HEALTH CAREER INSTITUTE

CLINICAL HANDBOOK

2017 – 2018

Health Career Institute
1764 North Congress Avenue
West Palm Beach, Florida 33409
(561) 586-0121 Office
(561) 471-4010 Fax

www.hci.edu

Introduction

Dear Nursing student,

We would like to take this opportunity to encourage you as you embark upon your clinical journey into the profession of Nursing. This is the time for you to apply theory into practical experiences. The HCI Nursing program is committed to assisting you in achieving your educational goals of successfully completing the program and passing the National Council Licensing Examination for Registered Nurses (NCLEX-RN®).

This Handbook has been developed to serve as a guide to provide essential program-specific information for your clinical/laboratory/simulation rotation including policies and procedures, expectations of students, program of study details and resources available to facilitate your learning experiences.

It is in your best interest to make the time to familiarize yourself with the content and adhere to its policies and procedures. It is ultimately the responsibility of the student to review this very important handbook. Students are responsible for becoming familiar with and acting in accordance with the policies and procedures set forth in this publication. The curriculum, policies and procedures of the Nursing program are reviewed periodically and are accurate and current as possible. The student will receive copies of revised policies, procedures and/or revised editions**.**

The student should review this handbook at the beginning and throughout each semester. Due to the nature of the curriculum and the clinical expectations of the Program's graduates, program policies and procedures may be more stringent than those of HCI.

If you have questions, please feel free to consult with your clinical faculty, didactic faculty, Assistant Director of Nursing or the Director of Nursing for additional clarification or assistance. We are here to support and assist you in meeting your goals.

Sincerely,

The HCI of Nursing Faculty and Staff

Administration

President/Chief Operating Officer……Brenda Green, MBA

Chief Academic Officer……...Thomas Filippi, MA MS

Director of Nursing……..……Sherry Raber, MSN RN

Clinical Coordinator.....Belzoria White BSN, RN

Clinical/Simulation Assignments

Clinical rotations will be assigned based on the clinical learning objectives of each course and availability of clinical sites.

Clinical Documents

The student **is responsible for monitoring the number of clinical hours** completed to satisfy the requirements of each course. The student will provide the registrar with all clinical time sheets on a **weekly** basis. The clinical instructor is responsible for ensuring that midterm and final evaluations are complete and submitted to lead instructor at the end of the clinical rotation.

Clinical Attendance

Clinical attendance is an important aspect of meeting the objectives of the Nursing courses. Regular and punctual attendance is expected of all students. Any missed clinical time must be reported to the clinical instructor **at least one hour** prior to the start of the clinical; if unavailable the Assistant Director or Director of Nursing must be notified.

Students are **required** to make-up **all** clinical absences. Excused Clinical absences for an illness/emergency will require verification from a health care or emergency provider, and must be presented to ADON/DON upon return**. All missed clinical days/hours must be made up.** **A letter from a healthcare provider does **not** excuse a student from meeting required obligations such as assignments, clinical hours and/or exams.

ONE EXCUSED clinical absence will be allowed to be rescheduled. The **Second** missed clinical will cause the student be automatically dropped from the clinical rotation, and **failure** of the course. Students who miss a **SECOND** clinical day, **regardless of reason**, will be **dropped** from the course and receive a grade of **"F"** for the clinical component. Inability to attend required clinical experiences may result in being withdrawn from the course.

***Students are not guaranteed clinical make-up opportunities; as availability and resources may be limited.** If clinical make up opportunities are available, they will be arranged by the clinical faculty on pre-determined dates. In the event clinical make-up hours are not available by the last day

of the course, the student will receive a grade of "**Unsatisfactory**" for the entire clinical experience and the clinical must be repeated. *Progression to the next core nursing course cannot occur until all clinical hours for the prior course are completed.*

Clinical Simulation

Human simulation experiences are an integral part of Nursing education. All students will participate in simulation and skills labs during their Nursing education. Each lab experience will have specific simulation and skills labs requirements.

