

Practical Nursing (PN) Program Handbook Fall 2026



All policies, course requirements, and the contents of this handbook are subject to revision on a semester-by-semester basis.

Students are governed by and responsible for the content therein and are expected to review the most current academic year handbook at the beginning of each semester.

Handbook updated **August 6, 2026**

Seeking Candidacy for Accreditation:



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Welcome

The Health Sciences faculty welcomes you to the Practical Nursing (PN) program; we wish you success in pursuing your career pathway with Chipola College. We, the faculty, will be available as major resources to your success through student learning outcomes and course objectives.

Your success will be determined by the commitment that you apply to the learning opportunities and the development of nursing skills over the course of your education.

The following policies are specific to the Practical Nursing Program. The Handbook is to be used in conjunction with the Chipola College Catalog, student planner, and nursing course syllabi. Please refer to the Chipola College Catalog for policies related to students with disabilities, sexual harassment, substance abuse, discrimination, and Student Rights and Responsibilities.

Mission, Vision, and Philosophy Statement

Mission Statement

Chipola College's Health Sciences Nursing Program provides accessible, affordable, quality health care education to qualified students.

Vision

Chipola College's Health Sciences Nursing Program utilizes innovative teaching modalities and community partnerships to promote education in the healthcare field. Faculty promote a quality healthcare education that embraces cultural, ethnic, and social diversity. This will empower the student to provide quality healthcare for individuals, families, and communities.

Philosophy

Individuals reflect their constant interaction with the environment as it relates to health care from a perspective of adaptation, self-preservation, and self-actualization. The program's function is to serve the student and the community by providing nursing education that holds its constituents to the highest healthcare standards.

Nursing Faculty & Staff Directory

The official communication tool between students and faculty are the following office numbers and via online Canvas.

Name		Phone #	Office #	Email Address:
Stefanie Barnes, MSN, RN, AHN-BC of Health Sciences	Director	718-2278	Q-211	barness@chipola.edu
Sherry Brannen, MEd, RN		718-2327	S-106	brannens@chipola.edu
Lee Melvin, MSN, RN, CRNI, VA-BC		718-2422	S-105	melvinl@chipola.edu
Katie Hayes, BSN, RN Patient Simulation Coordinator		718-2434	Q-216	hayesk@chipola.edu
Pamela Rentz, Ph.D. Vice President of Instructional Affairs		718-2213	A-188	rentzp@chipola.edu
Sarah Clemmons, Ph.D. Chipola College President		718-2288	A-190	clemmonss@chipola.edu

Please allow faculty up to 48 business hours excluding holidays and weekends to respond to emails or phone calls from students. If students have issues contacting an instructor after 48 hours, please contact Stefanie Barnes.

Professional Standards and Guidelines

The Practical Nursing Program curriculum at Chipola College incorporates the following established professional standards, guidelines, and competencies: 1) American Nurses Association, 2) the American Nurses Association Code of Ethics, 3) the Accreditation Commission for Education in Nursing, 4) Joint Commission National Patient Safety Goals, 5) Quality and Safety Education for Nurses (QSEN), 6) the Florida Board of Nursing (FBON) Educational Requirements, 7) the Alabama Board of Nursing (ABON) Educational requirements and 8) the Florida Department of Education requirements. In addition, recent graduates and clinical affiliates participate in its development by providing feedback about the preparation of our graduates. The content of the Chipola College curriculum is based on the NCLEX-PN blueprint provided by the National Council of State Board Exams and aggregated data from standardized intra-curricular testing.

Performance Standards

Nursing students must be able to demonstrate the abilities listed below. Reasonable accommodations will be made for students with disabilities. However, a candidate is expected to perform in a reasonable independent manner.

Issue	Standard	Examples
<i>Critical Reasoning</i>	<i>Critical reasoning ability sufficient for clinical judgment</i>	<i>Identify cause-effect relationships in clinical situations, develop nursing care plans</i>
<i>Interpersonal</i>	<i>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotion, cultural, and intellectual backgrounds. Ability to cope with stress.</i>	<i>Establish rapport with patients/clients and colleagues</i>
<i>Communication</i>	<i>Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm manner. Communicate clearly and in a timely manner with course faculty.</i>	<i>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Notify faculty in advance of anticipated absences from clinical, lab, or classroom sessions per program attendance policy. Follow appropriate channels (e.g. course faculty before program director) when raising concerns or requesting clarification.</i>
<i>Mobility</i>	<i>Physical abilities sufficient to move from room to room and maneuver in small spaces.</i>	<i>Move around inside patient rooms, work, spaces, and treatment areas; administer cardiopulmonary procedures</i>
<i>Motor Skills</i>	<i>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</i>	<i>Calibrate and use equipment; position patients/ clients.</i>
<i>Hearing</i>	<i>Auditory ability sufficient to monitor and assess health needs.</i>	<i>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.</i>
<i>Visual</i>	<i>Visual ability sufficient for observation and assessment necessary in nursing care.</i>	<i>Observe patient/client responses. Accurately prepare and administer medication.</i>
<i>Tactile</i>	<i>Tactile ability sufficient for physical assessment.</i>	<i>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, and insert a catheter.</i>
<i>Strength/ Stamina</i>	<i>Sufficient stamina to provide patient care and related responsibilities for extended periods of time.</i>	<i>Adapt to shift work. Lift without restrictions, from standing position. Students with weight restrictions cannot be accepted into clinical courses.</i>

Conceptual Framework for PN Program

The foundation for the conceptual framework for the nursing program at Chipola College is evidence-based practice through the use of the Clinical Judgement Model. The surrounding concepts of communication, informatics, patient-centered care, and professionalism are reinforced through lecture, skills and simulation lab, and clinical to meet the five end of program student learning outcomes (EPSLO).



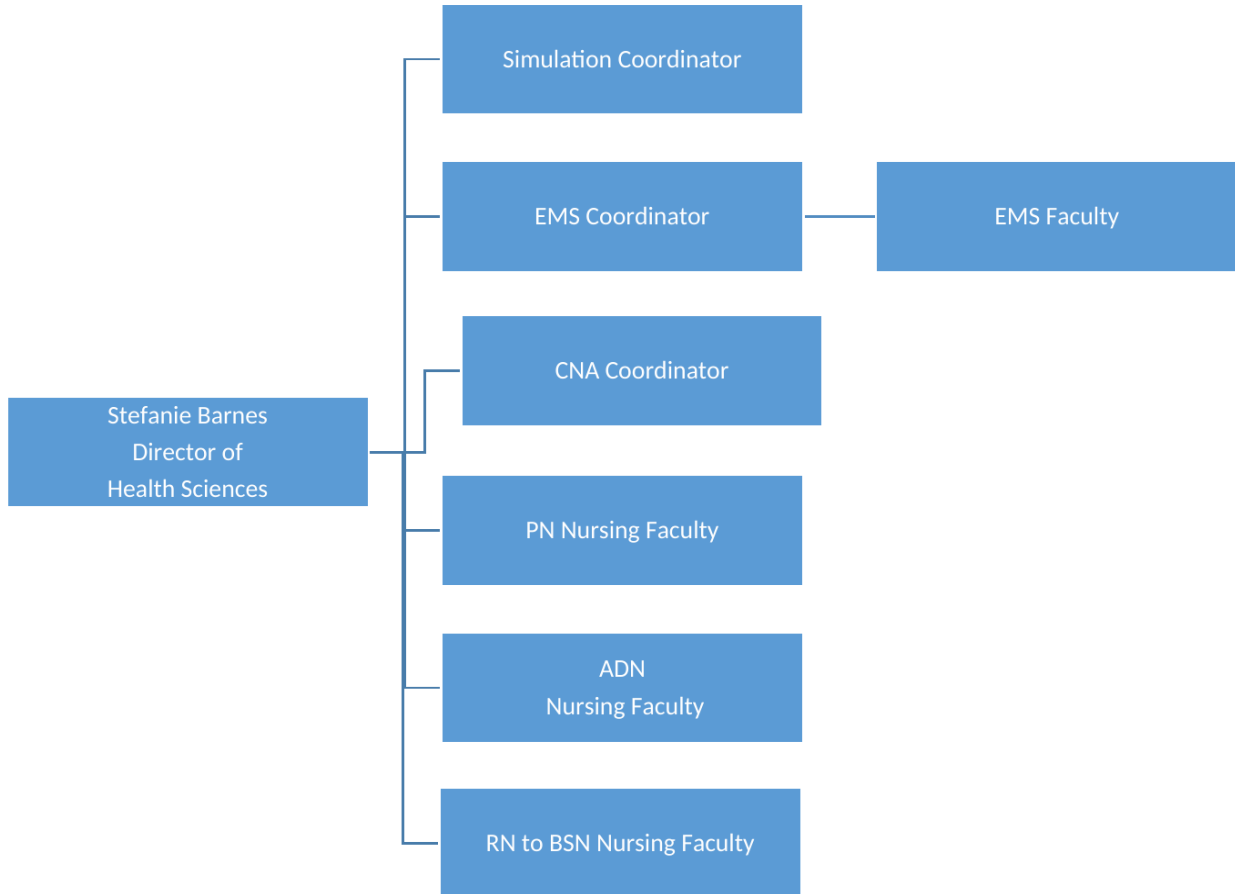
PN End of Program Student Learning Outcomes

- PN 1** Utilize communication skills effectively in interactions with the patient.
- PN 2** Provide patient-centered care to a diverse patient population as a member of the healthcare team.
- PN 3** Participate in collaborative relationships with the interdisciplinary team.
- PN 4** Utilize information and technology to support decision-making.
- PN 5** Demonstrate professional practice aligned with the State Board of Nursing Scope of Practice for the licensed practical nurse.

