAL NURSING MASTER PLAN OF INSTRUCTION AND HANDBOOK  
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## INTRODUCTION TO THE PRACTICAL NURSING PROGRAM

We want to extend to you a warm welcome to the Practical Nursing program. Our caring staff, faculty, and administration are dedicated to fulfilling our mission, which is to prepare students for employment. Here learning takes place in a climate of excellence that fosters inquiry, responsibility, and accountability, on your way to becoming a Licensed Practical Nurse.

This master plan of instruction (MPI) and handbook have been prepared to help you in your orientation to the school and the healthcare industry. Whether you are a young person continuing in your education or a mature adult coming back for a new career, you will find a team of caring professionals made up of certified instructors and experienced support staff ready to serve you in our fully accredited facility.

This MPI and handbook are closely aligned with healthcare facility regulations so that a student can become familiar with workplace expectations while you are a student. The policies and procedures of our program are all designed to assist you toward success and to ensure employability in the healthcare field upon graduation and licensure.

The objective of the Practical Nursing MPI and handbook is to provide written policies concerning the admission of students, student health and welfare, attendance, and student progress. Each student must be aware of these policies and refer to this MPI and handbook to clarify information. Faculty members are available for conferences and to answer questions. This MPI and handbook are to be used in conjunction with the school handbook and the syllabus for each course.

We believe that faculty and students have reciprocal rights and duties toward each other in the educational process. We will strive to instruct, demonstrate, motivate, guide/coach, facilitate, and encourage learning. However, we believe students must possess the desire to seek knowledge, demonstrate professional behavior, demonstrate initiative by participating in their own learning, and demonstrate understanding by providing a high level of quality care.

You are starting a program of study that will result in you being an important professional in the healthcare delivery field. Every member of the Practical Nursing faculty, the administrative team, and the school support staff is interested in assisting you in meeting your educational goals. You will work with the latest equipment and learn the most up-to-date procedures as you work toward your LPN license. We hope that you succeed and find the work rewarding, pleasurable, and profitable.

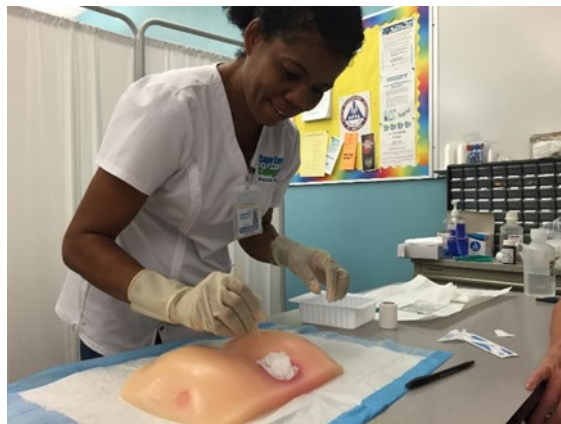
Congratulations on your choice of career preparation in the Practical Nursing program. We hope this handbook will assist you in getting acquainted with your new surroundings and expectations. If you have any other questions or if we can be of assistance in any particular way, please do not hesitate to call us.

### THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program at Fort Myers Technical College (FMTC) functions under the Adult and Career Education Department of The School District of Lee County. It is given direction from and approved by two agencies: The Florida Department of Education and the Florida Board of Nursing. FMTC is accredited by the accrediting commission of the Council on Occupational Education (COE). Additional accreditation is granted by COGNIA.

The Lee County School of Practical Nursing was founded in 1966. The Practical Nursing program at FMTC is recognized within the community for its excellence.

Persons who have successfully completed the Practical Nursing program are eligible to apply to the Florida Board of Nursing to take the licensing examination, NCLEX-PN. After successful completion of the examination, graduates will be known as Licensed Practical Nurses (LPNs) and may engage in the practice of Practical Nursing in the State of Florida.



### **PROGRAM MISSION**

The mission of the Practical Nursing program is to provide quality career education that will develop caring, compassionate, safe, skilled, and dynamic healthcare students prepared to meet the workforce demand. The faculty of the Practical Nursing program assesses each student's abilities and talents while guiding the student to reach their potential. Partnerships with members of the Southwest Florida healthcare community assure the success of the mission of the program. By establishing learning situations in which the student can experience success, students achieve marketable skills, personal satisfaction, and career enhancement in health care.

### **PHILOSOPHY OF THE FACULTY**

Education is a continuous learning process dependent upon the motivation, ability, and commitment of the learner. Optimal learning occurs within an environment that places responsibilities of learning on the individual, provides freedom for inquiry, considers individual differences, and provides correlation between research, theory, and practice under the guidance and direction of the instructor.

The nursing faculty believes that learning is a continuous and lifelong process progressing from basic to complex. The instructor's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a Licensed Practical Nurse (LPN). The instructor sets the stage by planning a logical sequence of meaningful educational experiences centered on clearly defined objectives designed to develop the student's potential. Within this educational process, the student acquires knowledge, develops self-discipline, critical thinking skills, and the competencies necessary to practice nursing within a multidisciplinary healthcare environment. Learning results reflect a positive change in behavior in the learner. In an era of discovery and change, scientific principles in the physical, biological, and social sciences are utilized as a basis for these learning experiences. The instructor serves as a facilitator, mentor, and role model to the student as the student actively participates in the learning process.

The provision of healthcare is an art based upon science, which involves the whole patient- mind, body, and spirit. Our graduates help to meet the health requirements of society by giving direct assistance to individuals according to their health needs. Care in this manner requires that the student offers an attitude of care, compassion, and helpfulness while exhibiting traits of honesty, dependability, and accuracy.

A planned guidance and counseling program is essential in assisting students in their personal, educational, and career development. Continuous evaluation is necessary to measure student progress and teacher effectiveness and is a tool for guiding students toward maximum self-growth. Career and Technical Education (CTE) prepares an individual for employment in a specific occupation and provides a foundation for future education.

### PROGRAM CONTENT

The program is designed to prepare students to take the licensing examination and gain employment as licensed practical nurses. This program is approved by the Florida Board of Nursing. The program includes classroom, laboratory, and clinical experience in local healthcare agencies. This program includes nursing fundamentals; body structure, and function; nutrition; pharmacology and administration of medication; bio-psycho-social nursing; medical-surgical nursing; maternity nursing; pediatric nursing; transitional nursing; clinical practice, and employability skills.

### ESSENTIAL TRAINING TASKS

- Administer prescribed medications.
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medications or treatment, and taking any necessary action.
- Answer patients' calls and determine how to assist them.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.
- Provide nursing care and treatments.
- Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Supervise nurses' aides or assistants.
- Evaluate nursing intervention outcomes, conferring with other healthcare team members, as necessary.
- Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.
- Monitor and record intake and output.

### Physical Requirements

- **Visual:** visual ability sufficient for observation and data collection necessary to provide safe client care such as: preparing and administering medications, reading fine print/writing, and the ability to distinguish colors.
- **Auditory:** ability sufficient to monitor and meet client needs such as: receiving verbal communication from patients and members of the healthcare team and collecting data through the use of monitoring devices such as a blood pressure monitor, stethoscope, IV infusion pumps, emergency alarms, and patient call lights.
- **Gross and fine motor coordination:** to practice safe and efficient patient care such as: responding promptly and implementing skills including the manipulation of patient's equipment, drawing up and giving injections to patients, performing CPR, measuring vital signs, collecting data such as peripheral pulses, patient skin differences, and palpation. Able to utilize computer technology.
- **Communication:** communication abilities sufficient for interaction with patients, family, and other healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds in a coherent and concise oral and written format. Must be able to follow spontaneous verbal and/or written instructions accurately.
- **Critical thinking:** plan and implement care in the decision-making process and exhibit adequate emotional stability to react appropriately in an emergency and situations of high stress. Able to make decisions under pressure, have the ability to handle multiple priorities, be flexible, and interact with others in a professional manner.
- **Mobility:** physical abilities to ambulate from room to room and department to department independently,

maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, with the flexibility to squat and bend at the knees.