Missing a simulation experience is considered **one unexcused clinical absence** and will need to be made-up prior to the end of the semester. Being tardy for a simulation is not acceptable and will be considered a "no show" and unexcused absence. You may **not** miss a simulation and/or a clinical rotation.

Clinical Requirements

All students entering the Nursing program must meet **all** medical requirements by the established due date prior to attending clinical. Failure to comply with the required documentation will result in registration delays and inability to attend required clinical experiences which may result in dismissal from the program and subsequent failure of the course.

As part of contractual agreements with clinical agencies, all Nursing students must fulfill the requirements. All requirements must remain current throughout the program. It is important to note that the clinical agency contract agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization and health clearance will not be accepted at the site.

Students are responsible for all costs related to criminal background, drug screening, immunizations and health clearance required for admission to clinical, progression and graduation from the Nursing program. In addition, students are **responsible for all costs that may be associated with injury or illness** while on campus, in the learning laboratories, at a clinical experience or performing other campus/program related activities during enrollment in the Nursing program.

NOTE: All Nursing students must submit immunization records, labs, PPD results, current American Heart Association Basic Life Support (BLS) for Healthcare Provider's certification, and other required clinical documents to the registrar by their due date. Failure to complete this requirement may result in program dismissal.

1. Cleared Background Check

The Joint Commission of Accreditation (TJC), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. A background investigation must be completed prior beginning clinical course work in the Nursing program. Applicants are responsible for costs associated with the background investigation conducted by the vendor.

The applicant must submit to and pass a criminal background check and be cleared per the Nursing program policy as well as appropriate State Board of Nursing rules and regulations in addition to clinical site requirements. Students must maintain a clear criminal background while enrolled in the Nursing program. Students must report to the Director of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the Nursing program.

***All student background checks are kept secured.**

2. Negative Drug Screen

The applicant must submit to and pass a 10 panel drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a HCI designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the Nursing program with a positive, insufficient, dilute or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. Prescribed medications that may result on a drug screen must be documented and disclosed.

3. Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the Nursing program. HCI must maintain a current signed copy of the student's BLS card within the student file. Students are required to have their CPR card on them at all times during class, laboratory and clinical activities. If the BLS card expires during the Nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered unexcused absences.

4. Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students

It is essential that Nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, simulation and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Director of Nursing.

Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe client care. It is the ultimate responsibility of the Director of Nursing to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in being dropped from the Nursing program. Students are required to report changes and/or additions in medication, new prescriptions or change in medical or mental health status to the Director of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. HCI does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

5. Immunizations

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or HCI policy. The Nursing program has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization and serology testing at any point throughout the enrollment of the Nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the Nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

Vaccination / Screening	Requirements in Brief
Hepatitis B	-Serologic proof of immunity (quantitative not qualitative) is required. -Three dose series (dose #1 now, #2 in 1 month, and #3 approximately 5 months after #2). -Obtain serologic testing 2 months after dose #3.
Rubella and Rubeola	-Serologic evidence of immunity (quantitative not qualitative) or laboratory confirmation of disease is required. -If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	-Serologic proof of immunity (quantitative not qualitative) or laboratory confirmation of disease required. -If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Influenza	-Required annually
Tuberculin Skin Test (PPD)	-For students with no history of previous annual tuberculin skin testing -Testing must be within the past 90 days.

	-For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided as well as a TB Questionnaire.

6. Serological evidence of immunity (quantitative not qualitative)

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to Hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against Hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Evidence of the first administration must be provided in order to participate in any agency based clinical rotations.

The student must submit documented proof of completing the Hepatitis B series six months from receiving the first Hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual, who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity, must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing in the event of an exposure.

Rubella and Rubeola (quantitative not qualitative)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.
Individuals must submit proof of immunity against Rubella and Rubeola through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate “indeterminate” or “equivocal,” individuals should be considered non-immune, additional MMR vaccination may be required in accordance with current CDC

recommendations/guidelines. Students are required to provide documentation to HCI and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox) (quantitative not qualitative)
Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the college and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

7. Seasonal Influenza
Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to HCI and maintain compliance with the immunization and health clearance policy. Flu season will be considered October through the last day of April for purposes of this policy.