Health Sciences Organizational Chart

The chart below depicts the organizational structure of Health Sciences. The EMS, CNA, and the nursing programs report to the Dean of the School of Health Sciences. Nursing faculty consists of full-time and adjunct (part-time) faculty. Regarding a nursing student issue or concern, the chain of command is as follows:

1. Clinical Instructor
2. Course/lecture instructor
3. Director of Health Sciences



General College Information

Non-discrimination Policy

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination. Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Civil Rights Compliance Officer and Title IX Coordinator:

Wendy Pippen, Associate Vice President of Human Resources
Civil Rights Compliance Officer and Title IX Coordinator
3094 Indian Circle, Building A, Room 183C
Marianna, FL 32446
850-718-2269
pippenw@chipola.edu

Student Success

Faculty focus at Chipola College is on the success of every student throughout the PN program. To facilitate success, the College supports students through the Student Affairs Department that is accessible and equally available to all enrolled students. Resources include: financial aid, scholarship information, academic appeals, and other services. These resources are available on the College website, College Catalog, and College Student Handbook/Planner. Several examples of these services are listed below.

Student Services

Academic Advisement is available to all students to provide professional academic, career, and pre-enrollment services through the Office of Student Affairs.

Academic Center for Excellence (ACE Lab) provides free tutoring or test reviews in almost every subject to all students at the institution. Subjects include accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website. There is an ACE Tutoring link in your Canvas Course.

Alternative Modalities are provided for all enrolled students requiring special accommodations. Some of these accommodations include but are not limited to, note taker, time extension for class assignments and tests, and assistance with registration. A complete list of these accommodations can be found in the Students Handbook/Planner; the College Catalog; the colleges website; and students with disabilities office, on campus. **The student is responsible for initiating contact with the Office of Students with Disabilities located in A-104. Students must identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations; students are requested to voluntarily provide this information prior to the beginning of classes for each semester.**

Bookstore on campus has been in partnership with Barnes & Nobles since 1998 to provide exceptional services to the student. The PN student has the ability to utilize this service for ordering program textbooks, skill lab equipment, and accessories.

Distance Learning is utilized for less than 25% of the PN program. Utilizing the College's distance learning is in alignment with the institutions Mission Statement to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology.

Library services are available to all students. The library is a comprehensive, learning resource center that is an integral part of the College's instructional program. Multimedia materials support the course offerings of the college and the professional and personal growth of the students. The collection includes approximately 30,000 books, 67,000 electronic books, 900+ audiovisuals and 150 periodical subscriptions. The Library is open 60.5 hours a week fall and spring semesters and 40 hours a week during the summer semesters. The Library staff provides services that include reference and research support. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 14 computers downstairs (main floor) in reference area, 24 computers in the library tech lab, and 2 additional computers with lockdown browser and webcams available for reference work. Students with a current Chipola Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library) has information about LINCCWeb and other library services

Safety and Security is maintained through an agreement with the Jackson County Sheriff's Department and onsite campus security. The services are provided 24 hours a day. The Safety policies are listed in the College Catalog, Student Handbook/Planner, and College website.

Scholarship information is available through the Chipola College Foundation, Financial Aid Department. Specific nursing scholarship information is available at the Health Sciences Department.

Student Participation in Governance Activities: Chipola College PN program encourages students to participate in the governance of the department and the College; the feedback and participation of the student is essential for the nursing program's success. PN students are invited to attend biannual Advisory Committee meetings.

Veterans are provided services at Chipola College; the college is certified by the Florida State Approving Agency for training under the various veterans' training laws. College policies and procedures are applicable to all eligible students who complete application for, and receive, Veterans Affairs assistance. Educational assistance, counseling, and advisory services are available to all veterans through the Veterans Affairs Office.

Student Files College Records comply with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of Chipola College student educational records. The process for maintaining student records is available in the College's Catalog, College Handbook/Planner, and on the College website. Students must keep a copy of all records turned into the Health Sciences Department. This includes, but is not limited to, plan of study, the Student Handbook Agreement signature page, and other program-related documents.

School of Health Sciences
PN Policies: Academic and Progression

Scholastic Standards for Students

When a student registers at Chipola College, he/she is obligated to accept the College's rules and regulations that are available online, included in the Students Handbook/Planner, and College Catalog.

Academic Policies

The following policies have been established regarding progression, re-entry, probation, suspension, dismissal, and termination in the nursing program.

Grading Policies

The following general grading criteria have been established for all nursing courses.

A	90 – 100
B	80 – 89
C	75 – 79
D	60 – 74
F	0 – 59

Students must achieve a grade of 75% (C) or higher to progress in the program.

There is NO ROUNDING UP of any grade. A grade of 75 is a C , 74.99 is a D, accordingly. All students must complete the required nursing courses with a grade of “C” or higher. Students who do not complete required nursing course within the designated semester with at least a “C **will not** be allowed to progress in the nursing program.

1. A student should demonstrate a level of competency on course material. This is demonstrated by achieving an 75% or above as a final cumulative course grade. **Reminder: grades do not round up.**
2. Satisfactory clinical practice must be achieved concurrently with a satisfactory theory grade to pass the course. To obtain a satisfactory grade in clinical practice, the student must perform all of the clinical objectives satisfactorily, including written assignments. If at any time during the semester a student has received a sufficient number of NI or U marks on the clinical evaluation to constitute an overall unsatisfactory clinical evaluation, the student will be assigned a grade of F for the course and will not be allowed to continue in clinical or the course.
 - a. **Dosage Calculation Exams:** dosage calculation exams are administered in ALL nursing clinical courses. The exam must be passed to administer medications and pass clinical. **Failure to pass this exam will result in a clinical failure. A grade of F will be assigned for that course.** See Dosage Calculation Policy on page 16.
 - b. **Skills Check-offs:** skills check-off must be completed to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be assigned for that course.
 - c. Critical nursing behaviors/skills will be evaluated in both clinical & simulation If a student earns a total of (5) needs improvement (NI) or (3) unsatisfactory (U) in a single category OR a combination of (8) “NI” and/or “U” among all categories will result in a clinical failure.
 - d. Any student who fails the clinical portion of the course, regardless of the theory grade, will receive a grade of “F” for that course.
 - e. Any student who fails to satisfactorily perform and complete the required clinical hours within the respective course will receive either a failing grade for the course & clinical or a grade of Incomplete. Grades of Incomplete may be granted if the student is passing the course. Please refer to the Chipola College policy on “F” or “I” grades located in the College Catalog and Student Planner.

3. All assignments are due on the assigned dates.. It is the student's responsibility to communicate with the instructor about extenuating circumstances.

Dosage Calculation Policy

To promote safety in medication administration, students must demonstrate proficiency in calculating medication dosages.

1. A dosage calculation exam is administered in PRN 0098 Foundations 1, PRN0099 Foundations 2, PRN 0290 Medical Surgical 1, PRN0291 Medical Surgical 2 and PRN0690 Comprehensive Nursing and Transitional Skills, prior to starting clinical and administering medications. This examination will include dosage calculations, written as medication orders, to include when needed, medication labels, lab results, etc.
2. Students will have three (3) attempts to achieve a score of 90% in PRN0098, PRN0099, PRN0290, and PRN0291.
3. Students will have two (2) attempts to achieve a score of 90% in PRN 0690.
4. Students **must** pass the dosage calculation exam before they are allowed to attend clinical.
5. Students who do not achieve a passing score on the first attempt will be required to remediate and retake the second exam for all clinical courses. Students who do not achieve a passing score on the second attempt will be required to remediate and retake the third exam in PRN 0098, PRN 0099, PRN 0290, and PRN 0291. A student is not allowed to retake the exam on the same day of a failure.
6. Students who do not pass the dosage calculation exam by the second attempt (PRN 0690) or third attempt (PRN0098, PRN 0099, PRN 0290, and PRN 0291) demonstrates they cannot calculate safe medication dosages and cannot safely administer medications, resulting in a course failure.