If any of these Essential Functions are impossible for the program applicant to perform, it will be necessary to consider enrolling in another program. In the event that the use of special equipment compensates for non-compliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids, or other adaptive devices) in order to meet the Essential Functions criteria.

### **Cognitive Requirements**

- **Assisting and Caring for Others:** Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Documenting/Recording Information:** Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Communicating with Supervisors, Peers, or Subordinates:** Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships:** Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Getting Information:** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems:** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Organizing, Planning, and Prioritizing Work:** Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards:** Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to your job.
- **Monitor Processes, Materials, or Surroundings:** Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

### **STUDENT PERFORMANCE EXPECTATIONS**

The curriculum is designed to assist the student in developing the necessary skills for safe practice as a practical nurse and to prepare the individual to successfully complete the licensing requirements of the State of Florida Board of Nursing. To do this the student will:

- Complete all assigned activities as directed by the instructors.
- Achieve a grade average of 80% or better for all courses, both theory and clinical.
- Complete all laboratory procedures following a competency list with satisfactory performance.
- Perform all nursing skills following Standard Precautions, using appropriate Personal Protective Equipment and Bio-hazardous Waste Disposal procedures for the school and the affiliating agencies.
- Complete all required hours of clinical experience as assigned with an 80% average or higher performance grade.
- Comply with the policies of the Practical Nursing program, FMTC, and the affiliating agencies.
- Demonstrate a "caring professional attitude" by meeting the Core Values of Professionalism identified in the Practical Nursing Handbook and emphasized throughout the program.
- Demonstrate Professionalism and Employability Skills by complying with all criteria of student conduct, attendance, and dress code policy of the program, as listed in the handbook and course objectives.
- Use communication effectively with patients/clients/residents, families, significant others, health team

members, instructors, and classmates.

- Adhere to legal and ethical principles of nursing practice, such as assuming responsibility for personal and educational growth, using sound judgment to make decisions related to clinical performance, and seeking help when necessary.
- Consistently protect the privacy and rights of patients/clients/residents by following HIPAA and by acting as a patient/client advocate.
- Attend a disciplinary hearing of the Florida Board of Nursing, if offered. Travel and overnight stay may be required. Any travel expense to attend is the responsibility of the student.

When these objectives have been reached, the student will be ready to graduate and may apply to take the licensing examination.

### **PRACTICAL NURSE GRADUATE OUTCOMES**

The practical nurse graduate will:

- Promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the healthcare team.
- Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
- Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the healthcare team.
- Question the basis for nursing actions, considering research, evidence-based practice, tradition, and patient preferences.
- Provide safe patient-centered nursing care following legal and ethical principles within the role and scope of the Licensed Practical Nurse.
- Demonstrate behaviors and attitudes that contribute to successful employment.
- Recognize that participation in organizational activities will contribute to self-improvement and maintenance of standards within the profession.
- Assume responsibility for their own actions and improve nursing knowledge and skills by participating in continuing education opportunities.
- Be prepared for success in passing the NCLEX-PN Examination.

### **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, request required accommodations, if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

### **TUITION**

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due at the appointed time. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

## CLASS SCHEDULE

Full-time classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length. Clinical times vary. Clinicals are typically 6-12 hours and usually begin at 6:30 a.m.

## ADMISSION TO THE PRACTICAL NURSING PROGRAM

### HEALTH RECORD

A health record of each student will be kept on file during the entire program. This will include the record of a recent physical examination and a record of immunity by a local Licensed Medical or Osteopathic Physician, Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). Records must show evidence of immunity or current immunization to Rubella, Rubeola, and Varicella. Two current negative PPDs or a recent negative chest x-ray report are required. The PPD or TB screening will need to be repeated prior to the yearly expiration date if the student's enrollment extends past the one-year date of the PPD. If a student's PPD expires clinical attendance is prohibited.

During flu season, the influenza vaccination may be required.

Any change, or addition to, medication prescribed by a doctor, or changes in health status **at any time must be documented and in the student file.** Without this update of records, the student may not be eligible to participate in clinical assignments.

Medical release documentation will be needed for some medications and some physical conditions that are revealed from the physical examination questionnaire. Medical conditions which may require such documentation include, but are not limited to:

- seizure activity
- pregnancy
- back problems
- neuromuscular dysfunction
- cardiac problems
- hypertension
- endocrine disorders

### Hepatitis B

It is highly recommended, though not required, that every student obtain Hepatitis "B" immunization vaccinations prior to clinical assignments. Information on Hepatitis "B" will be provided.

### Mental Health

Any applicant who has ever voluntarily or otherwise been treated for mental or emotional illness-instability must:

- Submit documentation of satisfactory treatment and recovery prior to one year before entering the program.
- Submit documentation of the ongoing treatment from the treating agency or physician.
- Submit a letter of recommendation from the agency or physician granting approval for program admission. This letter must include the applicant's ability to handle stress, level of neuromuscular function, and appropriateness of affect. If the applicant is on medication, the letter must state that the medications will not inhibit the performance of the Practical Nursing student nor in any way present a harmful situation.
- Agree to follow-up visits with documentation during the program if required.

Students who are admitted to a facility for treatment of emotional or mental illness or who show evidence of unstable behavior while in the program will be withdrawn. Re-admission will be considered after one year upon receipt of documentation as outlined above.

### **Pregnancy**

If there is any possibility of **pregnancy** the instructor must be notified. Written permission from the MD, DO, ARNP, or PA must be provided to be eligible to participate in class and clinical. It is the student's responsibility to take the necessary precautions in the clinical area regarding X-ray, radiation, chemical, or viral exposure.

### **Illness**

A student who becomes **ill** during school hours shall report to an instructor. If the student becomes ill in the clinical area, the student should report to the instructor or department director. If unable to call the instructor, the supervisor will initiate the call. If a student who becomes **ill** at the clinical site requests treatment, care will be given at the student's expense.

The instructor reserves the right to dismiss a student from a clinical assignment based on evidence of illness. Absence time will be accrued. Upon request from an instructor, a student will be required to obtain a written statement from a physician for any absence due to illness or injury.

### **Injury**

Injuries sustained during classroom or clinical hours must be reported immediately to an instructor. An Incident/Accident Report will be initiated. It is the student's responsibility to contact the insurance carrier. If a student is exposed to blood or body fluid the Post-Exposure Protocol must be initiated immediately.

Students who have been admitted to either the hospital or seen in an emergency room for an illness or injury are required to obtain documentation from the healthcare provider before being allowed to return to school and clinical assignment. Additionally, any student diagnosed with a communicable disease must obtain documentation in order to return to class or clinical assignment.

## **DRUG TESTING POLICY**

FMTC is committed to maintaining the highest standards of education and practice. Safe practice requires the efficient and reliable functioning of students in clinical and training areas. In an effort to provide a safe environment for students, to maintain high standards of Practical Nursing education and practice, and to comply with requirements mandated by cooperating clinical facilities, FMTC has implemented a drug-testing program for the purpose of identification and referral of students who may be chemically impaired (chemical impairment includes alcohol and drug use).

Pre-admission and subsequent drug screening at the expense of the student are required before the first day of class and randomly thereafter. Information about this requirement will be provided before beginning the program. Applicants who are taking prescription narcotics may be prohibited from entering the program as the clinical affiliates and the schools are "Drug-Free Environments".

FMTC complies with all drug testing policies and procedures of the clinical sites and facilities in which students obtain clinical experience. Drug Screening will be performed by one of the listed Lab Corp labs. The laboratory shall report student test results directly to the Program Director or a designee. The report will identify the drugs/metabolites tested for, whether positive or negative, and the cutoff for each. These test results will be maintained in strict confidentiality. In the event of a positive screening, students cannot be enrolled and will need to reapply after a six-month waiting period.