8. Tuberculosis/Tuberculin Skin Test (PPD)
Students are not permitted to practice in any clinical, laboratory or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening PPD while enrolled in the Nursing program.

For students with a history of a positive PPD, they must complete a TB questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease every 2 years and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document “no evidence of active pulmonary disease” by an appropriately credentialed healthcare provider.

If an annual PPD is read as a new positive, documentation of a negative chest x-ray report documenting “no evidence of active pulmonary disease” must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of BCG vaccination are not exempt from annual TB screening. Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual TB questionnaire and provide documented evidence of a negative chest x-ray reporting “no evidence of active pulmonary disease.” https://www.cdc.gov/tb/publications/factsheets/prevention/bcg.htm

Both results must be within the past 90 days prior the first week of the semester/quarter in which the student initially enrolls in the Nursing program.

Students who demonstrate a positive PPD or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

7. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The HCI Nursing program has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization and serology testing at any point throughout the enrollment of the Nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

8. Student Health Requirements

It is essential that Nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition or injury is present prior to entering the clinical facility. The HCI Nursing program or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness and/or injury may cause a potential safety risk to the student, or others. Additional health care clearance documentation may be required and are at the student's expense.

Some examples of medical issues include, but are not limited to: limitations required after surgery or accident, immunosuppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and Assistant Director/Director of Nursing will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and ADON/DON within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to HCI prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place a student or client at risk may not be eligible for admission or continuation in the Nursing program. Risk assessment is at the discretion of the Director of Nursing.

ID Badges

I.D. badges must be worn at all times while on HCI property and clinical affiliation partner sites. Lost or stolen cards should be reported to the Director of Nursing. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen cards will be replaced for a fee. Damaged cards will be replaced for free upon presentation of the original card.

Dress Code

Nursing students are required to wear navy blue scrubs embroidered with HCI name, logo, and student name. Approved Nursing attire must be worn **during all class, clinical, lab, simulation and HCI-related activities**.

Overall Appearance:

1. Clean, well-groomed appearance
2. Trimmed hair, beard, moustache, sideburns (some clinical facilities do not permit facial hair)
3. No visible tattoos; visible tattoos must be covered at all times
4. Body piercing: One small stud permitted per ear lobe (no larger than ¼"); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited tongue, nose, eyebrow, ear cartilage or other visible piercings.
5. Jewelry: Wedding or commitment band, watch with a second hand. No additional jewelry is permitted.
6. **Nails:** Clean, short (not beyond tip of finger), smooth with no jagged edges. Clear, un-chipped natural nail polish; no nail decor/jewelry, artificial, acrylic, overlays, gels, etc.
7. **Hair:** Must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white. No headbands, bows, scarves or bandanas. Due to the professional nature of the Nursing profession, hair color which occurs in nature and a conservative cut and style is required.
8. Make-up: Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**
9. Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.
10. Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene and oral care prior to client contact.
11. Head covering/long sleeves: Students who must wear a head covering and/or long sleeves due to religious preference are to do the following:

- Tuck the head covering into the neck of their scrub top
- a white long sleeve top with elastic wrist cuffs may be worn under the scrub top

12. Badge: Some agencies may require their own identification badges in addition to the one issued by the HCI. Lanyard (necklace) badge holders are not permitted in order to ensure the safety of the student.

Uniform Standards of Appearance:

1. Clean, well-maintained and pressed
2. Appropriately fitted (not too tight or too loose); fit must be conservative and not revealing in nature
3. Cannot be altered in appearance (additional embroidery, patches, etc.)
4. An optional white, short or long-sleeved t-shirt may be worn underneath the scrub top (scrub top must completely cover the t-shirt)
5. Any student who has chest hair exposed when wearing only a scrub top must wear the specified white t-shirt
6. If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted)
7. Cannot be worn outside of HCI-related experiences
8. Underwear must be worn; cannot be readily visible; must be white or flesh tone; no visible designs or lettering due to the conservative nature of the Nursing profession
9. Uniforms that appear worn, dingy, stained or torn must be replaced at the student's expense