Academic Requirements for Progression

The following criteria must be met in order for a student to progress in the Nursing Program:

1. Final grade of "C" or higher in all nursing courses.
2. Students must satisfactorily pass both the theory and clinical portions of each theory/clinical course.
 - a. **Skills Check-offs:** skill check-offs must be completed successfully to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be assigned for that course.
 - b. Critical nursing behaviors/skills will be evaluated in both clinical & simulation.
 - c. Any student who fails the clinical portion of the course, regardless of the theory grade, will be assigned a grade of "F" for that course.
 - d. Any student who fails to satisfactorily perform and complete the required clinical within the respected course will receive either a failing grade for the course & clinical or a grade of Incomplete. Grades of Incomplete may be granted if the student is passing the course. Please refer to the Chipola College policy on "F" or "I" grades located in the college catalog and student planner.
3. A student who does not have an average at or above 80% in any course at mid-semester is encouraged to discuss his/her situation with the instructor.
6. The Nursing Program follows Chipola College's policy and procedures for withdrawing from courses.

Non-Academic Criteria for Progression

1. Clinical objectives require that students keep health requirements up-to-date. Required documentation includes up-to-date records of vaccinations, PPD testing results, and BLS for Healthcare Providers CPR card. Students must upload the updated documentation to the required repository. Verification of the influenza vaccine/influenza vaccine exemption and PPD/ Quantiferon Gold must be uploaded each year. CPR renewal of certification is due every two years.
2. In the fall and spring semesters, evidence of receiving an influenza vaccine/influenza vaccine exemption is required. Students who have not received the influenza vaccine **MUST** follow the clinical site's policy for flu season; for example, wearing a mask when at clinical for the duration of flu season.
3. Students with an expired BLS for Healthcare Providers CPR or PPD/ Quantiferon Gold will not be allowed to attend clinical. The student must make up the clinical time and receive U on their clinical evaluation. **2 missed clinicals will result in withdrawal from the Nursing program.**
4. Students must report to the Director of Health Sciences, ANY arrests and/or criminal charges or convictions (including traffic violations, bad checks, etc.) filed **after** the completion of the admission criminal background investigation. Failure to do so **within 24 hours** will result in dismissal from the Nursing Program. The arrest and/or criminal charge will be reported to the clinical facility and a determination will be made as to whether or not the student can continue in the Nursing Program.
5. Negative results are required on random drug tests or when ordered for cause. Students who test positive/non-negative for drugs will be withdrawn. The student must seek counseling at his/her expense. The student may return after submitting proof of substance abuse counseling and a negative drug screen. Students who test positive a second time or fail to follow this policy will be terminated from the Nursing Program. Paying for testing and retesting is the responsibility of the student not the college. Students can be required to take a random urine drug screen at any time during the program at their expense.
6. A student who is suspended from Chipola College for any reason will automatically and immediately be terminated from Nursing. The student may reapply to nursing when eligible to return to the college; however, reacceptance is not guaranteed. If it is determined that a student is eligible to return to nursing, the student will be required to meet current admission criteria and attend orientation. Failures from an earlier admission will stand and will count as first attempts.
7. Affiliate policies in the clinical agencies may require students to submit to the same drug testing procedures that apply to employees of the facility.
8. Students are required to attend clinical as scheduled. A flexible schedule is a necessity and will be defined by the college/clinical agencies' needs and may include different shifts and weekends. Students who are unable to attend clinical as scheduled **MUST** notify the clinical instructor **PRIOR to the clinical arrival time.**

Students who miss scheduled clinical days will be required to make up the missed hours at the discretion of the clinical instructor and clinical facility. Failure to complete the allotted clinical hours will result in a grade of "F" for that course.

Students are required to complete all scheduled and assigned make-up clinical hours to successfully complete the clinical component of the course. Failure to complete the required clinical hours will result in failure of the clinical component.

Termination

1. No more than two (2) nursing clinical courses can be attempted while a student is in the nursing program.
 - a. An attempt is a grade of “W,” “D,” or “F.”
 - b. Students who are not successful after retaking the two clinical courses, will be terminated from the nursing program.
 - c. If a student has used the two attempts and is unsuccessful in their final semester courses (PRN 0291 and/or PRN 0690), they may submit an appeal for a third attempt in writing to the Director of Health Sciences. The director will review the facts of the appeal and may grant the student one last opportunity to retake PRN 0291 and/or PRN 0690.
2. A student will be terminated from the nursing program if the same PRN course is taken and attempted (D, or W grade) or failed twice. If a student receives a grade of “W,” “D,” or “F,” for the second time in the same PRN course, the student will be terminated from the nursing program and not allowed a third attempt at that same PRN course.
3. If a student demonstrates unsafe or otherwise unacceptable nursing practice that actually or potentially results in danger or injury to the patient, the student will receive an “F” in the course.
4. **A breach of patient confidentiality regarding any agency, hospital, or school district will result in immediate termination.**
5. Any student who willfully violates established policies and regulations of Chipola College, the affiliating hospitals, or the School of Health Sciences will receive an “F” in the course and may be terminated from the nursing program.

Re-entry Requirements

1. Students who receive a grade of “W”, “D”, or “F” in any nursing course must seek re-entry to the program level in order to repeat the course. Students who choose to interrupt progression must also seek re-entry. Re-entry is not automatic.
2. A “Request to Re-enter Form” (page 42) must be completed each time there is an interruption in the normal sequence of progression, such as a withdrawal, failure, or choice to sit out. This form is submitted to the Director of Health Sciences at the time the student withdraws/fails/chooses not to continue the following semester.
3. After submitting the “Request to Re-Enter” form, students must contact their instructor by email for their individualized remediation plan. The remediation must be submitted by the deadline written on the “Request to Re-Enter” form. Failure to submit remediation by the deadline can result in termination from the Nursing Program.
4. A student who has an interruption in the normal sequence of progression may be required to submit updated background investigation results and updated drug screening results at his/her expense.
5. Re-entry is based on space availability and eligibility. The withdrawn or failed course must be successfully completed before the student can take another clinical course.
6. If there are more students seeking re-entry than can be accommodated, the date the student completed all requirements for re-entry will be the deciding factor in the order in which available space is awarded.
7. All courses for the Practical Nursing Program must be completed within three semesters from the date the student begins the first clinical nursing course. A student requesting re-entry who is unable to complete the program within the required time limit must submit a letter documenting his/her plan to successfully complete the remaining courses on the **first attempt** of each course.
8. Reentry must occur at the first available opportunity following departure from the program.
 - a. Official courses are offered once per calendar year.

Graduation Requirements

The following criteria must be met in order for a student to graduate from the Nursing Program:

1. Cumulative GPA of 2.0 or higher must be maintained, with a final grade of "C" or above in each required nursing curriculum course.
2. Clinical evaluations must show safe and acceptable nursing practice.
3. All nursing courses for the Practical Nursing Program must be completed within three semesters from the date the student begins the first clinical nursing course for on-time completion.
4. All financial obligations to the college must be satisfied.
5. An Application for Graduation form must be completed and submitted.
6. A minimum of 80% of the program course work must have been earned at Chipola College.

Eligibility for Licensure

Upon successful completion of the Practical Nursing Program, graduates are eligible to take the NCLEX-PN licensure examination, and upon satisfactory completion, he/she will be designated as a Licensed Practical Nurse (LPN). **Candidates who have criminal records may be required to appear before the State Board of Nursing, who will determine eligibility to take the NCLEX-PN exam. If a student has any criminal conviction more serious than a minor traffic violation, he/she must notify the Florida Board of Nursing no later than 90 days prior to the date of program completion.**

The Board of Nursing cannot and will not determine applicant eligibility prior to completion of an Associate Degree Nursing Program. By enrolling in and completing the Nursing Program, students with a criminal history are acknowledging and accepting the possibility that the Board of Nursing may deem them ineligible to take the NCLEX exam.

Instructions for Application for Licensure:

- **School of Health Sciences' Submission of Names to the Florida Board of Nursing (FBON)**
The nursing program will provide proof to the FBON that you have met the program requirements and all obligations to the college which indicates you may apply for licensure. This information will be sent to the BON once your degree has been verified by the college. If you follow the steps outlined in order, you should not have any difficulty testing. You do not need to request your transcript from the college if you follow the steps in the order as listed below.
- **Your Application for NCLEX-PN**
You will receive notification from the nursing department that your degree verification has been received by the FBON, you can begin the process of applying for licensure. You **will be expected to apply within 30 days, no later than November 15th. IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE DIRECTOR IF THEY ARE TESTING IN A STATE OTHER THAN FLORIDA.**
 1. Submit your application for licensure/registration through the FBON website using Link <http://flhealthsource.gov/mqa-services> .The application to the Board of Nursing is to clear your eligibility for taking the NCLEX-PN.
 2. Applicants for the initial licensure must use a Live scan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant. Fingerprint submission per FBON Application requirements must be completed at the time of application. **SHOULD THE BON NOTIFY THE STUDENT OF ADDITIONAL REQUIREMENTS TO APPROVE THE APPLICANT FOR TESTING, THE STUDENT IS RESPONSIBLE FOR SUBMITTING/COMPLETING THE REQUESTED REQUIREMENT (S). FAILURE TO COMPLETE ADDITIONAL REQUIREMENTS WILL RESULT IN A DELAY TO TEST.**
 3. Register for the NCLEX-PN with Pearson Vue, utilizing one of the methods below. You will need to use your school program code to register: PN: US70100000. An email address must be provided with your registration as correspondence with Pearson Vue is available only via email.