Any applicant to or a student enrolled in the Practical Nursing program, who has a history of chemical abuse or an arrest record indicating the same, may be required to immediately contact the Intervention Project for Nurses (IPN) before acceptance into the program. Based on the evaluation process of IPN the applicant may be asked to enter into a contractual agreement with IPN. Failure to enter into this contract and/or comply with the requirements of the contract will prohibit admission into the program or continuation in the program.

### **Reasonable Cause Screening**

If at any time during the program, a student is suspected of being chemically impaired, the student shall be escorted to a collection site for screening. If the test results are negative, there will be no charge to the student. However, if the test results are positive, the student is responsible for the cost of the screening. Reasonable suspicion means a reasonable and definable belief that a student possesses or uses drugs or alcohol, is intoxicated or impaired, or is diverting drugs or alcohol based on reasonable inferences drawn from facts. Among other things, such facts and inferences may be based upon:

- Observable indications of potential drug or alcohol use while in the classroom or clinical site, such as direct observation of drug use or of the physical symptoms or behaviors of being under the influence of alcohol or drugs.
- Abnormal conduct or erratic behavior while in the classroom or clinical site, or a significant observable deterioration or reduction in performance.
- A report of suspected drug or alcohol use, provided by another student, a member of the faculty or staff, a clinical employee, or an otherwise reliable source.

If the drug screening is positive, the student will be withdrawn from the program and advised to self-report to the IPN. The student may re-apply for entry after one full year of compliance with IPN. It must be understood that any licensed nurse is required by law to report such use of a chemical substance to IPN or the Florida Board of Nursing. See Florida Statute 464.

Any student, who withdraws from the program and then returns after six months or longer, will need to have the drug and background screen repeated.

Abuse of prescribed or over-the-counter medications will be dealt with in the same manner as the abuse of illegal substances and alcohol. Arriving at an affiliate business with prescribed narcotics in the body is prohibited where such use prevents the individual from performing the duties of their job or poses a risk to the safety of the individual, patients, or other persons or property. The affiliate reserves the right to judge the effect that a legal drug may have on job performance and to restrict the individual's work activities or presence at the workplace.

### **CRIMINAL HISTORY**

Any student who has been arrested should be aware that the Florida Board of Nursing will require information about the arrest before the student will be permitted to take the licensure examination upon graduation from the program. All convictions, guilty pleas, and nolo contendere or no contest must be reported. This includes misdemeanors, felonies, "Driving While Intoxicated" (DWI), and Driving Under the Influence "(DUI)." Additionally, DWLS "Driving While License is Suspended" must be reported. Crimes must be reported even if there is a suspended imposition of sentence. Failure to disclose criminal history may result in denial of the application by the Board of Nursing. Any applicant who has ever been found guilty of, or pled guilty or no contest/nolo contendere, to any charge other than a minor traffic offense, must list each offense on the application and submit the following information:

- Arrest Records that are Certified or Official
- Final Disposition
- Self-Report

- Letters of Recommendation

Each application is evaluated on a case-by-case basis. The Board of Nursing considers the nature, severity, and recentness of offenses, as well as rehabilitation and other factors. **FMTC cannot guarantee that any graduate will be allowed to take the licensure examination or be employed in a healthcare facility.**

Any student, who accrues an arrest while enrolled in the program, must notify the Program Director **within two days** following the arrest. Failure to do so will result in the withdrawal of the student from the program. The student may also be withdrawn due to the nature of the arrest.

### APPLICATION QUESTIONS

The Florida Board of Nursing will require you to answer the following questions upon submitting an application to take the NCLEX-PN licensing exam:

#### 1. Disciplinary and Licensure History

- Have you ever had disciplinary action taken against your license to practice any healthcare-related profession by the licensing authority in Florida or any other state, jurisdiction, or country?
- Have you ever surrendered a license to practice any healthcare-related profession in Florida or any other state, jurisdiction, or country while any such disciplinary charges were pending against you?
- Do you have any disciplinary action pending against your license?

#### 2. Criminal History

- Have you EVER been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense?
- Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction?
- Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)?
- Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes?
- Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program?
- Are you currently listed on the United States Department of Health and Human Services Office of Inspector General's list of Excluded Individuals and Entities?

#### 3. Health History

- In the last five years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for the treatment of drug or alcohol abuse that occurred within the past five years?
- In the last five years, have you been admitted or referred to a hospital, facility, or impaired practitioner program for the treatment of a diagnosed mental disorder or impairment?
- During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice nursing within the past five years?
- In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last five years?
- During the last five years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol/drug) disorder that has impaired your ability to practice nursing within the past five years?

## **ADDITIONAL REQUIREMENTS FOR PRACTICAL NURSING**

**Auto Insurance:** Students are responsible for the purchase of their own vehicle insurance. When providing transportation to a fellow student, auto insurance is required.

**CPR:** Cardiopulmonary resuscitation certification is mandatory before attending clinical practicum, as defined by clinical affiliates. American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED) certification must be current at all times.

**No Smoking Policy:** FMTC is part of The School District of Lee County and as such maintains a No Smoking on school property policy. Additionally, students must comply with the No Smoking policies of each clinical affiliate. Failure to do so will forfeit the student's right to participate in clinical experiences at that site. Therefore, the student will be unable to satisfactorily complete the requirements of the program and will be withdrawn.

**Student Accident Insurance:** It is highly recommended that each student should carry their own health and/or medical insurance. Additionally, the School District of Lee County offers an optional accident insurance policy for a nominal fee. The accident policy provides coverage while the student is participating in school-sponsored activities while on the premises designated by, and under the direct supervision of the school. Students are responsible for submitting the required documentation to the insurance company and for any expenses related to the student's treatment for accidents or injuries.

**Student Liability Insurance:** All students are covered under a liability insurance policy that is carried by the school. The liability policy provides coverage while the student is participating in the activities of the program. If an accident or incident occurs involving a student or a patient under the care of a student, the student must complete an Accident/Incident report within 24 hours.

## **ADMISSION WITH ADVANCED PLACEMENT OR TRANSFER**

Transfer credit will be established on an individual basis to a student who has been enrolled satisfactorily in another Florida Board of Nursing approved program in an accredited school or who was previously enrolled in a program at CCTC or FMTC and wishes to return to the same program or another Health Science Education program.

The applicant will be accepted by transfer only when there is a vacancy in the present class and upon recommendation of the Admissions Committee.

Criteria for transfer with advanced standing:

- Completion of all entrance requirements of the program.
- Submission of a Certified Transcript from the previous school that includes complete course descriptions for evaluation.
- Applicant must have been enrolled in the transferring credits within the past three (3) years.
- Courses for which credit is being requested must have a grade of "B" or higher.
- The previous Program Director must submit in writing to this Program Director a favorable letter of reference.
- Meet with Admissions Committee requesting placement in the Practical Nursing program. The decision to admit with transfer credit will be determined by the Admissions Committee. The applicant may be required to take and pass the final exam for any course for which transfer credit is being requested.

## **RE-ADMISSION TO THE PROGRAM**

An applicant for re-admission must re-apply, meet current entrance requirements, and participate in a re-entry

interview with the Admissions Committee. Applicants will be considered on an individual basis. Re-admission is not guaranteed and will be based on space availability. Students may enter the program a maximum of **two times** with advanced standing. Any student who entered the Practical Nursing program on two occasions will be considered ineligible for re-entry. After having two admissions, the student should work within the healthcare industry and reapply for possible re-entry after a period of one year from the official withdrawal date.

The following criteria will be used for readmission:

Former students applying for re-enrollment must submit a written request, including the following information:

- Date of the desired re-entry.
- Reason for previous withdrawal.
- Interim employment history with work reference, if requested.
- Personal plan of action detailing what will be done differently to achieve success.

The applicant's request will be reviewed by the Admission Committee at a meeting scheduled with the applicant. The applicant will be given the decision of the committee once a final decision has been made. Any re-admitted student may be placed on probation related to the reason for the original withdrawal. The length of the probation will be determined by the Admissions Committee.