Lab Coats:

1. Students may purchase a navy blue or white lab coat (optional at the student's expense)
2. Clean, well-maintained and pressed

Shoes:

1. Must be all white leather or vinyl (no patent leather or **canvas**)
2. Free of lettering or design
3. Well-fitted
4. Clean (including ties); white ties only; well-maintained and in good repair
5. Full-coverage, closed toe (no sling-backs, clogs, heels)
6. Socks must clean, white and cover the entire foot and ankle area (no exposed skin)

* Clinical affiliate policies may necessitate additional dress code requirements. Inappropriate attire may result in student dismissal from the academic or clinical setting.

Professional Behavior

HCI has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.

1. Adhere to HCI policies and procedures as outlined in the HCI Catalog.
2. Adhere to program policies and procedures as outlined in the Nursing Student Handbooks.
3. Adhere to policies and procedures of the clinical affiliation site where assigned.
4. Arrive to clinical sites on time; punctuality is a demonstration of professional behavior.
5. Demonstrate responsibility and accountability in all aspects of the educational process.
6. Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
7. Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates **unprofessional behavior(s)**, the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action.

A Student Performance Improvement Plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. HCI reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the Director of Nursing.

Professional Behavior Procedure:
The Administrative Action will become effective in the semester the student is currently enrolled in, and remain in place for the remainder of the following semester. At the completion of the following semester, the Director of Nursing will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in the Student Performance Improvement Plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and HCI.

Clinical Experience – Request for Removal of Student
Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Administrative Action. It should be noted that if the cause for removing a student from a clinical site is deemed by the Director of Nursing as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or HCI.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site if there is availablity that meets the learning objectives. Should a second incident occur during the *same* clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the Director of Nursing addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

Dismissal from Clinical Policy

The following circumstances are examples of grounds for dismissal from the Nursing Program:

1. Violation of the ANA's Code of Conduct for Nurses.
2. Impairment by substance use while conducting HCI-related activities or while attending clinical.
3. Refusal to cooperate with requested alcohol and/or drug screening. Refer to Impaired Student Screening Policy.
4. Violations of professional behavior.
5. Violations of client safety standards.
6. Violations of expected clinical performance objectives
7. Acts of insubordination deemed to be significantly serious.
8. Dismissal for unexcused absence
9. Failure to follow the direction of faculty, college administration and/or clinical affiliation partners employee, staff and/or administrators.
10. Failure to follow the policies, written and verbal, of a clinical affiliation partner.
11. Demonstrating unprofessional, aggressive, and/or unsafe behavior at a clinical affiliation partner site or community event.

*All dismissal appeal decisions are issued by the Director of Nursing

Safe Practice in the Clinical Setting Policy

Safe practice in clinical settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a grade of "F" for the course.

Students are expected to practice safely and ethically adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act which is located online at

http://www.nursingworld.org/codeofethics

http://www.doh.state.fl.us/mqa/Nursing/info_PracticeAct.pdf

Definitions:
The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of Nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care, and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. Regulatory: The student practices within the boundaries of the Florida State Nurse Practice Act, the guidelines and objectives of the HCI of Nursing and follows the rules and regulations of the health care agency. Guidelines and objectives of the HCI of Nursing are found in the *Nursing Student Handbook*. Students are bound by the rules and regulations of the health care agencies.

Examples of unsafe practice include but are not limited to the following:

a) Failure to notify the agency and/or instructor of clinical absence.
b) Failure to adhere to the dress code.
c) Presenting for clinical rotation under the influence of drugs or alcohol.
d) Failure to meet course attendance requirements.
e) Repeated tardiness to clinical assignments.
f) Failure to consult clinical instructor prior to any changes on clinical assignments.
g) Leaving the clinical agency without notifying appropriate personnel.

2. Ethical: The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act.

Examples of unsafe practices include but are not limited to the following:

a) Refuses assignment based on client's diagnosis, race, culture, or religious preference.
b) Inappropriate practice in any assigned activity related to clinical practice.
c) Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare. Unethical behaviors should be reported directly to the preceptor or clinical instructor.