- **What Happens Next?**

1. Once you have completed the above steps, you have created an open registration that is available for 365 days for candidate eligibility to be approved by the Florida Board of Nursing. Once you have been made eligible, you must test within the validity dates on the Authorization to Test (ATT) which will be emailed to you by Pearson Vue. **Always check your spam/junk email.**
2. Once the Florida Board of Nursing makes you eligible to take the examination your approval is automatically transferred to Pearson Vue, the examination vendor, via electronic transfer within two business days. Pearson Vue will email the Authorization to Test (ATT) using the email that you provided when registering.
3. With your ATT you will be able to go back to the Pearson Vue Website and select the “schedule a test” Link. When this tab opens, you will enter your user name and password that has previously been established and emailed to you by ATT. Available dates and locations for testing will be shown from which you select your choice for testing.
4. If you are not made eligible or are denied eligibility by the FBON within the 365-day time period, you will forfeit your NCLEX-PN registration and exam fee. When this occurs, you will need to re-register and pay another exam fee after the current registration expires. Please note, that you cannot reregister before your current registration expires. If you do, the second registration will be processed and denied, and the fee collected will be non-refundable.

- **How will you know if you passed or failed?**

You can log into the MQA Online Services System to check your NCLEX-PN Results. You can also look on the FBON website by checking the Health Provider Lookup Screen. Licensing numbers are generally issued within 1-3 business days after successfully passing the NCLEX-PN examination. If you passed your license will be sent to the address on file 7-10 business days after the BON receives Notification that you passed.

- **What if I Fail?**

1. Reapply by submitting a re-examination application with a re-take fee. You will also have to re-apply with Pearson Vue and pay a non-refundable fee (refer to the BON for accurate fee rates). You must wait a minimum of 45 days to retest.
2. After three failures the applicant must successfully complete a Florida Board of Nursing approved Remedial course. The course includes classroom and clinical components and proof of completion must be submitted directly from the course provider prior to approval for taking the exam a fourth time.

School of Health Sciences
PN: General Student Policies

Honor Code

As a student of the Chipola College Nursing Program, you are entering one of the most ethical professions. Therefore, you are expected to abide by American Nurses' Association (ANA) Code of Ethics, Chipola College's Academic Honor Code, and the Nursing Program Honor Code

ANA Code of Ethics: <https://www.nursingworld.org/coe-view-only>

Chipola College Academic Honor Code: [Academic Honor Code - Chipola College](#)

Nursing Department Honor Code:

- I will be honest in actions and words and expect honesty from others.
- I will demonstrate only behaviors that reflect personal integrity by not giving or receiving aid on examinations or individually graded coursework at any time during my education. I understand that academic integrity includes but is not limited to refraining from: plagiarism, sharing test items before, during, or after a test, turning in work that a student (myself or another) has already been given credit for, collaboration with others unless specifically authorized and/or doing anything to gain an unfair advantage.

“Plagiarism:” Researchers do not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11)...Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text...The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words.”

(Publication Manual of the American Psychological Association, 7th edition). **All assignments are expected to utilize APA standards.**

- I will demonstrate clinical honesty and integrity by refraining from falsifying information (such as vital signs and intake and output records), seeking out my clinical instructor if I have made a mistake, and only documenting care that was provided.
- I will arrive on time for a test and leave the testing area promptly when dismissed.
- **As a new mandatory reporter,** I will forthrightly oppose any instance of academic dishonesty by reporting any violations.
- **I will leave cell phones, paper, keys, and calculators outside the testing area to avoid the temptation to violate my honor code.**
- I will treat others with respect and expect respect for myself.
- I will demonstrate respect for my instructors by calling them by their last names, **refraining from talking when the instructor is speaking, and raising my hand if I have a question in class.** These behaviors are the expectation in all environments, including virtual classrooms.
- In class, **I will demonstrate respect for my peers by refraining from talking when another student is speaking, refraining from making comments when another student has a question, and never making fun of other students.**
- In clinical, I will demonstrate respect for the patient by refraining from talking down to my patients, maintaining an appropriate provider/patient relationship, and treating my patients as I would want to be treated.
- I will observe silence during testing so that my peers and I may do our best work.
- I will treat others fairly.
- I will take an active part in ensuring that my peers and I uphold the integrity of the honor code.
- I understand that the consequences outlined in the handbook will apply to me if I am found cheating or in violation of this Honor Code.

Criminal Background Checks

All students are required to obtain a level two (2) background check with fingerprints at Chipola College during Phase III of the admission process and as requested during the program. The cost of these required elements is separate from the cost of CastleBranch. The cost of the fingerprints and background check must be paid at the time of the fingerprinting appointment.

Additionally, students may be required to provide an updated background check after their first year in the nursing program. They must also report to the Nursing Department any changes to their background status should this occur during their enrollment in the program. Failure to report a change in one's criminal background status to the Director of Health Sciences will result in the student's immediate dismissal from the program without eligibility to re-enroll. If a student does not attest truthfully to all charges/ convictions/or arrests on the background attestation form, which is required to be completed as part of the admissions process, the student will be immediately dismissed without eligibility for reenrollment.

Any student whose level two (2) background check indicates a history of a charge may be at risk for not being able to gain placement within clinical rotations. Each facility that would be part of the student's progression through the program would need to be apprised of the student's background as not being clear. Some facilities may deny entrance to their facility based on this alone. Other facilities may choose to meet with the student, review the charges and disposition prior to ruling whether the student would be allowed to complete his/her clinical rotation at the site. The clinical agency has the right to deny a student access to their facility, which may result in the student's inability to both satisfy the course clinical objectives and complete the nursing program. The school is not responsible for securing a replacement clinical rotation for the student. **Should a student be denied access to the clinical site, the student would not be able to progress in the program.** The student may find themselves in the position where they would need to withdraw from the course, however, still be financially responsible for the course, should the date pass for DROP-ADD.

Health Clearance

Upon admission to the Nursing Program, a complete physical examination (within 6 months of application) along with immunizations and PPD is required. Students cannot enter the clinical setting until this requirement has been satisfied. The health records are reviewed and are retained in the student's files.

Students accepted into the Nursing Program must submit required documentation to CastleBranch by the end of the first week of classes. Failure to comply with submission of such required clinical documentation will result in a forfeiture of the student's seat into the program. For all continuing students, failure to maintain current clinical documentation will result in a withdrawal or the inability to progress in the program. Students cannot enter the clinical setting until this requirement has been satisfied.

Health Status and Medical Clearance

Students are responsible for notifying course faculty of any significant change in their health status that may affect their ability to safely participate in classroom, laboratory, simulation, or clinical activities. Examples include, but are not limited to:

- Major illness
- Surgery
- Pregnancy
- Injury or accident

- Communicable or infectious disease

The Nursing Program may require written medical clearance from the student's healthcare provider before the student is permitted to return to classroom, laboratory, simulation, or clinical activities. At the discretion of the Nursing Program or Director of Health Sciences, an updated physical examination or additional medical documentation may also be required.

Drug/Alcohol Screen Policy

Upon admission to the nursing programs a negative drug/alcohol screening is required. Student may be required to repeat the drug/alcohol screens per clinical agency request. The initial and any repeat drug/alcohol screening is done at the student's expense. Students cannot enter clinical settings until the requirement is satisfied; screening results are reviewed by authorized personnel. Failure to submit drug/alcohol screens or positive results may prevent progression in the program.

Students are advised against the use of CBD, THC, and Hemp products or products that contain these substances. The Food and Drug Administration (FDA) continues to list marijuana as a Schedule I drug due to its high potential for abuse. Further, the FDA advises that over-the-counter products often contain undeclared THC amounts which may accumulate in your system and lead to a positive drug screen result. Therefore, clinical agencies will deny students access to their facilities if their drug screen results indicate the presence of cannabis.

Students are expected to report to all classroom, laboratory, simulation, and clinical experiences **fit for duty** and able to provide safe patient care. Students may not participate in any educational or clinical activity while under the influence of alcohol, illegal drugs, controlled substances without a valid prescription, or any prescribed or over-the-counter medication that impairs judgment, cognitive function, coordination, or the ability to safely perform nursing responsibilities.

Students are responsible for notifying the course faculty if they are taking a prescribed medication that may impair their ability to safely participate in clinical activities. Faculty may require medical documentation verifying the student's ability to safely perform the essential functions of the program. Students who are determined to be impaired or otherwise unable to safely participate will be removed from the clinical setting and managed in accordance with Nursing Program policies.

Health Sciences Policy of Transmitted Diseases

Background: Health Sciences Nursing students and faculty should be particularly aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since we cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with a patient's blood and body fluids. This is referred to by CDC (Center for Disease Control) as Standard precautions." Practice of these precautions will help ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS, HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. Rigorous adherence to these guidelines will be required of all students and faculty.