## STUDENT CONDUCT & PROFESSIONALISM

### STUDENT CONDUCT

For successful completion of the Practical Nursing program, the student must demonstrate the attributes of a concerned individual who respects the needs and values of others. This is demonstrated by: a caring attitude, the use of judgment necessary to perform healthcare duties in a safe, ethical, and legal manner; loyalty to the school and the various healthcare facilities; use of the proper chain of command; keeping peer confidences, respecting others, and maintaining total clinical confidentiality; and the ability to follow directions and accept personal responsibility for actions and behaviors of self.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school. At no time should one student's conduct infringe on the rights of others.

**Students Displaying Disruptive Behavior:** Students displaying disruptive behavior will be asked to leave the classroom/clinical setting and faculty will initiate a disciplinary referral. Students will be directed to report to the administration to address the disruptive behavior and resultant consequences. The occurrence of additional disruptive behavior will result in the student being referred to the administration. See the Adult Code of Conduct for examples of discipline infractions.

**Academic honesty is expected.** Students will be honest in all communication with instructors whether written or verbal. Academic dishonesty/plagiarism will not be condoned. When taking an exam all cell phones and electronic devices are to be turned off and put away. Proof of academic dishonesty will lead to immediate withdrawal. Suspected academic dishonesty will result in a disciplinary referral. Administrative investigation of activities will be conducted with resultant suspension and/or withdrawal.

**Cheating includes but is not limited to:**

- Giving unauthorized help to others for an examination.
- Obtaining information from others for an examination.
- Using unauthorized sources of information during an examination.
- Altering answers after an examination has been submitted.

- Purchasing, utilizing, and/or disseminating an instructor test bank.
- Leaving the test platform to open additional search engines.
- Using any smart device during an examination or clinical competency.

**Plagiarism includes, but is not limited to:**

- Submitting any document that has been copied in whole or part from another individual's work without identifying the original source.
- Submitting the same written or oral material in more than one course without prior instructor authorization.
- All assignments submitted to an instructor must be a result of the student's own thoughts and research.

**Follow the proper communication channels:**

- When a student feels cause to complain and/or disagree with an academic issue or action within the program, the student has the opportunity to express the concern through the proper channels.
- Make every effort to resolve the matter with the instructor, in private.
- If dissatisfied with the outcome, schedule an appointment to discuss the issue with the Program Director.
- If the issue still seems to be unresolved, make an appointment to meet with a member of the school Administrative Team.
- See the Grievance Process in the School Handbook.

**Contribute to a learning environment:**

- Assist classmates if you are able and the time and place are appropriate.
- Strive for excellence.
- Use your time wisely.
- Demonstrate pride in your college and be an ambassador to the public.
- Be prepared by having the necessary materials and always be early or on time.

**PROFESSIONALISM CORE VALUES**

**Professionalism** in nursing embodies values inherent to those who pursue a nursing career. The core values of professionalism include patient advocacy and the pursuit of new knowledge; accountability; confidentiality, honesty, integrity, and safety; responsibility; caring and the belief in human dignity, the desire to prevent and alleviate suffering; and teamwork and collaboration.

Unacceptable behaviors are considered when determining employability and clinical evaluation grades.

Expected Behaviors	Unacceptable Behaviors
<p><b>Advocate:</b></p> <ul style="list-style-type: none"> <li>• Places the patient's welfare as your first priority.</li> <li>• Respond, anticipate, and assist the patient in meeting their needs.</li> <li>• Explains procedures, orders, and treatments.</li> <li>• Keeps the patient informed of the plan for care.</li> <li>• Obtains patient consent before completing and or observing a procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Inconsistent in completing required tasks.</li> <li>• Leaves tasks for others when possible.</li> <li>• Takes breaks before completion of duties.</li> <li>• Difficult to find when needed.</li> <li>• Views doing procedures for the experience alone without regard to the needs of the patients.</li> <li>• Not familiar with patient diagnosis or patient history.</li> <li>• Leaves a patient who requires student presence.</li> <li>• Does the minimum work required.</li> </ul>

<p><b>Accountability and the Pursuit of New Knowledge:</b></p> <ul style="list-style-type: none"> <li>● Willing to learn, committed to life-long learning.</li> <li>● Follows policies &amp; procedures.</li> <li>● Adheres to dress code, “how you look cannot guarantee success, but it can ensure failure”.</li> <li>● Recognizes personal capabilities, knowledge, and areas of weakness.</li> <li>● Open-minded with a desire to explore new knowledge.</li> <li>● Takes responsibility for errors and views them as a learning opportunity.</li> <li>● Utilizes critical thinking and offers suggestions for encountered problems.</li> </ul>	<ul style="list-style-type: none"> <li>● Does not take responsibility for own actions.</li> <li>● Requires continual reminders about responsibilities.</li> <li>● Does not report errors to the instructor.</li> <li>● Feels policies are irrelevant and not important.</li> <li>● Blames others for their own shortcomings.</li> <li>● Does not question patients’ care or condition which is not understood.</li> <li>● Does not show initiative in acquiring new knowledge.</li> <li>● Performs procedures without preparation and knowledge.</li> <li>● Sloppy, unkempt appearance.</li> </ul>
<p><b>Confidentiality:</b></p> <ul style="list-style-type: none"> <li>● Strict patient confidentiality is required by law.</li> <li>● Refrains from discussing patients or hospital situations at home, in the cafeteria, in the elevator, or anywhere one would be overheard.</li> <li>● Patient information with names must never leave the clinical facility.</li> <li>● At the end of the clinical day, all patient information is discarded into the approved receptacles.</li> </ul>	<ul style="list-style-type: none"> <li>● Discusses patient and/or experiences with anyone other than those who are required to know.</li> <li>● Mentions the names of patients you learned were hospitalized.</li> <li>● Photo-copying patient information, including chart forms, lab/x-ray results, and MARs, or any part of a patient’s record.</li> <li>● Fails to shred worksheets or any other piece of paper with patient information written onto it before leaving the assigned patient unit.</li> <li>● Fails to maintain confidentiality with others who do not have the right to know.</li> <li>● <b>Breaching patient confidentiality is grounds for immediate dismissal from the program.</b></li> </ul>
<p><b>Honesty, Integrity, and Safety:</b></p> <ul style="list-style-type: none"> <li>● Forthright with others.</li> <li>● Complies with safe techniques even when not being observed.</li> <li>● Gives prior notification to faculty when unable to meet requirements.</li> <li>● Accepts rules/guidelines even if not in agreement with them.</li> <li>● Pays attention to detail.</li> <li>● Abstains from the use of alcoholic beverages or any substance that impairs judgment.</li> </ul>	<ul style="list-style-type: none"> <li>● Skips clinical or other obligations when not supervised.</li> <li>● Fails to communicate a patient’s condition in a timely manner with the potential for affecting patient safety.</li> <li>● Fails to report errors.</li> <li>● Acts outside the scope of practice.</li> <li>● Falsification, forging of or altering documentation.</li> <li>● Fails to report unethical behavior.</li> <li>● Fails to clarify physician orders.</li> <li>● Guesses at answers.</li> <li>● Relies on aides and peers for assistance instead of the instructor.</li> <li>● Ignores difficulty in meeting requirements and does not discuss with faculty.</li> <li>● Abandonment, leaving the clinical site, or patient assignment without notification.</li> <li>● Provides or reports untrue or inaccurate information.</li> <li>● Refuses to ask for help.</li> <li>● Administers medications without the instructor and/or patient care nurse.</li> </ul>