3. Biological, Psychological, Social, and Cultural Realms: The student's practice meets the total needs of the human system from a biological, psychological, sociological, and cultural standpoint.

Examples of unsafe practice include but are not limited to the following:

a) Failure to display stable mental, physical, or emotional behavior(s) which may affect others' well-being.
b) Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
c) Acts of omission or commission in the care of clients, such as but not limited to: abandonment of an assigned client, physical abuse, placing client(s) in hazardous positions, conditions, and circumstances causing mental or emotional abuse or medication errors.
d) Interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
e) Lack of physical coordination necessary for carrying out Nursing procedures.

4. Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.

5. Human Rights: The student's conduct shows respect for the individual, client, health team member, faculty, and self-including but not limited to the innate, legal, ethical, and cultural realms.

Examples of unsafe practice include but are not limited to the following:

a) Failure to maintain confidentiality of interactions.
b) Failure to maintain confidentiality of records. Copying the client's record or any part of the record is strictly prohibited unless allowed by clinical affiliate with all identifying information removed.
c) Dishonesty in relationships.
d) Utilization of stereotypical assessments which are detrimental to client care.
e) Failure to recognize and promote every client's rights.

Unsafe Practice Procedure:

A student whose pattern of behavior endangers a client's peers, staff members, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. At the discretion of the clinical instructor, the student may be removed immediately from the clinical area. This may result in failure in the course.

Intravenous Push (IVP) Medication Administration Policy

Students are not permitted to prepare or administer IV push medications. Students may prepare and administer saline IV flushes under the discretion and direct supervision of their clinical instructor only.

Health Insurance Portability and Accountability Act (HIPPA)

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from HCI.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Recording, Videotaping or Photographs

Audio or video recording any lecture, meeting or other HCI related function without written permission from the Director of Nursing shall be considered a violation of policy. Students with documented disabilities requesting special accommodations should review the college catalog and follow the appropriate process. Students are not permitted to take any photos, videos or audio recordings at any clinical sites. No exceptions. Violations of this policy may result in failure of the course or immediate dismissal from the program.

Social Media Policy

To maintain professional standards, students must adhere to the following rules:

1. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site.
2. The transmission of confidential or proprietary information without the permission of HCI is prohibited.
3. Student must not mention HCI in a blog or elsewhere in online social media, or mention a position taken by HCI, nor express a political opinion or an opinion regarding HCI's positions, action or products.
4. Any conduct which impermissible if expressed through a social networking site.
5. For example, posted material that is discriminatory, defamatory, libelous or malicious is forbidden. HCI's policies, including but not limited to the Sexual Harassment Policy apply equally to student comments on social networking sites even if done in class or out of class.

Exposure Control Policy

The Nursing program is committed to providing a safe and healthy environment for our students. All Nursing students having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

Exposure Control Plan:
Students covered by this policy will receive an explanation of this ECP during their initial training session. It will also be reviewed before each clinical rotation. Also, look below for more information.

Needle stick/sharps, exposure, and equipment incident Procedure and Reporting:
In situations where a needle stick or sharps injury exposes a student to the blood or other bodily fluid of another during class, lab, or externship, and/or where a student is injured by lab equipment the following procedure must be followed:

1. Exposure Incident Report together detailing the incident and steps taken after the incident. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible.
2. The Exposure Incident Report is given to the Director of Nursing and Chief Operating Officer.

*For any emergency situations, campus staff must call 911 to seek assistance.

Exposures or Injuries on Externship:
Our Affiliation Agreement states the following:
That in the event of an accident or injury to any assigned student(s) or faculty member(s), the Facility will provide emergency medical and/or dental treatment to the participating student(s) or faculty member(s) while at the Facility and, on the conclusion of said emergency treatment, said individual will be referred to the care of his/her own physician. The cost of any and all emergency treatment is to be paid for by the injured student(s) or faculty member(s).