Precautions for the Transmission of HIV and Other Blood Borne Agents

1. Universal standards practiced by health care students/faculty in conjunction with the following blood and body fluid precautions can help prevent the transmission of HIV, HBV and other blood borne agents.

2. All patients, their blood and other body fluids, will be considered to be infectious at all times.
3. Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:
 - a. Wear gloves when handling a patient's blood, body fluids, and/or soiled items.
 - b. Use gloves when performing injections, and capillary sticks. Wear gown, mask and eye covering when performing procedures where aerosolization or splattering is likely to occur.
 - c. Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.
 - d. Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially contaminated and handle with extreme care to prevent accidental injury.
 - e. Dispose of sharp items in puncture-resistant containers immediately after use. Do not recap, purposefully bend, or otherwise manipulate by hand needles that are to be disposed.
 - f. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.
 - g. Clean up spills of blood or body fluids immediately with a disinfectant such as a 1:10 dilution of chlorine bleach.

Procedure for Reporting Potential Exposure

1. Any incident of potential contamination must be reported to and fully documented by the immediate supervisor, college or clinical faculty, and the Director of Health Sciences.
2. The Director of Health Sciences will be responsible for assessing the situation and recommending action.

Procedure for Handling Critical Incident

The students and faculty of Health Sciences will be expected to adhere to the following protocol in the event of a "critical incident" while in the clinical or laboratory portion of a college course or activity. A "critical incident" is defined as any occurrence in which there is a medication error, treatment error, accident involving a student, patient or faculty member, or where there is unusual exposure to a communicable disease. NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.

When the occurrence is an accident in a clinical facility that involves the student, or when there is unusual exposure to a communicable disease in a clinical facility, the following protocol will be followed:

1. Incident should be reported immediately to the instructor in charge and to the area supervisor or nurse manager. If the incident was a sharps stick injury, the area should be washed and then dressed with a first aid dressing, or in the case of mucous membranes, irrigated with water for 15 minutes.
2. The instructor and/or student will call the Director of Health Sciences and report the incident (leave a message if necessary) if the injury was related to a sharps stick.

Each clinical agency may have its own individual policy concerning transmitted diseases. Please refer to the individual agency Policies and Procedures Manual for specific information. Students who are pregnant or who have immunosuppression validated by a physician must advise their instructor of their status for safety in clinical assignments by avoiding unnecessary communicable disease exposure.

Medical Treatment for Students

In the event of a medical emergency off campus at a clinical facility:

1. Follow the clinical facilities policies and procedures.
2. Keep records and documentation of exactly what happened (i.e. needle stick injury or student accident) along with the name, address, and phone number of witnesses.
3. Complete Allied Health Incident Report – can be retrieved from www.fcsrmc.com
4. Complete Accident/Incident Report.
5. Email both reports immediately to: Joshua Davis at jdavis@FCSRMC.COM

Hepatitis B Virus Vaccine Information

This vaccine induces immunity against the Hepatitis B virus in 90-95% of those who take the vaccine, which is a serious disease. Most people who acquire the disease recover completely, but the following can occur: chronic carriers, chronic active hepatitis and cirrhosis, liver cancer, or death.

Possible Side Effects: The incidence of side effects is low, consisting mainly of tenderness at the site of injection. Less common reactions include erythema, swelling, warmth, induration, and low-grade fever which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported.

Contraindications and Warnings: **AVOID the HBV vaccine if you have a history of severe allergic reaction (anaphylaxis) to a previous dose, any of the vaccine components, or to Baker's Yeast.**

Most HBV vaccines are synthesized using yeast, making them unsuitable for those with yeast hypersensitivity/allergies. However, the newer vaccine PreHevbrio does not contain yeast.

If you are experiencing a moderate or severe acute illness, vaccination should be postponed. The common cold does not require postponement.

Pregnancy is NOT a contraindication.

If you have any medical problems you are unsure of, consult your physician before taking the vaccine.

Faculty-Student Mentoring

Each student will be assigned a faculty mentor who will follow them from their first nursing course to graduation and passing the NCLEX-RN exam. The purpose of faculty-student mentoring is to improve the following outcomes for nursing students:

- Sense of belonging
- Academic success
- Clinical readiness
- Overall student engagement
- Foster professional growth

Faculty mentors will establish 1:1 mentorship, check in with students according to the mentoring guidelines, and follow up with graduates for NCLEX success and employment status.

Malpractice Insurance

All nursing students are required to purchase malpractice insurance each semester as a part of their student fees.

Hazardous Weather Policy

Refer to Chipola College Catalog

Campus Emergency Protocol

Refer to Chipola College Catalog

Disability Statement

Refer to Chipola College Catalog

School of Health Sciences
PN Policies:
Classroom, Skills Lab, and Clinical

General Guidelines

Guidelines for student behavior when attending class/clinical/labs have been established in order to provide an optimal learning environment.

1. Students are expected to be attentive and courteous and are required to behave in a proper manner in class, laboratory and clinical. **It is a violation of the student code and state law to interfere with the learning process in classrooms, laboratories and the libraries.** Respect shall be shown to the instructor, visitors, and peers in these areas. Profanity is not allowed in the classroom, labs or clinical areas. Failure to comply with these requirements will result in dismissal and will count as an absence for that day.
2. It is the policy of Chipola College to provide a healthy, comfortable and productive work environment for students, faculty and staff, and to fully comply with the laws governing smoking. Based on this policy and in recognition of the health hazards to nonsmokers by involuntary exposure to secondary smoke, smoking is allowed in designated areas only. This includes smokeless tobacco and products that simulate smoking (e.g. vaping). All Chipola College buildings are designated as non-smoking areas.
3. Students may not bring children to class, or clinical. This can create problems The college does not accept responsibility for minors on campus.
4. Absolutely no talking during examinations.
5. Unless group work is assigned, all written course work is to be completed independently.
6. Students are allowed to audio (not video) record class lectures with the recorder placed near the instructor and which must be turned off during class breaks, with instructor's permission.
7. Academic dishonesty in all its forms, including, but without being limited to, cheating on tests, signing the roll for another student, falsifying of information, plagiarism, and collusion, will be handled in accordance with the "Student Rights, Responsibilities, and Code of Conduct" in the Chipola College Student Handbook.
8. Cellular phones
 - a. **Must be turned off while in the classroom.** The only approved usage of a cellular phone in the classroom is when used for audio recording as previously outlined or instructor-led assignments.
 - b. Not allowed in the clinical setting.
 - c. During an emergency situation, if someone must contact you, they may first call Chipola College, who will then direct the call to the instructor or the clinical site facility. The instructor will give you the message or arrange for you to return the call.
 - d. Adhere to cell phone etiquette by avoiding the use of expletives and refraining from writing in all caps which is considered to be "yelling."
9. Social Media
 - a. Online activities that include but not limited to social media such as Facebook, TikTok, Reddit, etc. should include only appropriate and respectful content.. Additionally, conduct on social media may impact future employment.
 - b. **Inappropriate postings that include engaging in unlawful, unethical, or otherwise inappropriate behavior while in Chipola College nursing uniform are grounds for disciplinary action, to include termination from the program.**
10. Chipola College is a drug free campus as written in the Chipola Student Handbook.

Classroom

1. The lecture will be held on-campus, unless otherwise stated. If the on-campus course needs to meet via Zoom, you will need to follow the requirements stated in Appendix B.
2. **Cell phones and any other electronic devices which may cause disruption of the classroom environment must be silenced and placed in the designated area of the classroom. This is a facility requirement.**

3. Cheating or plagiarism is not allowed. Cheating or plagiarism will result in a grade of “0” for the assignment and disciplinary actions including termination from the program.
4. Students displaying disruptive behavior will be asked to leave the classroom for the remainder of the class for that day. Students asked to leave the classroom will be absent for that class day. Examples of disruptive behavior, although not an exhaustive listing are:
 - a. Sleeping in class
 - b. Entering class late or departing early
 - c. Personal hygiene problems impacting fellow students
 - d. Repeatedly talking in class without being recognized
 - e. Talking while others are talking
 - f. Physical display of anger
 - g. Threatening faculty or fellow students
 - h. Verbal abuse of faculty, staff, or student
 - i. Excessive, constant eating and/or drinking
 - j. **NO GUM** in the classroom or clinical setting
 - k. Faculty has the right to assign seating if disruptive behavior persists
5. Children or other people not enrolled in a class are not allowed in the classroom under any circumstances.
6. Profanity is not tolerated in the classroom or the clinical area.
7. Beverages must have a lid, this is subject to change at any time.