<p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>● Conscientious about being on time and prepared for class and clinical.</li> <li>● Demonstrates a positive attitude.</li> <li>● Recognizes the impact of own behavior on others, especially patients.</li> <li>● Self-directed and helpful.</li> <li>● Committed to excellence.</li> <li>● Tries to be the best nurse possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Reports to clinical late.</li> <li>● Fails to return from break/lunch on time.</li> <li>● Fails to be prepared for clinical by having the required equipment.</li> <li>● Does not show initiative.</li> <li>● Fails to show or notify the instructor of absence.</li> <li>● Fails to assist patients not assigned when they need help or have used the call light.</li> </ul>
<p><b>Caring and Preservation of Human Dignity:</b></p> <ul style="list-style-type: none"> <li>● The desire to prevent and alleviate suffering.</li> <li>● Develops helpful trusting relationships with patients.</li> <li>● Deals with others in a respectful, sensitive, and non-judgmental manner.</li> <li>● Treats others as you would want to be treated.</li> <li>● Listens to and shows interest in patients.</li> <li>● Allows patients to express their emotions.</li> <li>● Anticipates patient needs and checks on patients frequently.</li> <li>● Before leaving the patient's room, asks, "Is there anything else I can do for you".</li> <li>● Introduces self and maintains eye contact with the patient.</li> <li>● Utilizes appropriate touch.</li> <li>● Involves patient and family in patient care.</li> <li>● Follows the chain of command to resolve issues.</li> </ul>	<ul style="list-style-type: none"> <li>● Any verbal, nonverbal, and/or written action that is deemed threatening or bullying is not tolerated.</li> <li>● Utilizes offensive language and/or profanity.</li> <li>● Addresses patients with terms of endearment rather than using their names.</li> <li>● Does not listen to patient concerns.</li> <li>● More focused on skill rather than patients.</li> </ul>
<p><b>Teamwork and Collaboration:</b></p> <ul style="list-style-type: none"> <li>● Recognizes that we are guests within the healthcare facility.</li> <li>● Willing to learn.</li> <li>● Complies with clinical site policies.</li> <li>● Pleasant to staff, peers, and faculty.</li> <li>● Approaches disagreement diplomatically, able to see both sides of an issue.</li> <li>● Accepts criticism constructively.</li> <li>● Adaptable and flexible, ready to make changes.</li> <li>● Adapts quickly and is cooperative.</li> <li>● Able to work and share with others.</li> <li>● Maintains positive attitude: cheerful, upbeat with a "can do" attitude.</li> </ul>	<ul style="list-style-type: none"> <li>● Becomes defensive or augmentative with others.</li> <li>● Uncommunicative with faculty and staff.</li> <li>● Fails to participate, cooperate, and contribute to patient care.</li> <li>● Demonstrates words and/or body language that conveys disapproval or dismissal of others' opinions.</li> <li>● Ignores advice or directions given by faculty or staff.</li> <li>● Fails to "report off" to the nurse before leaving.</li> <li>● Refuses to accept constructive criticism.</li> <li>● Demonstrates behavior that threatens the continued relationship between the school and the healthcare facility.</li> <li>● Complains in the clinical setting, expressing discontent to inappropriate parties.</li> </ul>

### EMPLOYABILITY AND PROFESSIONALISM POINTS

Employability skills are essential in obtaining and maintaining a successful healthcare career. Employability comprises a significant percentage of a student's academic grade and a portion of the clinical practicum grade. Students begin each course with an Employability grade of 100%. Employability expectations will be scored on a daily basis and graded weekly. Employability for Practical Nursing is evaluated on Professional Appearance, Behavior, and Conduct including Attendance across the classroom, skills lab, simulation lab, and clinical settings. Employability points are deducted for infractions including, **but not limited to**, the following:

**1. Professional Appearance (-1 point) For details, refer to the section Dress and Appearance**

- a. **ID badge:** Present and visible above the waist.
- b. **Jewelry:** One wedding ring, one pair of earrings, one nose post is allowed.
- c. **Nails:** Clean and short. Only clear or light pink polish, not chipped or peeling, no gels, etc.
- d. **Uniform:** Clean, neatly pressed, roomy, covers body appropriately, hemmed above floor; warm up jacket or long-sleeved T-shirt (matching black or teal) or lab coat if cold. Socks should be black.
- e. **Tattoos:** Only appropriate tattoos are visible.
- f. **Hygiene:** Clean, no body odor, no fragrant hygiene products.
- g. **Hair:** Is neat and contained and a natural color. No false eyelashes or hair extensions that could interfere with patient safety.

**2. Professional Behavior (-2 points) For details, refer to the section on Student Conduct & Professionalism and Professionalism Core Values**

- a. **Shows initiative:** Interested in acquiring new knowledge.
- b. **Effective communication** with faculty or staff.
- c. **Engaged:** Stays engaged in the learning process. In assigned area class/clinical.
- d. **Punctual and alert:** Present and not sleeping.
- e. **Language:** Proper professional language in class, clinical, and online communication.
- f. **Prepared:** Comes with appropriate equipment, paperwork, supplies, etc.

**5. Professional Conduct (-5 points) For details, refer to the section on Attendance Policies and Procedures**

- a. **Tardy:** First-fourth occurrence (Each additional occurrence – see 10a).
- b. Provides **30 minutes notice** by email or text when tardy or absent in accordance with the attendance policy.
- c. Maintains **confidentiality and/or HIPAA**.
- d. **Cell phone is not present and/or in use** during class or clinical.
- e. Shows integrity in care and **documentation**.
- f. Shows **accountability** for one's actions.
- g. Provides or **reports true and accurate information**.

**10. Unprofessional Conduct (-10 points)**

- a. **Tardy:** Fifth and following occurrences (plus attendance referral).
- b. **NO CALL, NO SHOW!**
- c. **Unprofessional conduct** – disrespectful and or judgmental to people, environment, and/or facility.
- d. **Does NOT practice safe care.**
- e. Other...

**DRESS AND APPEARANCE**

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

The administration has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing that will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Nursing is a highly regarded profession. As such, patients look to nurses as role models of health. The faculty takes great pride in the profession and will make every effort to instill this pride in the students as they prepare for a healthcare career. By maintaining the following standards, the student will continue to make their first

impression on the community a positive and lasting one. **Any deviation from this standard will result in loss of employability points and the student will be sent home.**

Students enrolled in practical nursing must be appropriately dressed **when on campus and when at a clinical assignment.** The instructor will require that the student correct inappropriate uniform/appearance prior to allowing entry into class or clinical. **If a student is in doubt as to whether a clothing item is permissible, ask the instructor before buying or wearing the item of clothing.**

### **Clothing**

Student uniforms have been specifically chosen to identify the student as a Practical Nursing student from FMTC.

- It is always required attire when at a clinical assignment and when on campus as assigned by the instructor.
- The uniform must fit properly to allow for freedom of movement without skin exposure.
- Uniforms should be in good condition and not show signs of wear.
- They must be freshly laundered and pressed.
- Pant length should not be a length in which the pant legs drag on the floor. Dragging pant legs are considered a health and safety issue.
- Shoes must be all black leather with closed toes and heels, clean and polished. Shoe soles must be skid resistant.
- A lab jacket may be purchased for wearing over the official student uniform if additional coverage is needed. During cooler weather, a teal or black T-shirt or turtleneck may be worn under the uniform. Sweaters and other forms of cover-ups are not allowed in the clinical sites.
- When in uniform, black socks that are long enough to cover the legs completely when sitting should be worn.

### **Identification**

- School-issued identification badges must be visible on the upper part of the chest for easy viewing and must be worn at all times while on campus or at a clinical site.
- If a student comes to class without the proper identification, a temporary ID must be obtained and worn.
- A student may be denied admission to the clinical site without the appropriate ID.

### **Hair**

- Must be contained off the face, in either a bun or braid or if of a short length, secured so that it does not fall forward and is kept out of the eyes at all times.
- Hairstyles and color should not detract from patient care.
- All hair apparel should be black.
- Hair apparel should be plain, without embellishments of any kind.
- Facial hair (beards/mustaches) may be worn if kept neatly trimmed. Facial hair is not allowed if it interferes with masks not fitting properly. Safety and infection control standards may apply to the hair, including facial hair.