1. As soon as any member of the campus staff is notified of the incident, the Program Head and manager on duty must complete an Occupational Exposure Incident Report together detailing the incident and steps taken after the incident. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible. The Program Head and/or manager on duty should also request an incident report completed by the site supervisor.
   The Occupational Exposure Incident Report and extern site's incident report are given to the Director of Nursing, Chief Operating Office, and Business Office Manager.

Insurance Coverage:

The determination of whether HCI's insurance will cover the incident is dependent on the specific circumstances. HCI staff should never suggest to a student that the incident will be covered by HCI's insurance. The student will be contacted by the insurance carrier representative if any further action or information is needed.

The student is responsible for all payments or insurance unless otherwise notified by the insurance company.

Post-Exposure Evaluation and Follow-Up:
Should an exposure incident occur, the student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged. Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner. Unless extraordinary circumstances are present, the clinical faculty member shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area exposed in an acceptable manner (i.e. a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water. An immediately available confidential medical

evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. In the event of a life threatening emergency, call 911. Student should be taken to the nearest Emergency Room.

Additional Post-Exposure Resources:

There is a 24-hour nationwide Post Exposure Prophylaxis hotline at 1-888-HIV-4911 (1- 888-448-4911) if there are any questions or concerns about the exposure incident, evaluation or treatment.

Prohibited Procedures

Health Career Institute Nursing Students may not:

- Administer chemotherapy
- Administer IV Push medications (with the exception of saline flush – see list below *)
- Administer narcotics without direct RN supervision and co-signature
- Mix cardiac drips (see list below **)
- Initiate, or "hang", blood or blood products (see list below***)
- Mix Heparin or Insulin drips
- Perform Cardiac Output measurement
- Set up insulin or PCA pumps
- Take verbal or telephone orders
- Transcribe or check written orders without direct RN supervision and co-signature

***IV push medications are considered to be in undiluted form. Medication given via Volutrol, IV-piggyback, or typical saline flush is permitted. Health Career Institute students are not permitted to administer IV-push medications; this includes, but is not limited to:**

- All antiarrhythmics
- Apresoline
- Atropine
- Brevibloc
- D5O
- Digibind
- Dilantin
- Epinephrine
- Hyperstat
- Inderal
- Lanoxin
- Lopressor
- Mannitol
- Narcotics
- Phenergan
- Sodium bicarbonate
- Steroids
- Valium
- Verapamil

****Health Career Institute students are not permitted to mix cardiac, insulin, or heparin drips; this includes, but is not limited to:**

- Bretylium
- Dobutamine
- Dopamine
- Inamrinone
- Isoproterenol
- Nitroprusside
- Norepinephrine
- Procainamide
- Xylocaine
- Insulin
- Heparin

***** <u>Health Career Institute students are not permitted to initiate, or "hang" blood products;</u> this includes, but is not limited to:**

- Albumin
- Cyroprecipitate
- Fresh frozen plasma
- Packed red blood cells (PRBC)
- Plasminate
- Platelets
- White blood cells
- Whole blood

Expectations of the Health Career Institute Nursing Student

- Identify and communicate learning needs to the preceptor/staff nurse
- Assist in development of individualized learning objectives
- Make rounds with the preceptor/Nursing staff to observe conditions and needs of assigned patients.
- Report at scheduled time
- Dress and behave in a professional manner
- Review policies and procedures pertinent to the unit and facility
- Establish priorities for Nursing care with the input of the preceptor/Nursing staff
- Explain and provide rationales for actions in Nursing care
- Request instruction, supervision, and guidance when necessary
- Seek learning opportunities throughout the clinical experience
- Seek regular feedback from their preceptor/Nursing staff.

Nursing Clinical Handbook
Receipt Acknowledgement Form

My signature on this document certifies that I have received the **Nursing Clinical Handbook**. I understand that it is my responsibility to review it in its entirety and seek clarification on any questions, concerns or points in which I need clarification. I further understand that it may be amended and/or changed during my enrollment. By signing this acknowledgement, I understand that it is my responsibility to follow all policies and procedures as outlined.

In the event of any change or amendment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns or points for which I do not understand.

I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

_____ _____
Printed Name *Date*

_____
Student Signature