Class Attendance, Tardiness or Absences

1. Attendance is kept from the first day of class/lab/clinical unless the college schedule accounts for and excuses the absence.
2. All absences are counted, regardless of the reason for the absence.
3. If a student has been under a doctor's care for surgery, physical or mental illness, pregnancy or delivery, he/she must present a physician's statement that specifies that he/she is able to return to school or clinical with no limitations.
4. Students who require special accommodations for classroom, skills lab, and/or clinical must provide documentation from the college to their instructor. The instructor will have a conversation with the student to ensure reasonable accommodations are met.
5. A student will be considered absent if he/she is not present when attendance is taken. If the student comes late to class, it is his/her responsibility to see the instructor after class or during break time to get an absence changed to a tardy on the day of the occurrence. Failure to do so will result in an accumulation of absences that will not be changed at a later date. If the student comes late on test day, once the exam has started he/she will not be allowed to test that day. The student **MUST** make up the test or he/she will receive a “0”.
6. **The maximum amount of time that can be missed is 10% of any course, to include the accumulation of tardies and absences in both the didactic and clinical portions of any course, calculated by Canvas. If the maximum number of allowed absences is exceeded, the student must withdraw from the program until he/she successfully follows the reentry guidelines to complete the course at the next available opportunity.**
7. A tardy is defined as coming to class after attendance has been taken, returning from break after class has resumed, or leaving prior to the end of class. If the combination of absences and tardiness exceeds the maximum number of absences allowed for the class, the student will be required to withdraw.
8. No absences or tardiness will be excused for advisement or counseling with other instructors, for making-up class time or examinations in other courses, or for the purpose of employment.

9. It is the student's responsibility to keep a record of absences and tardiness; the instructor, however, will keep the official records.

10. Written work must be turned in on due dates and times regardless of classroom attendance.

Examination Attendance

1. All tests are to be taken as scheduled in the course calendar.
2. Only under the most extenuating circumstances should a test be missed.
3. To report an absence from a test, the student should call and/or email the course instructor the morning of the test day and leave a message.
4. The missed exam will be made up on a designated day determined by the instructor of that course.
5. If the missed test is not made up, it will be recorded as a zero and calculated in the final class grade.
6. The make-up test may differ in format (i.e. essay questions, multiple choice, case-studies, etc.) from the missed test.
7. **If the student misses more than one scheduled test, the student must withdraw from the course and submit a Request to Re-enter Form.**
8. If a student cannot come on-campus to take the final exam, the student will receive an incomplete and will be scheduled to take the exam once they can come back on-campus. The student cannot progress to the next course until the final exam has been taken and earned a passing grade.

Testing Policies

1. The nursing faculty has developed a procedure for students to follow when taking tests. Failure to comply will result in disciplinary action up to and including dismissal from the nursing program.
2. Each course will have NCLEX-style tests and exams. Each lecture/unit test will consist of a sufficient number of questions for the content. Students will have 2 minutes per question in the first semester, 1.5 minutes per question in the second semester and 1 minute per question in the final semester to complete the examination. Once all students present on the scheduled exam date have completed the exam, the instructor may offer an exam review and provide rationales as appropriate.
3. The final exams in all nursing courses are secure tests and are not available for review.
4. Medical math/dosage calculation questions:
 - a. Students will be given a blank piece of paper to work out dosage calculation questions which must be turned in with their name written on the top of the page before leaving the exam room.
 - b. Students should show all work on a dosage calculation problem.
 - c. All answers **MUST** be rounded according to the instructions on each exam.

On-campus Testing

1. Students will adhere to the Academic Honor Code.
2. All belongings are to be placed at the designated area of the classroom prior to taking any exam. This includes, but is not limited to, hats, scarves, jackets/coats, book bags, pocketbooks, keys, cellphones, and glass cases.
3. I will arrive on time for tests and leave the testing area promptly when dismissed. I will forthrightly oppose any instance of academic dishonesty by reporting any violations
4. No electronic devices which save, share, or capture data are allowed in the testing room to include cellphones, USB devices, watches, Meta glasses, and cameras of any type or any other advances in technology.
5. Only typographical error questions will be addressed.
6. Students will be informed how much time will be allotted for the test.
7. Students should spread out and leave a space between each other when possible.
8. No talking between students at any time.
9. Students should not congregate or talk outside the door when they have finished their tests.
10. **Students may not leave the room during an examination.** A student with a medical condition will be given special consideration if physician documentation is provided.
11. If the student comes late on test day, once the exam has started he/she will not be allowed to test that day. The student **MUST** make up the test or he/she will receive a "0".

12. Students must keep test and answer sheet covered if using a paper test.
13. The instructor will reserve the right to assign seats for testing.
14. No dark prescription or sunglasses may be worn during testing.

Online Proctored Testing using ATI/Proctorio

To utilize Proctorio, students must adhere to the Chipola College Academic Honor Code and the Online Testing Requirements listed below. Chipola College reserves the right to require a re-test at an approved proctor location. Failure to follow proper online testing requirements as stated below may result in a zero (0) grade for your exam and/or additional consequences as outlined in the Student Governance section of the Chipola College catalog.

For the best online testing experience using Proctorio, we recommend you verify your computer requirements and internet speed prior to your exam. You **MUST** use the Google Chrome browser. You need to install the Proctorio Chrome Extension prior to test day. A working webcam, built-in microphone and stable internet connection are required. See the Proctored Testing Information in your Canvas course for additional instructions to complete proctored exams.

In-class ATI testing requires you to take your proctored exams live in a computer lab or classroom under the direct supervision of your instructor or campus proctor.

- You will log into your personal ATI Student Portal using the classroom computers or your own laptop.
- Your instructor will provide you with a unique test password or Proctor Code, if required to unlock the exam.
- No cellphones, smartwatches, hats, heavy jackets, MetaGlasses, or other personal belongings are permitted at your desk.
- The instructor will hand out school-issued scratch paper and/or calculators which must be turned in before you leave the room.

Failure to follow proper online testing requirements as stated below may result in a zero (0) grade for your exam. Failure to follow proper online testing requirements as stated below on two separate occasions may result in dismissal from the nursing program.

Online Testing includes the following requirements:

- No writing visible on desk or on walls.
- No websites other than ATI and Proctorio proctoring extension should be used or open while taking a proctored exam.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Make sure music/televisions are not playing in the background.
- Communication or receiving assistance from others is not permitted during a proctored assessment.
- Using a phone or any other electronic device, other than your test-taking device, is not permitted.
- Remain visible in the web camera during the entire duration of the exam.
- Leaving the room during the testing period is not permitted.
- Headphones or smart watches are not permitted.
- Dual monitors are not permitted.
- Caps/hats are not permitted.
- Textbooks, notes, etc. are not permitted unless clearly stated in the testing instructions provided at the beginning of the exam.
- Unless your instructor allows notes, textbook or other materials, keep your eyes on your screen, not focused on any other area of the desk or room.
- Sit at a clean desk or table (not on a bed or couch)

- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Ensure your desk or table is cleared of all other materials.
- When prompted to do a room scan, be sure to carefully include your desk/work area in your scan. Make sure to do a complete 360-degree rotation of your room, then show your work space. Replay your room scan for verification. Partial scans and/or failure to show your work space may be flagged during the proctoring review and may result in a zero (0) grade on the exam.
- Make sure your laptop is fully charged, or keep the charger within arm's reach.
- When prompted to provide a photo ID, make sure your fingers do not cover any information on the ID. Photo capture of the photo ID must be clearly legible, and photo must clearly represent the student taking the exam.

You may refer to the Academic Honor Code section of the Chipola Catalog under Student Governance – Student Rights, Responsibilities and Code of Conduct for additional information on conduct that constitutes academic dishonesty and consequences of such conduct.

Information about the use of ATI for skills, clinical, classroom, and testing can be found in Appendix A.

Professional Appearance

While in uniform, the student is representing Chipola College; therefore, an acceptable appearance as described below will be expected of all students. Nursing students must be in uniform while at any of these locations: classroom, skills lab/simulation, and clinical facility. Those not meeting the dress and/or grooming criteria will be asked to leave the area to make necessary changes. Time missed will be counted as absent time.

1. **Uniform:** Designated white uniform top with the PN Student Insert in the sleeve and royal blue bottom purchased from the Bookstore. Name tag is to be placed on the right side of the chest. A clean, neatly ironed uniform, which fits properly and is in good condition, is required.
2. Appropriate undergarments must be worn and undergarments must not be visible.
3. A pregnant student can wear a uniform maternity top with maternity pants.
4. Plain white crew neck short sleeve T-shirts are allowed under the uniform top. The T-shirt must not extend beyond the uniform sleeve.
5. Plain white long sleeve crew neck tops (not thermal underwear) OR plain white long sleeve turtle necks are allowed under the uniform top.
6. **HOSE/SOCKS - NO BARE LEGS OR FEET** white non-textured hosiery only. Plain, white, above-the ankle socks may be worn with uniform.
7. **SHOES:**
 - a. Clinical: White leather or leather-like closed toe/closed heel shoes with non-skid sole. No cloth or canvas shoes, sandals, clogs, thongs/"flip flops", or platform shoes may be worn. Shoes and white laces are to be clean each day.
 - b. Skills Lab and Clinical: May wear regular tennis shoes to skills lab and simulation. Students should not wear the shoes they wear to clinical in the classroom due to concerns with infection control.
 - c. Classroom: May wear regular tennis shoes, regular shoes, or boots (no flip flops/thong style shoes) to class. Students should not wear the shoes they wear to clinical in the classroom due to concerns with infection control.
8. Hair of any length must be clean, neatly groomed, and conform to generally accepted business and professional standards. Hair must not contaminate the work environment. Hair must be pulled back away from the face, off the shoulders and neck, and appropriately secured with conservative, neutral clips. No bows, scarves, hair feathers, or ornamental hair decorations of any kind. Headbands should be plain, thin (no more than ¼ inch wide), and blend with hair color. No unnatural hair color (blue, green, pink, purple, etc.) is allowed. ***For class only:** student may wear hair down.