### **Nails**

- Nails must be clean, short, and not extend beyond the fingertips. Clear-colored polish is allowed. Artificial nails, acrylic nails, gels, or nail enhancements of any kind are not allowed.

### **Tattoos**

- Tattoos that are suggestive, biased, sexually related, or that may be considered offensive must be covered.

### **Jewelry**

- Jewelry must not interfere with the student's ability to safely perform nursing functions. The instructor may request that ear and facial piercings that detract from acceptable care standards be removed.
- No visible chains or necklaces.
- No bracelets.

- One small post earring in each ear is allowed. Large and/or dangling earrings are unsafe and therefore not allowed.
- One small nasal post is allowed.
- Medic alert bracelets, wedding, or engagement rings are allowed, but should not endanger any client.

#### **Perfume**

- Perfume, cologne, or fragrant lotions must not be worn in the classroom or clinical areas.

#### **Gum**

- Gum is not permitted in the clinical areas or the classroom.

### **USE OF SOCIAL MEDIA**

The use of social media platforms will provide students with the ability to communicate with others to connect, support, and learn from others. Students are prohibited from using social media during class or clinical hours unless directed by instructors to do so. Students should be thoughtful of postings. There is nothing private about a social media website. Be certain that postings do not endanger or threaten your employment or licensure in the future.

Student nurses must not utilize social media to post any information that could potentially violate patient confidentiality. Students must avoid posting any information about clinical rotation as someone may recognize the patient based on the content of the posting. Students are not to refer to patients in a “disparaging manner” even if the patient’s name is not used. Students should also avoid the use of threatening, harassing, profanity, or other offensive remarks, (National Council State Boards of Nursing, NCSBN). Misuse of social media shall be subject to disciplinary sanctions/consequences contained in the Adult Code of Conduct.

#### **Board of Nursing Consequences**

The nurse’s inappropriate comments on social media may be reported to the Board of Nursing (BON). Disciplinary action varies between states. Depending on the specific state law, the BON may take action based on the following grounds:

- Unprofessional conduct
- Breach of confidentiality
- Unethical conduct
- Posting privileged communication
- Moral corruption
- Mismanagement of patient records

If the charges are found to be accurate, the BON may discipline the nurse by reprimand, assessment of a fine, or temporary or permanent loss of licensure. Inappropriate use of social media by a nurse may violate state and federal laws relating to patient privacy and confidentiality. Violation of these laws may result in civil and criminal charges, with a result of fines and jail time. Online comments about co-workers can be seen by employers as “lateral violence”. Lateral violence is a concern for current and future employers due to patient safety implications (NCSBN).

As a student of Practical Nursing, you will want to represent your school in a fair, accurate, and legal manner to protect the reputation of the school you are attending. If you identify yourself as a student, your posting should be consistent with how you want to represent yourself to other students, the community, and potential employers.

### **ATTENDANCE POLICIES AND PROCEDURES**

Healthcare workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at FMTC believe that it is essential within the practical nursing curriculum to teach employability skills as an integral

part of the educational program and to practice these skills throughout the program. The client's welfare is dependent on the worker being in the right place at the right time. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

### **Student Attendance Responsibility**

- All students shall be in attendance every day and on time for every class.
- Any student who will be late or absent from the clinical/class assignment must notify the instructor at least 30- minutes prior to the scheduled start time for each day. Failure to notify the instructor will be reflected in the student evaluation, and employability points will be deducted. Traffic situations will be handled on a case-by-case basis at the discretion of the instructor.
- All students shall be responsible for obtaining and completing all assignments missed during an absence.
- All students must bring appropriate materials to all classes and clinical experiences and be prepared to work. Failure to do so may result in the student being asked to leave the clinical area.
- All students are responsible for logging in and logging out of the assigned attendance computer in order to receive credit for class time.
- Student appointments must be made prior to or after class or clinical so that attendance time will not be lost.
- Students are responsible for keeping up to date with their attendance via Focus regarding tardies, absences, and employability points deducted. Any discrepancies or concerns should be brought to the attention of the instructor ASAP and prior to the end of each course. Changes must be made before advancement to the next course if an error has occurred. Once the student has advanced, past hours will not be changed or re-evaluated. If a student has questions regarding attendance, this must be discussed with the current semester instructor and by appointment only.

For purposes of this program, the following definitions are used:

1. **Tardy** – Any time missed from class or clinical during the required time of attendance, such as arriving late or leaving early. Excessive tardiness is defined as four or more.
2. **Absence** – Absence is limited to **5% per payment period. Each payment period is 450 hours** so the maximum amount of time that can be missed per payment period is **22.5 hours**. At greater than 22.5 hours per payment period, **the student may be withdrawn. Consecutive absence of 4 days without notification will result in immediate withdrawal without notification.**

### **Class/Clinical Hours**

Classroom hours are routinely scheduled between 8:00 a.m. and 2:30 p.m. for the full-time program. Clinical hours will vary with the facility and the assignment. Each instructor will provide a monthly clinical rotation schedule of assigned location and expected hours of attendance. Clinical hours may include evenings, nights, and weekends and may begin as early as 6:30 a.m. The length of a clinical day may be 8-12 hours. **For student learning and patient safety, students may not work the six (6) hours immediately before class or clinical.**

### **Clinical Attendance Policy**

- If a student will be late or absent from a clinical assignment, the instructor must be notified at least 30 minutes prior to the scheduled time of arrival.
- Students must meet with the instructor at a previously assigned location prior to going to the assigned patient unit.
- If a student arrives late to the clinical site, contact must be made with the instructor prior to participating in any clinical activities or observations.
- Being respectful to our clinical affiliates and the mentoring staff, if a student arrives at a clinical site  $\geq$  30 minutes late, the student will be sent home and accrue a full day's absence. Traffic situations will be handled on a case-by-case basis at the discretion of the instructor.

- Students must not leave the clinical site for any reason without the instructor's permission to do so.
- Students must not leave a clinical site until dismissed by the instructor.
- Students must not return to the clinical site or assigned unit after being excused by the instructor unless instructor approval is given in advance.

**Make-up work:** It is the responsibility of the student to make up the classroom work that was missed. Upon returning to class following an absence, the student must make an appointment with the instructor regarding any/all work that was missed. Make-up work is at the discretion of the individual instructor. All make-up work is required to be completed within one week of return to school. Failure to complete make-up work within one week will result in receiving a zero for the assignment.

### **HOLIDAYS, TEACHER DUTY DAYS AND SEVERE WEATHER MAKE-UP DAYS**

The Practical Nursing Program is on a 12-month calendar; therefore, the PN student may be in class/clinical when the K-12 students in the Lee County School District are not in attendance. Students will be provided with a calendar at the beginning of each semester in order to make necessary arrangements.

**Holidays:** A tentative schedule will be announced at the beginning of each semester.

**Teacher Duty Days:** Students will not attend class on planning or in-service days. These may differ from the School District of Lee County's K-12 Instructional Calendar. A schedule of these days will be announced as it is available.

**Severe Weather Make-Up Day(s):** In the event of school closing(s) due to a hurricane, the day(s) will be made up during the semester. If the Lee County School Board announces SCHOOLS AND ALL SCHOOL OFFICES ARE CLOSED, the student should NOT report to the school or the clinical agency.

## **STUDENT EVALUATION**

### **PLAN OF INSTRUCTIONAL PRACTICES**

#### **Teaching Methods**

Pre- and post-testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading, and written assignments, oral reports, role-playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, teacher-direct educational games, self-directed learning activity packages, clinical experience, and field trips are among the teaching methods utilized.

Teaching and instructional aids include textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video instruction, films, discussion boards, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods as appropriate.

#### **Safety**

Basic safety standards will be introduced during the program orientation and will include the following: fire drills; active shooter drills; weather drills; bomb threats; proper use of equipment; and traffic and parking regulations. These standards will be reinforced throughout the program.

#### **Evaluation**

Students must comply with all school regulations to be allowed the privilege of attending the Practical Nursing program. A student may be dismissed for unsatisfactory conduct, excessive absences, violation of safety regulations, and unsatisfactory progress. The Practical Nursing faculty and administration use a systematic process to review student progress and to make recommendations for continuation in the program. In that review, factual information from academic, clinical, and employability evaluations are considered. If the faculty determines that the student has deficiencies that limit the possibility of success in the program, the instructor will notify the student of the deficiencies and the expectations for remediation. This notification may take the form of a Learning

Contract and include Probationary Status. Probation related to unsafe clinical performance, unsatisfactory academic progress, or employability skills may be imposed singularly or in combination. **Continuation in the program is dependent upon satisfactory resolution of deficiencies within a specified period of time.** Failure to do so will result in the withdrawal of the student from the program or a recommendation to another program.

### **GRADING SYSTEM**

Each student is responsible for being aware of his/her academic status for classroom theory courses and for clinical practicum. A student seeking guidance must contact the instructor to schedule a meeting during the instructor's office hours.

The grading system is as follows:

A = 100% - 90%

B = 89% - 80%

Below 80% average = Course failure

All courses, both theory and clinical practicum, must be passed at 80% average before the student can progress. All grades and attendance hours are final as of the completion of a course. Fort Myers Technical College is a post-secondary institute designed to provide trained individuals to industry. The approved post-secondary program grading requirements must be met if the student is to receive a certificate.

### **ACADEMIC PROGRESS**

Exams will constitute the major portion of the theory grade. Exams may be objective (multiple choice), alternate test format, select all that apply, or essay. The course syllabus provides information regarding exam grade weights that will be calculated toward the course's final grade. The types of exams administered include unit tests, final exams, content quizzes, and ATI (Assessment Technologies, Inc.). A late exam may be given only with permission of the instructor with consideration on an individual basis and as needed. There are NO scheduled make-up exams for failing grades.

Each course grade must average a minimum of 80%. All laboratory practice must be satisfactory. CPR certification, bath lab, vital signs skills, and eventually physical assessment and medication administration must be mastered to attend clinical rotation assignments.

#### **Keys for Success:**

- Join a study group and meet regularly.
- Study every night.
- Study to understand versus studying to memorize the facts.
- Set up a time management plan.
- Meet periodically with instructors to discuss progress and problems.
- Become actively involved in your learning by fully participating in all learning experiences.
- Take care of your health, exercise regularly, eat nutritious food, and sleep adequately.
- Utilize stress reduction techniques.
- Utilize all ATI products.
- Familiarize yourself with the current NCLEX-PN Test Plan at [www.ncsbn.org](http://www.ncsbn.org)
- Strive to achieve the highest grades possible.

The use of electronic equipment such as cell phones disrupts the education environment and, therefore, the use of these articles is not permitted in the class or the clinical setting. Permission to take audio or video recordings during class time may only be done with permission from the individual instructor.

### **ATI (ASSESSMENT TECHNOLOGIES, INC.)**

The nursing faculty at FMTC have student success as their top priority. As such, the faculty has adopted a series of nationally normed standardized assessments which will be required throughout the nursing curriculum. ATI resources involve many learning experiences including skill modules, practice and proctored assessments, and a comprehensive predictor examination.

- The Test of Essential Academic Skills (TEAS) will be required as part of the admissions process.
- All of the computerized assessments are mandatory and make up a part of the course grade.
- Faculty reserves the right to add new assessments and to require remediation assignments when needed for identified student learning needs.
- Refer to each course syllabus for specific ATI course requirements.
- Students are required to take the ATI PN Comprehensive Predictor Proctored Assessment given at some point during the final four weeks of the program.
- The required minimum score on the ATI PN Comprehensive Predictor Proctored Assessment is a 90% probability of passing NCLEX on the first try.
- If a student scores less than the required 90%, one or more follow-up Predictor Assessments must be taken and passed after completing the required remediation until a 90% probability of passing is achieved. Retake assessments will be at the student's own expense.
- Upon passing the Predictor Assessment with a 90% or higher, the graduate will be awarded a Certificate and transcript.

### **CLINICAL PRACTICUM PROGRESS**

Clinical experiences are an integral part of the curriculum and are designed to provide the student with learning experiences that enhance classroom instruction.

- Progress in the clinical areas will be evaluated daily, including frequent coaching in areas that need strengthening.
- The clinical competency checklist in the Clinical Training Record (CTR) identifies the duties and competencies of the clinical assignment.
- Daily, each student will be evaluated regarding their clinical points (grade). The clinical points awarded by the instructor are determined by the clinical evaluation form.

### **Clinical Supplies**

All students will be required to purchase supplies for lab and clinical and **must carry** the following:

- Black pen
- Bandage scissors
- Penlight
- Goggles
- Stethoscope
- Clinical Training Record
- Watch with a secondhand
- Small Notebook

**Tools:** Stethoscope, penlight, watch with a second hand, bandage scissors, safety glasses, and wired earphones or earbuds (Wireless earbuds are not compatible due to Wi-Fi restrictions).

### **LEARNING CONTRACT**

When a student demonstrates a deviation from expected clinical performance or unsatisfactory academic progress, a "Learning Contract" will be required at the discretion of the instructor.

**Deviation from expected clinical performance is defined as:** "clinical behavior which by its omission or

commission has the potential of placing the patient in physical or psychological harm". The Learning Contract will be required at the discretion of the instructor. This should be completed by the student and recognized as an opportunity for learning, based on self and instructor evaluation of actual performance versus expected performance. When the area of weakness has been identified, the instructor will attempt to assign appropriate clinical experiences related to that deficit. The student and faculty member will meet to discuss possible solutions.

### **SATISFACTORY ACADEMIC PROGRESS**

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid department will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

### **REQUIREMENTS FOR CERTIFICATE**

Students meeting the following requirements are awarded a full program certificate:

- 1) Mastery of 85% of program competencies as determined by the instructor
- 2) A final grade of 80% or better in each course
- 3) Proof of state-mandated basic skills levels
- 4) Attendance of a minimum of 95% of scheduled hours.

### **ACADEMIC STANDING AND WITHDRAWAL**

All students are expected to remain in good academic standing with an institutional average of at least 80%. The Nursing Resource Center is available as a resource to help students who need to remediate academic skills. A student who does not improve their grade to above 80% by the end of a course may be withdrawn for failure to make satisfactory academic progress. A student who is withdrawn for academic reasons may apply for re-admission after the second semester of their withdrawal.

Withdrawal from the program will be recommended if academic, employability, attendance, or clinical performance objectives are not satisfactorily met. Withdrawal may also be the choice of the student for personal reasons.

### **TRANSCRIPTS**

A transcript will be provided to graduates after graduation. Additional official transcripts may be requested via the FMTC website at a charge of \$5.00 each.

No student information, including transcripts or job references, will be given without written permission from the student/graduate.

## **FLORIDA DEPARTMENT OF EDUCATION CURRICULUM FRAMEWORK STANDARDS**

The Licensed Practical Nurse (LPN) is a person with a sufficient educational background who, under the supervision of a professional nurse or physician, administers routine services in caring for selected subacute, convalescent, and chronic patients and assists in the care of the acutely ill.

The complete curriculum framework can be found at the Florida Department of Education website:

<https://www.fldoe.org/file/20894/H170607-2627.rtf>

**Florida Department of Education  
2026-2027 Curriculum Framework  
Program Title: Practical Nursing  
Program Type: Career Preparatory  
Career Cluster: Health Science**

Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	HOSA: Future Health Professionals, Skills USA
SOC Codes	Assignment pending.
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>
Basic Skills Level	Computation (Mathematics): 11 Communications (Reading Language Arts): 11

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the Health Science career cluster. This program is designed to prepare students for employment as Licensed Practical Nurses. The program must be approved by the Florida Board of Nursing in order for graduates to apply to take the examination to practice as a Licensed Practical Nurse.