9. No visible tattoos allowed at the clinical facilities, however, visible tattoo in the classroom setting remains at faculty's discretion.
10. Beards/mustaches need to be neatly trimmed or cleanly shaven (no stubble).
11. Under no circumstances are "fake eyelashes", including eye lash strips, clusters, or extensions allowed in the classroom or clinical setting. **Failure to follow this infection control measure will result in being sent home from class and/or clinical as an unexcused absence.**
12. Nails should be short- no longer than ¼" beyond the fingertip, neat and clean. **Only clear nail polish is allowed** and it must not be chipped or cracked. Artificial fingernails and extenders are not to be worn. This includes nail wraps, overlays, and nail jewelry. **Failure to follow this infection control measure can result in being sent home from class and/or clinical as an unexcused absence.**
13. Jewelry must be kept to a minimum to promote infection prevention and ensure patient safety. Students may wear one solid, smooth wedding band without stones or other embellishments on the fourth finger of the left hand. One pair of small stud earrings may be worn in the earlobes only, in accordance with the clinical agency's policy.
No other visible body piercings, including tongue piercings, are permitted during classroom, laboratory, simulation, or clinical experiences. This prohibition includes metal allergy sleeves, clear or invisible retainers, and similar devices. Covering a piercing with a bandage or dressing does not meet this requirement. Students who fail to comply with this infection prevention policy will receive one warning. Any subsequent violation may result in the student being dismissed from the classroom, laboratory, simulation, and/or clinical setting and recorded as an unexcused absence. Students are responsible for all missed course or clinical requirements in accordance with Nursing Program policies.
14. To promote a safe environment for classmates, patients, and other healthcare personnel, students may not wear scented fragrances, perfumes, colognes, aftershave, heavily scented lotions, shampoos, or other strongly scented personal care products in the classroom or clinical setting. Students must be also be free of smoke odors (e.g. cigarette, cigar, vaping, etc. while participating in lecture and clinical experience.
15. To promote a safe environment for patients, visitors, and healthcare personnel, students may not wear scented fragrances, perfumes, colognes, aftershave, heavily scented lotions, shampoos, or other strongly scented personal care products in clinical settings. Students must also be free of smoke odors (e.g., cigarette, cigar, vaping, or other tobacco products) while participating in clinical experiences.
16. Students are expected to maintain appropriate personal hygiene and professional grooming at all times. Good personal cleanliness is essential, and body odor or poor personal hygiene that may interfere with patient care or the clinical environment is not acceptable.
17. Students may be required to wear facility-provided scrubs in designated clinical agencies. If appropriately sized scrubs are unavailable, students are responsible for obtaining scrubs that meet the clinical agency's requirements and bringing them to the assigned clinical experience.
18. Sweaters are not permitted in clinical settings. Students may wear the approved white Nursing Program lab jacket, which may be purchased through the College bookstore. The official Chipola College Nursing Program patch must be affixed to the left sleeve of the lab jacket.
19. **Equipment:** Students are responsible for bringing the required clinical equipment to each clinical experience. Required equipment includes a watch with a second hand, bandage scissors, black ink pen, notepaper or a small notebook, a simple calculator, EKG calipers, a dual-head stethoscope, a penlight, and approved safety goggles or safety glasses. **Students are not permitted to wear smartwatches, including Apple Watch® or similar electronic wearable devices, at any time.**

Skills Lab

1. Each student **MUST** utilize the required course skills bag/packet for skills lab practice. The bags/packets are available for purchase in the bookstore.
2. No invasive procedure will be practiced outside supervised skills labs or clinical.
3. Students **WILL NOT** have their shoes on while lying on the beds. If student needs to be on the bed for a skill, he/she should put a paper towel under head and feet. Students **WILL NOT** be in or on the beds unless performing procedures.
3. There can be **ABSOLUTELY NO EATING or DRINKING** in the patient simulation rooms and/or nursing demonstration classroom.
4. Skills labs are reserved for nursing courses that have a skills lab component. Any other use of skills lab space **MUST** be scheduled and reserved.
5. Open Skills Laboratory sessions for voluntary skills/procedure practice are available to students every semester. Hours for the open sessions for practice will be posted and may vary by semester.

Clinical Experience

1. Students will be evaluated in the clinical and simulation lab aspect of each nursing course.
2. The clinical evaluation process (clinical, lab, and simulation) will be graded as satisfactory (S), needs improvement (NI), unsatisfactory (U).
3. Requirements to attend clinical include, but not limited to:
 - a. Students must meet the criteria for a successful background check. **A student who is ineligible to attend at any one clinical facility will not be able to progress in the program.**
 - b. Up to date **YEARLY** PPD
 - c. Up to date CPR card (expires every two years)
 - d. Recent negative urine drug screen
 - e. No signs or symptoms of any infectious disease.
 - f. May be required to have a COVID-negative test 7 days prior to clinical or have been vaccinated against COVID or COVID Vaccine waiver per facility policy.
4. Completion of the entire hepatitis vaccine series is encouraged prior to beginning the clinical sequence. Documentation must be submitted to the repository after each step is completed.
5. The clinical experience in each course of the program:
 - a. Clinical component must be completed in a timely and satisfactory manner.
 - b. Students not completing the required hours of experience will receive a Failure (F).
 - c. Students must meet the criteria for a successful background check to attend clinical at each health care agency. A student who is ineligible to attend at any one clinical facility will not be able to progress in the program.

Clinical/Skills Attendance, Tardiness or Absences

1. Attendance at clinical and skills lab is necessary to meet the course objectives.
2. **Skills Check-offs:** skill check-offs must be done successfully to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be given for that course.
3. The student is required to attend 100% of scheduled clinical/lab hours in every nursing course.
 - a. Any clinical/lab time that is missed in the clinical courses must be made up. The time frame of the makeup will be determined by the clinical instructor but must be completed prior to the final exam of the individual course.
 - b. A student missing a scheduled clinical makeup will be counted absent and will receive an F - Failure for the course.
 - c. Clinical/lab will be made up in a manner decided upon by the instructor. Clinical or skills labs missed combined with didactic (lecture) must not exceed 10% (see #6 in the Class Attendance, Tardiness, or Absences section, p. 30).

- d. Students **MUST** notify the course instructor prior to the start of lab or clinical if they will be late or absent.
4. A student who calls prior to the start of lab/clinical and cannot attend will be marked absent and will have to make up the lab/clinical experience.
 5. A student who is “no call, no show” to lab/clinical will be counted absent, will have to make up the clinical time, and will receive a “U” on the clinical evaluation under Professional Behavior.
 6. A student who cannot arrive by the beginning of report from the off-going nurse will not be allowed to attend, will be counted absent, and will have to make up the lab/clinical time prior to the end of the course.
 7. It is the student’s responsibility to find the instructor immediately upon arrival at lab/clinical.
 8. If a student is sick while in clinical, the instructor must be notified so that the clinical assignment may be modified as needed. The student may be asked to leave the clinical facility.
 9. All required written work must be submitted on due dates and times assigned regardless of attendance (see specific course requirements).
 10. The clinical evaluation form must include an initial from the nursing faculty and student each week which verifies that the student has read and reviewed the evaluation. Any note written in the clinical evaluation must include the date, faculty signature, and the student signature. If a student refuses to initial and/or sign the weekly clinical evaluation, the clinical instructor will schedule a follow-up meeting with the Health Sciences Director to witness that the student read the evaluation and refused to sign it.

School of Health Sciences Appendices

APPENDIX A

Assessment Technologies Institute (ATI)

Overview of Exams

All nursing students will be required to demonstrate mastery of curriculum content by utilizing the Comprehensive Assessment Review Package provided by ATI that are content specific and correlated to the curriculum progression, see Table 1. These include: PN Fundamentals, PN Adult Medical / Surgical, PN Pharmacology, PN Mental Health, PN Pediatric Nursing, PN Maternal Newborn, PN Management, and the Comprehensive Predictor. The purpose of these tests is to measure proficiency as well as offer identification of specific concept(s) needing remediation.

The Proctored Content Mastery Assessments for Fundamentals, Adult Medical / Surgical, Mental Health, Pediatric Nursing, and Maternal Newborn are weighted as a final exam grade. All proctored and non-proctored assessments are required to be completed with submission of completed focused reviews. The exam, resulting in levels, will correlate with the PL earned for that assessment, see Table 2.

Table 1.

Schedule of Proctored Exams

Program Course	ATI Proctored Exam	ATI Assessments
PRN 0098 Fundamentals 1		Self -Assessment Inventory Launch: Nursing Academic Readiness Test Taking Strategies
PRN 0099 Fundamentals 2	Fundamentals Mental Health	Becoming a Professional Nurse Professional Communication Next Gen NCLEX Questions
PRN 0290 Medical / Surgical 1		Wellness and Selfcare Dosage Calculations
PRN 0291 Medical / Surgical 2;	Adult Medical / Surgical	Anatomy and Physiology Informatics and Technology Capstone Management Pharmacology
PRN 0690 Comprehensive Nursing and Transitional Skills	Pediatric Nursing Maternal Newborn Comprehensive Predictor	Critical Thinking Virtual ATI Required – Live ATI Review

Table 2

Corresponding Proficiency Level for the Exam Grade

Proficiency Level	Proctored Exam
PL3	95
PL2	85
PL1	75
<PL1	65

Proctored Exams

Proctored exams will be given according to the schedules specific to each course. The student is expected to perform at a minimum PL 2. Regardless of the PL attained on the proctored exam all students will be **required** to remediate and retake the proctored exam. For all student remediation efforts, see Table 3 for required remediation hours and corresponding points awarded for completion of remediation.

Table 3

Minimum Required Remediation Hours for ATI Proctored Exams

Proficiency Level	Remediation	Points added to exam
PL3	One hour	3
PL2	Two hours	4
PL1	Three hours	5
<PL1	Four hours	6

Retake Proctored Exams

All students are required to retake the proctored exam. Students who receive a lower ATI score on the second attempt will have the higher of the two exams recorded as their official grade for the exam.

Practice Exams

Practice exams will be given in class to provide for achieving optimal performance on the ATI exams. Practice exams resulting in percentages will correlate with the percentages earned for that assessment (see Table 4).

Table 4

Correlating Grade	Spring Semester	Summer Semester	Fall Semester
95%	60 and higher	70 and higher	80 and higher
85%	50 -59	60-69	70-79
75%	40-49	50-59	60-69
65%	0-39	0-49	0-59

Comprehensive Predictor:

The Comprehensive Predictor is the final assessment administered in PN 0620. All students **will be required** to retake the comprehensive predictor exam. A student will have two attempts. Students who increase their probability of passing the NCLEX on the second attempt will be awarded additional points to their final exam grade. This is a requirement for all currently enrolled students and not subject to admission date. Any student who does not complete the required remediation and retake the comprehensive predictor exam, will be assigned an incomplete for their grade. Therefore, the student will not be allowed to graduate and their name will not be on the licensure eligibility list sent to the Florida Board of Nursing. Any student who fails to complete the minimum required remediation hours and the retake of the comprehensive predictor exam by the end of the following semester, the Incomplete grade will change to a grade of "F".

Guidelines for Remediation

Remediation involves a focus review created individually for the failed attempt of that student using the ATI Active Learning Template.

- Students will log into ATI and use the RESULTS tab.
- Click RESULTS to view your individual performance profile for that assessment. Download and save the report on your computer so you can submit it with your focus review.

5. Highlight the Major Content Areas you scored below 75%. These are the areas you need to focus on for your remediation. Each major content area will display individual topics to review.
 - a. Use the ATI Active Learning Templates to complete the remediation for the areas identified on your report.
 - b. Write the NCLEX Major Content Area to review.
 - c. Complete the entire template written out by hand, not typed.
 - d. Repeat steps a-c until you have written out a template for each topic under the major content areas where you received less than 75%.
6. Return to the IMPROVE tab and complete #3 for each Major Content Area you received <75%.
7. After completing the focused review with ATI Active Learning Template, return to the IMPROVE tab and click BEGIN QUIZ. You must make an 75% or higher on each quiz taken. If you do not make an 75% or higher, review more of the focused content then return to retake the quiz.
8. The Focused Review Report indicating that the student has completed the **entire focused review** (Active Learning Template with quiz per content area) must be submitted to the instructor. The ATI Active Learning Template must be written legibly, illegibly written or typed is not acceptable.
9. The remediation steps 1-6 must be completed for Practice A and Practice B by the deadlines or the student will not be allowed to sit for the Proctored exam.
10. The remediation steps 1-6 must be completed for the proctored exam by the deadline or the student will not be allowed to sit for the retake of the proctored exam.
11. Any student who does not complete the required remediation hours for the proctored exam will not be allowed to retake the exam and will receive an incomplete (I) for their course grade. The student will not be allowed to progress to the next semester until remediation is completed and the retake of the proctored exam (if required) has been taken. Any student who fails to complete the minimum required remediation hours by the end of the following semester will have the Incomplete grade changed to a grade of "F".

LIVE NCLEX REVIEW

The Live ATI NCLEX Review Program is a **Mandatory Passing Requirement of PRN 0690**. **Attendance is required to receive a grade for the course. If a student misses one or more days of the 3-day live review, a grade of "I" (incomplete) will be submitted until students provide proof of attendance.**

Any student who does not complete the passing requirement in PRN 0690 due to extenuating circumstances, with documentable supporting evidence, and excused by the Director of Health Sciences will receive a grade of "I" (incomplete) in the course with a specified time identified for completion of the coursework. The student will not be eligible for graduation until the Incomplete Grade has been satisfied and a passing grade submitted. If a student does not complete the required coursework to satisfy the incomplete grade with a passing grade within the scheduled timeline, the Incomplete Grade will be changed to a grade of "F".

Chipola College Practical Nursing Program Handbook Acknowledgement Form

Please initial each for declaration of understanding then print your name, write in the date, and sign the form at the bottom.

- ____ I understand the College will not provide copies of submitted documents to students. Therefore, I must keep copies of all documents submitted.
- ____ I understand and will comply with all college, clinical and didactic (theory) requirements throughout the Nursing Program.
- ____ I understand and acknowledge that the FBI Report and Drug Screen are required as part of the admission process.
- ____ I understand and acknowledge that I could be asked to repeat the FBI Report and/or Drug Screen while I am progressing through the program. If at any time there is a problem with the FBI Report or Drug Screen, I will be dismissed from the program.
- ____ I understand and acknowledge that I must report any tickets or arrests within three business days to the Director of the School of Health Sciences.
- ____ I understand and acknowledge that the inability to meet the physical, psychological or other requirements (see example list on page 10) will result in removal from the clinical site which, in turn, will result in a failing grade in clinical.
- ____ I understand that some of the physiological requirements include, but *are not limited to*, direct contact with patient and bodily fluids, communication with difficult patients and others, and operating room blood and sterile protocol scenarios.
- ____ I understand that other clinical requirements include, but *are not limited to*, competency requirements, safety of self and patients (also a part of physical and psychological requirements), following the Program Handbook, clinical syllabus, health and safety requirements, and the College Handbook and rules therein.
- ____ I understand the information in the Student Handbook and course syllabi is subject to change. I will be held accountable for these changes. Any changes will be provided to me in written form.
- ____ I understand that I may be dismissed from the Nursing Program for failure to follow any of the policies outlined in the College Catalog, College Student Handbook, and the Nursing Student Handbook.
- ____ I understand that if I have any questions about the College or Nursing Student Handbook, I need to personally address the concerns with the appropriate parties using proper chain of command.
- ____ I understand that dismissal from the clinical site may result in a failing grade ("F") for the clinical course and dismissal from the Nursing Program.
- ____ I understand that readmission to the Nursing Program is not guaranteed and subject to the progression and termination policies in this handbook.

Student name (Print)

Student Signature

Course/Courses

Semester

Date

NOTE: This copy is for your records.

Request to Re-Enter Form

Student ID: _____ Date: _____

First Name: _____ Last Name: _____

Address: _____
Street City State/Zip

Phone: _____ Email: _____@my.chipola.edu

I am requesting to re-enter the following course(s): _____

In the following semester: _____ because (state the reason or reasons):

I understand that by **initialing** each line and signing below, I am agreeing to follow the policies of this Nursing Program:

_____ I must contact my instructor by email for my remediation plan which will include testing out on all previous courses in the ATI Proctored exams at PL1 or higher. I must submit my remediation by _____. Failure to submit by the deadline can result in termination from the Nursing Program.

_____ Submitting this form **does not** guarantee that I will be placed back in the nursing program.

_____ I will be placed in the following semester in which this course is offered on a space available basis.

_____ I will be notified using my **Chipola Outlook email** if I am approved for re-entry.

_____ Notification of re-entry could occur between midterm of the previous semester up to the week before the first day of classes for the new semester.

_____ I **must** re-enter this semester within one year (3 semesters) of leaving the current course(s).

_____ It is **my responsibility** to ensure that all Repository requirements are up-to-date upon Re-entry to the program and failure to do so could result in my Re-entry being denied.

Signature

Date

Form received on: _____ at _____ by _____
Date Time Signature

*A copy of this form will be returned to you. Please keep for your records. A copy of this form will also be sent to the instructors for the class you will be repeating.