The content includes but is not limited to theoretical instruction and clinical experience applying the clinical judgment measurement model in medical, surgical, psychiatric, obstetric, pediatric, and geriatric nursing, acute care, long-term care, and community settings. Application of vocational role and function; personal, family, and community health concepts; nutrition, human growth and development over the lifespan; body structure and function; interpersonal relationship skills; pharmacology and medication administration; legal and ethical aspects of practice, respect and civility, and self-care for nurses.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

**Program Structure**

This program is a planned sequence of instruction consisting of two (2) occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	PRN0098	Practical Nursing (PN) Foundations 1	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
	PRN0099	Practical Nursing (PN) Foundations 2		300 hours
B	PRN0290	Practical Nursing (PN) Medical Surgical 1	REG NURSE 7 G PRAC NURSE @7 (Must be a Registered Nurse)	300 hours
	PRN0291	Practical Nursing (PN) Medical Surgical 2		300 hours
	PRN0690	Practical Nursing (PN) Transition to Practice		150 hours

Please refer to 464.019(1)(b), F.S., for faculty credential requirements to teach this program.

### **National Standards (NS)**

Students are eligible to apply to take the national licensing examination after satisfactory completion of an approved program. The National Council Licensure Examination for Practical Nurses, NCLEX-PN, is a computer-adaptive examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse.

Programs identified as having Industry or National Standards have been cross-walked with the corresponding standards and/or benchmarks. Industry or National Standards for the Practical Nursing program can be found using the following links: <https://www.ncsbn.org/publications/2023-nclex-pn-test-plan> and <https://www.ncsbn.org/exams-research/report-of-findings-from-the-2021-lpvn-nursing-knowledge-survey>

### **Regulated Programs**

The Practical Nursing Program must comply with the Florida Board of Nursing rules, including faculty qualifications. For questions regarding this process, please contact: Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, FL 32399-3752.

Clinical instruction of nursing students will meet the requirements of 464.019, F.S. Clinical experience must make up at least 50% of the total program. Simulated practice and clinical experiences are included as an integral part of this program. Clinical Simulation may be used for no more than 50% of the total clinical experience.

### **Florida's Career Readiness Skills for CTE Programs**

#### **Employability Skills**

1. Apply academic skills to workplace scenarios.
2. Design a solution to an industry problem.
3. Manage resources within an industry project.

4. Oversee the subcomponents, operations, and output of a technical or organizational system.
5. Use information for decision making.
6. Apply relevant technology to workplace scenarios to aid productivity.
7. Interpret and express interpersonal communication.
8. Interact with others to accomplish workplace goals.
9. Manage personal behavior to maximize productivity and professional growth.

#### **Job Attainment**

10. Find, assess, and apply to job opportunities.
11. Communicate personal competence, character, and fit for a job opportunity.
12. Cultivate and leverage relationships to professionally advance.

#### **Practical Nursing Standards**

After successfully completing this program, the student will have demonstrated mastery of the following student learning outcomes:

- 01.0 Integrated Processes – Apply the following fundamental integrated processes to the practice of practical nursing and integrate them throughout the Client Needs categories and subcategories in every course of the program (See Client Needs categories from NCSBN, 2023). This standard is part of EVERY course in the Practical Nursing program.
- 02.0 Demonstrate the ability to participate in teamwork and collaboration, using appropriate written and verbal therapeutic communication, interpersonal skills, and standard nursing terminology (Coordinated Care, Health Promotion, and Maintenance).
- 03.0 Demonstrate the ability to participate in teamwork and collaboration, using organizational functions, the plan of care, computer literacy, and electronic health record use (Coordinated Care, Health Promotion and Maintenance).
- 04.0 Demonstrate legal and ethical aspects of practice and responsibilities specific to the nursing profession (Coordinated Care).
- 05.0 Recognize and practice safety and security procedures, including environmental safety, client safety, and healthcare worker safety (Coordinated Care, Safety and Infection Control, Physiological Adaptation).
- 06.0 Recognize and practice infection control principles and procedures and demonstrate maintenance of aseptic technique (Coordinated Care, Safety and Infection Control, Physiological Adaptation).
- 07.0 Perform client and personal care (Safety and Infection Control, Basic Care and Comfort, Reduction of Risk Potential).
- 08.0 Select clinical judgment functions in geriatric care (Psychosocial Integrity).
- 09.0 Explain foundational and evidence-based practice thinking that supports practical nursing care, describing the body structure and function of the healthy human body, including but not limited to the following body systems (Coordinated Care, Health Promotion and Maintenance).
- 10.0 Explain foundational thinking that supports human growth and development across the lifespan (Coordinated Care, Health Promotion and Maintenance).
- 11.0 Develop teamwork and collaboration through clinical judgment, the nursing process, clinical reasoning, critical thinking, the use of SBAR (situation, background, assessment, recommendation), and the nursing care plan (Coordinated Care).
- 12.0 Demonstrate nursing knowledge, skills, attitudes (KSAs), procedures, and the following skills (Coordinated Care, Safety and Infection Control, Health Promotion and Maintenance, Pharmacological Therapies, Reduction of Risk Potential, Physiological Adaptation).
- 13.0 Demonstrate the use of clinical judgment to provide competent psychiatric or mental health care that includes the following diseases and disorders: schizophrenia, mood disorders, personality disorders, anxiety disorders, substance abuse, substance use disorders, impulse control disorders, eating disorders, and neurodevelopmental disorders (Psychosocial Integrity).

- 14.0 Demonstrate nursing knowledge, skills, attitudes (KSAs), and procedures related to safe administration of medication that include the following skills (Coordinated Care, Safety and Infection Control, Health Promotion and Maintenance, Pharmacological Therapies, Reduction of Risk Potential, Physiological Adaptation).
- 15.0 Demonstrate nursing knowledge, skills, attitudes (KSAs), and procedures related to safe intravenous access and intravenous medication administration that include the following skills (Coordinated Care, Safety and Infection Control, Health Promotion and Maintenance, Pharmacological Therapies, Reduction of Risk Potential, Physiological Adaptation).
- 16.0 Interpret evidence-based practice to provide health awareness in community settings (Reduction of Risk Potential).
- 17.0 Demonstrate the use of clinical judgment to care for pre-operative and post-operative clients (Reduction of Risk Potential, Physiological Adaptation).
- 18.0 Demonstrate the use of clinical judgment to care for a medical surgical client (MS1: cardiovascular/circulatory, respiratory, lymphatic/immune, musculoskeletal, endocrine, integumentary/sensory systems) (Reduction of Risk Potential, Physiological Adaptation).
- 19.0 Demonstrate the use of clinical judgment to care for a medical surgical client (MS2: gastrointestinal, neurological, urinary, reproductive, oncologic. (Reduction of Risk Potential, Physiological Adaptation).
- 20.0 Demonstrate the use of clinical judgment to care for an obstetric or maternal/newborn client needing intrapartum care (Health Promotion and Maintenance, Reduction of Risk Potential, Physiological Adaptation, Coordinated Care).
- 21.0 Demonstrate the use of clinical judgment to care for a pediatric client with the following diseases or disorders, including SIDS/SUIDS (Health Promotion and Maintenance, Reduction of Risk Potential, Physiological Adaptation, Coordinated Care).
- 22.0 Demonstrate the use of evidence-based practice and readiness for safe transition to nursing practice.

**HOSA – HEALTH OCCUPATION STUDENTS OF AMERICA**

HOSA is a career student organization for Health Science Education students at all levels of education and practice. It is a non-profit educational association of student members preparing for healthcare careers. The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of all Health Science Education students, thereby helping the students to meet the needs of the healthcare community. HOSA is a part of the Practical Nursing curriculum and all students are encouraged to participate.



WE WISH YOU SUCCESS IN BECOMING A NURSE  
AND MAKING A DIFFERENCE!



